

## Boston Survey of Child Health – Responses to Applicant Questions

July 16, 2025

Question	Response
Can you please provide the anticipated budget for this study?	The final budget has not been set yet for this project.
Would BPHC be open to alternate approaches to optimize the aims and objectives of the BCHS?	<p>Yes. BPHC is seeking a methodology partner and advisor to help accomplish the work outlined in this RFP, and we are open to alternative approaches that support the aims and objectives of the Boston Child Health Survey. If you propose an alternative methodology, please include a corresponding cost estimate.</p> <p>Please note that we also expect vendors to submit pricing for the sampling configurations and deliverables outlined on page 7 of the RFP, including the completed cost table and the detailed summary for 2,000 interviews and a phone distribution of 5% landline and 95% cellphone.</p>
To level the playing field across potential bidders, could BPHC provide a final report or methodology report that summarizes the history of the survey?	We appreciate your interest in the background of this work. The last child health study that the BPHC conducted was in 2012 (2012 data reports are <a href="#">available here</a> ). Given that the study is now more than 13 years old we are not expecting to replicate that methodology since it is not relevant for today's context. We welcome proposals that present thoughtful, well-justified strategies to meet our objectives. The awarded applicant will receive the full methodology report for reference.
Does BPHC desire a target number of completed interviews in English versus Spanish as well as for Mandarin, Cantonese, Vietnamese, Haitian Creole, Portuguese, and Cape Verdean Creole?	No, we do not desire target numbers by language; but would like to increase linguistic inclusivity among the randomly selected respondents who are invited to participate. We expect the vendor to partner with us to yield information that reflects the city of Boston residents.
Who conducted the last survey for BPHC?	The prior child health survey was conducted in 2012 by Abt SRBI ( <a href="#">2012 Boston Child Health Study</a> ). We do not consider any vendor to be an incumbent. Every applicant will be evaluated by the same criteria.
Will BPHC provide a finalized survey instrument, or is there room for applicant input or adaptation based on local context?	We expect to adapt the survey based on our local context. Through this RFP we are looking for a methodology partner who will provide us with inputs on the survey instrument and all other aspects of survey design and survey methodology. We anticipate that our survey instrument will be finalized in consultation with our vendor.

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How should pricing for the additional languages (Chinese (Mandarin and Cantonese), Vietnamese, Haitian Creole, Portuguese, and Cape Verdean Creole) be incorporated into the cost estimate table provided?	We would like to obtain a per-interview cost estimate for each of the additional languages. If the applicant would like to incorporate the additional languages into the cost estimate table, please provide the number of estimated interviews for each additional language.
Given sample frame coverage limitations and nonresponse challenges with RDD surveys, will BPHC consider other sampling and data collection methodologies such as Address-based Sampling (ABS) with a mail push-to-web design?	<p>Yes. BPHC is seeking a methodology partner and advisor to help accomplish the work outlined in this RFP, and we are open to alternative approaches that support the aims and objectives of the Boston Child Health Survey. If you propose an alternative methodology, please include a corresponding cost estimate.</p> <p>Please note that we also expect vendors to submit pricing for the sampling configurations and deliverables outlined on page 7 of the RFP, including the completed cost table and the detailed summary for 2,000 interviews and a phone distribution of 5% landline and 95% cellphone.</p>
Are there specific data security protocols or systems BPHC requires for handling and storing respondent data?	Yes. We expect the vendor will follow best practices for data security protocols for Personally Identifiable Information (PII). Therefore, we anticipate the vendor will implement a multi-layered approach to protect PII, which includes encryption, access controls, data masking, and regular security assessments. We also expect policies for data usage and retention to be clear and unambiguous for all personnel working on this project including sub-awardees, with regular training and a robust incident response plan in place.
What are the key criteria BPHC will use to evaluate proposals (e.g., cost, experience, methodology)?	Our primary evaluation criteria are the following: prior experience, expertise in survey design and methodology including instrument design, pricing, demonstrated capacity to complete work, and feedback from references. We also evaluate Certified Underrepresented Business Enterprise ( <a href="#">CUBE vendor</a> ) status.
Should applicants assume preparation of materials for human subjects' review and clearance by the applicant's Institutional Review Board, or will BPHC submit the protocol and data collection materials to their IRB for review and clearance?	The BPHC will submit this study to our IRB for review and approval.

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<p>Can incentives be provided to respondents as a way to encourage participation?</p>	<p>Vendors may include incentives as part of their proposal. The vendor will be responsible for the disbursement of any incentives and must provide de-identified “proof” of such (example, listing of unique IDs, amount of incentive, and date of dispersal for each participant, and, assuming incentive is a gift card, a receipt showing the gift card purchases).</p>
<p>Is there a programmed version of the questionnaire already, or will the vendor be responsible for programming the question from scratch? If there is a programmed version of the questionnaire, what is the software platform used for the programmed questionnaire?</p>	<p>There is no programmed version available. The vendor is responsible for programming from scratch.</p>
<p>The RFP mentions pricing for interviewing in several languages in addition to Spanish. Is there an expectation, or previous survey history, of what percentage of these populations should or have been contained in the final sample?</p>	<p>We do not desire target numbers by language; but would like to increase linguistic inclusivity among the randomly selected respondents who are invited to participate. We expect the vendor to partner with us to yield information that reflects the city of Boston residents.</p>
<p>The RFP states: “We would like cost estimates for two landline/cell-phone combination options. These are overlapping dual frames in which some percentages of interviews are collected within the landline phone frame, and the remainder are collected within the cell-phone frame. In this mix, the cell-phone users are not necessarily cellphone only users. Please see the cost estimate summary table below for more information on the proportion of landline and cellphone in the sample options”.</p> <p>To clarify, the dual frame mentioned is specifically Landline and cell phone universes, correct? Also overlapping does not refer to the expectation that their will be participants that complete</p>	<p>Yes, the dual frames are landline and cell phone universes. And yes, we do not expect that respondents would complete both landline and cell phone interviews, but that the landline and cell phone samples overlap. We include questions on the number of landlines within the household to be able to adjust for probability of selection.</p>

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both a landline and a cell phone interview, but that the cell phone sample may overlap landline sample in terms of a potential respondent appearing in both the landline and cell phone sample universes?	
Based on the RFP language, the survey and sample methodologies appear to have much in common with the Center for Disease Controls, Behavioral Risk Factor Surveillance System study/survey. Is this the case?	The last child health study we conducted was in 2012 and we followed a similar survey methodology to the CDC's Behavioral Risk Factor Surveillance System (BRFSS). Furthermore, BPHC conducts a Boston BRFSS where we use similar data collection methods. We are open to alternative methodologies with justification on their superiority but ask that the method and cost options requested in the RFP be completed.
To clarify cost estimates, the BPHC would like fully, cost inclusive, estimate (one total cost amount) for a 10/90 LL/Cell ratio project and a 5/95 LL/Cell ratio project with 1,800, 2,000, 2,200, and 2,500 completed surveys? In addition to this, the BPHC would like detailed (line item) budget for 5/95 LL/Cell ratio project with 2,000 completed surveys?	Yes, to both questions.
Is there a specific format the BPHC would like used for the detailed budget, or will an excel spreadsheet with labeled categories be acceptable?	An Excel spreadsheet for the budget portion with labeled categories will be fine.
Is there an incumbent vendor for this project.	The prior child health survey was conducted in 2012 by Abt SRBI ( <a href="#">2012 Boston Child Health Study</a> ). We do not consider any vendor to be an incumbent. Every applicant will be evaluated by the same criteria.
If the vendor does not reside or conduct business in Boston or Massachusetts, are they bound by the City of Boston Living Wage requirements?	Yes, they are bound by the City of Boston Living Wage requirement. You will find details of the living wage requirements <a href="#">here</a> .
Are there to be incentives offered to participants? If so, what is the anticipated amount to be offered per participant? If there are incentives to be offered, can you confirm that the	Vendors may include incentives as part of their proposal. The vendor will be responsible for the disbursement of any incentives and must provide de-identified "proof" of such (example, listing of unique IDs, amount of incentive, and date of dispersal for each participant, and, assuming

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vendor will be responsible for disbursement of incentives?	incentive is a gift card, a receipt showing the gift card purchases).
<p>On page 4 of 8 of the RFP, it states, “<i>The survey partial-complete point (the point after which partially completed interviews will be accepted toward the final sample size count) is set at a minimum 80% completion of the survey instrument. Partial may constitute a maximum of 5% of the sample total for each of the frames.</i>”</p> <ul style="list-style-type: none"> <li>a. We interpret this to mean that a survey may be included in the final sample size count once a respondent has answered 80% of the relevant survey items. Can you confirm?</li> <li>b. We also interpret this to mean that only 5% of the final sample may include partial-completes. For example, if the goal is 1800, then 90 of these may be included in the final sample. Can you confirm?</li> <li>c. Can you clarify what is considered a complete? For example, if a respondent answers 95% of the relevant survey items, would this be considered a complete or a partial complete?</li> </ul> <p>The RFP calls for monthly data collection for a 6-month period. On page 6, the pricing table requests pricing for 1800-2500 interviews. Can you please confirm that the number of completed interviews is per 6-month cycle, not 1800-2500 completed interviews per month?</p>	<ul style="list-style-type: none"> <li>a. Yes</li> <li>b. Yes</li> <li>c. Answering 95% is a partial complete. Answering 100% is a complete.</li> </ul> <p>The number of completed interviews (1,800 – 2,500) is for the total six-month period, not per month.</p>
Has the Boston Child Health Survey (BCHS) been conducted previously, either under the same or a different	The prior child health survey was conducted in 2012 by Abt SRBI ( <a href="#">2012 Boston Child Health Study</a> ). We do not consider

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name? If so, could you please share the name of the previous vendor responsible for conducting the most recent iteration of the survey?	any vendor to be an incumbent. Every applicant will be evaluated by the same criteria.
If possible, please provide a copy of the survey instrument.	The survey instrument is under development and not available currently.
What is the maximum budget allocated for this project?	The final budget has not been set yet for this project.
Given the specific requirements in terms of sampling in small geographic areas as well as the potential cost of a survey done completely by telephone, would the Boston Public Health Commission be open to using other methodologies for data collection such as multi-mode online and phone, or multi-mode online, phone, and mail based on Address Based Sampling?	We are open to alternative methodologies with justification for their use but ask that the method and cost options requested in the RFP also be completed.
In past administrations were respondents provided an incentive for completing the survey? Would the Boston Public Health Commission be open to providing an incentive for the current administration?	The 2012 survey did not include an incentive. Vendors may include incentives as part of their proposal. The vendor will be responsible for the disbursement of any incentives and must provide de-identified “proof” of such (example, listing of unique IDs, amount of incentive, and date of dispersal for each participant, and, assuming incentive is a gift card, a receipt showing the gift card purchases).
Is there an anticipated budget amount for this work, and if so, what would that be?	The final budget has not been set yet for this project.
Does the Boston Public Health Commission know the current rate of cell phone only households in Boston?	According to the American Community Survey, 89% of Boston households have a cellular data plan. In our 2023-24 Boston BRFSS we found that 69.8% were cell phone only households.
Given the number of potential languages in which the survey will be conducted is the Boston Child Health Survey open to using AI tools to assist in the translation process if combined with human review and editing?	Assuming you are only asking about translating the survey instrument and not interviewing, we are open to AI tools for translation, but we require that BPHC have the option to review any translations and provide edits as needed. This applies to Spanish as well.
Per the RFP, the translation into Spanish should be tailored to best reflect the dialect spoken by Boston’s Spanish-speaking community. Can the Boston	Our translation services use Latin American Spanish. Our Spanish speakers come from a broad area in Latin America, largely from the Caribbean and Central America.

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Public Health Commission provide guidance on which dialect would be most appropriate?	
Does the Boston Public Health Commission Boston have an estimate of the percentage of Boston households that have a child residing in their household?	Approximately 20% of Boston households have children residing in them.
The link provided in the RFP for living wage compliance was not functioning. Does this living wage requirement apply to companies or organizations whose offices are located outside of Boston? Is it limited to companies of certain size in terms of number of employees?	Yes, vendors are bound by the City of Boston Living Wage requirement regardless of their geographic location. You will find details of the living wage requirements <a href="#">here</a> . Workers on contracts of \$25,000 or greater must at minimum be paid the living wage (currently \$18.78/hour).
Are respondent incentives permitted as part of the proposed data collection protocol?	Vendors may include incentives as part of their proposal. The vendor will be responsible for the disbursement of any incentives and must provide de-identified “proof” of such (example, listing of unique IDs, amount of incentive, and date of dispersal for each participant, and, assuming incentive is a gift card, a receipt showing the gift card purchases).
May offerors include named subcontractors in their proposals?	Yes, but any subcontractors are the responsibility of the primary vendor for completing contracted work on time and on budget, and they must comply with the Boston Living Wage Ordinance regardless of their geographic location.  You will find details of the living wage requirements <a href="#">here</a> . Workers on contracts of \$25,000 or greater must at minimum be paid the living wage (currently \$18.78/hour).
Should pricing details for additional language options be presented separately from the detailed budget?	Yes, for languages other than English and Spanish.
Do you have a format for the budget?	In response to the RFP, we need vendors to complete the Cost Table on page 7 of the RFP and a detailed budget for the option as indicated in our RFP. For the detailed budget we are looking for broad items, including sub-awardee costs.
The survey methodology section references disproportionate sampling	High-density and medium-density refers to the proportion of telephone numbers. In the landline sample, telephone

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between high-density and medium-density strata. Could you clarify whether high-density strata are defined by a higher proportion of children under 18, and how this has been determined in previous survey cycles?	banks with listed residential numbers (high-density) are sampled at a higher rate than telephone banks with unlisted telephone numbers (medium-density). In the cell phone sample, rate centers in the Boston area are used to define the potential respondent pool. The rate centers are disproportionately sampled based on matching to geography in Boston.
Could you please provide a list of acceptable cities or towns that meet the residency requirement?	<p>All survey respondents must be residents of the city of Boston.</p> <p>Zip codes: 02108, 02109, 02110, 02111, 02113, 02114, 02115, 02116, 02118, 02119, 02120, 02121, 02122, 02124, 02125, 02126, 02127, 02128, 02129, 02130, 02131, 02132, 02134, 02135, 02136, 02163, 02199, 02210, 02215, 02467, 02101, 02112, 02117, 02123, 02133, 02137, 02196, 02201, 02205, 02211, 02212, 02222 and 02241</p> <p>Boston has the following neighborhoods: Allston, Back Bay, Bay Village, Beacon Hill, Brighton, Charlestown, Chinatown, Dorchester, Downtown, East Boston, Egleston Square, Fenway, Fields Corner, Hyde Park, Jamaica Plain, Leather District, Longwood Medical Area, Mattapan, Mission Hill, North End, Readville, Roslindale, Roxbury, South Boston, South Boston Waterfront (Seaport), South End, West End, West Roxbury</p> <p>Survey respondents must report residency in the city of Boston or a Boston neighborhood, <u>and</u> zip code to qualify for inclusion in the survey.</p>
Does the average interview length of 26-27 minutes include the time to complete one of the three age-based topical questionnaires that are administered based on the child's age and health status?	Yes
What are the expected response rates for the landline and cellphone samples?	Based on our experience from previous surveys, we anticipate a cooperation rate of 75% – 80% for cell phone, and for landline sample a cooperation rate of 40 – 50%.
Can you confirm that we can provide an incentive for participating in the survey?	Vendors may include incentives as part of their proposal. The vendor will be responsible for the disbursement of any incentives and must provide de-identified “proof” of such (example, listing of unique IDs, amount of incentive, and



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Can you confirm the contract type? Firm Fixed Price by deliverable, with add on pricing for each of the (5) languages?	Yes, firm fixed price for the deliverables with add-on pricing for the other languages.
Is there a page limit for this proposal?	No
Is it possible to propose an alternative methodology to the RDD CATI design outlined in the RFP?	<p>Yes. BPHC is seeking a methodology partner and advisor to help accomplish the work outlined in this RFP, and we are open to alternative approaches that support the aims and objectives of the Boston Child Health Survey. If you propose an alternative methodology, please include a corresponding cost estimate.</p> <p>Please note that we also expect vendors to submit pricing for the sampling configurations and deliverables outlined on page 7 of the RFP, including the completed cost table and the detailed summary for 2,000 interviews and a phone distribution of 5% landline and 95% cellphone.</p>
We just want to confirm that all respondents, including the landline respondents, should be an adult responsible for the care of children.	Yes, this survey is targeted at adult caregivers who are responsible for the care of a child or children.