



## 2026 BCHS Qualitative RFP Applicant Questions & Answers

<b>1</b>	<p><b><i>P. 5, 15 focus groups and 15 key informant interviews</i></b>  <b><i>Due to budget constraints, challenging recruits, and hesitancy of target population, can the focus groups and key informant interviews be reduced to:</i></b>  <b><i>Focus Groups—Reduce from 15 to 10</i></b>  <b><i>6 online and 4 in person</i></b>  <b><i>Key Informant Interviews—Reduce from 15 to 10</i></b>  <b><i>6 online and 4 in person</i></b></p>	<p>We considered the qualitative study parameters carefully based on our experience, and we will not be reducing the number of focus groups or interviews requested in the RFP.</p> <p>Additionally, we generally prefer in-person focus groups but understand that in some instances a virtual group will be more effective.</p>
<b>2</b>	<p><b><i>P. 8, incentive card \$50</i></b>  <b><i>Due to time required (2 hours), incentive should reflect value of respondent time and participation.</i></b></p> <p><b><i>Focus Groups—Increase Incentive from \$50 to \$125/person</i></b></p> <p><b><i>Key Informant Interviews—Increase incentive from \$50 to \$125/person</i></b></p>	<p>Since we do not want incentives to influence responses to questions, our practice is to not provide more than \$75 for focus group/interview participants. At a minimum, each participant should receive an incentive gift card in value of \$50. The applicant can increase the incentive to \$75 as long as it is within the overall budget. We envisioned that in addition to the proposed \$50 incentive, refreshments/food would be provided for participants. Participants may receive a transportation stipend, if the applicant considers this critical to participation so long as all the incentives do not exceed \$75 per participant and it is within the overall budget.</p>
<b>3</b>	<p><b><i>Will BPHC provide a list/contact information of quantitative participants who opt-in to the qualitative phase?</i></b></p>	<p>No, the quantitative study and the qualitative study are separate parts.</p>
<b>4</b>	<p><b><i>The RFP notes that a qualitative study topic and question guide will be provided to the awarded</i></b></p>	<p>We welcome the selected vendor to be a thought partner and advise us in finalizing</p>

	<b><i>vendor. Is the guide intended to serve as a general framework to inform question development, or is it a finalized set of required questions to be used during focus groups and key informant interviews?</i></b>	the set of questions for the focus groups and interviews. Please note, however, that all questions will need to be approved by BPHC prior to its use in the field.
5	<b><i>For language access, particularly Haitian Creole, Vietnamese, Cape Verdean Creole, and Spanish-engagement, does BPHC have existing preferred translation, interpretation, or community partner resources that the vendor is expected to use, or should vendors include all interpretation, translation, bilingual facilitation costs within the proposed budget?</i></b>	The vendors should include all interpretation, translation, and bilingual facilitation costs within the proposed budget. There is no existing preferred partner for translation/interpretation research. BPHC will review and approve all translations.
6	<b><i>Given the number of priority populations identified in the RFP, does BPHC expect each group to be represented through a distinct focus group/interview, or can vendors propose a sampling strategy accounting for representation, feasibility, and recruitment considerations?</i></b>	Vendors can propose a sampling strategy accounting for representation, feasibility, and recruitment considerations. Each priority population does not have to be represented through a distinct focus group, but participants of a focus group should be comprised of a single priority population. A minimum of 15 focus groups and 15 key informant interviews are required.
6	<b><i>Has the Commission identified community partners who might assist with recruitment and/or relationship building with stakeholders?</i></b>	Yes, we have identified community partners in some areas and will connect the selected vendor with our partners. We expect the selected vendor to also have or build local connections to complete this work.
7	<b><i>Does the commission require that all listed priority populations be included in the focus groups?</i></b>	No, some could be represented in interviews only with justification for this approach.
8	<b><i>What are the reporting requirements?</i></b>	Please see the Deliverables description (p 9-10 of RFP) and the Methods Report description (p 10) for the required reporting and documentation. Thematic analysis of focus group and interview transcripts is not required.
9	<b><i>Re-contact from the quantitative survey: Did the quantitative component of the 2026 Boston Survey of Children's Health ask respondents whether they are willing to be contacted for future data collection, or otherwise obtain permission for</i></b>	Respondents from the quantitative survey will not be contacted to participate in the qualitative study.

	<b><i>follow-up? If so, would BPHC share that contact information with the selected vendor to support recruitment, and in what form (e.g., would a data use agreement be required)? Relatedly, would BPHC share preliminary quantitative findings to help inform qualitative probing?</i></b>	If initial quantitative data are available, we would share those to inform the qualitative development.
10	<b><i>IRB review: Will the study protocol and question guide undergo IRB review prior to the contract start date, or should the vendor include IRB submission and review time in its proposed timeline? If the vendor is responsible for initiating review, does BPHC have a preferred IRB of record?</i></b>	BPHC will complete the IRB prior to study launch in the field.
11	<b><i>Question guide revisions: Will the selected vendor have an opportunity to review and propose revisions to the BPHC-provided topic and question guide — for example, to adapt it for alternative methods such as journey mapping or photovoice, or for cultural and linguistic appropriateness?</i></b>	Yes, we are open to revisions based on vendor expertise. We welcome the selected vendor to be a thought partner and advise us in finalizing the set of questions for the focus groups and interviews. Please note, however, that all questions will need to be approved by BPHC prior to its use in the field.
12	<b><i>Translated materials: Will the question guide and demographic form be provided in English only, or will BPHC supply translated versions? If translation is the vendor's responsibility, what turnaround time should the vendor anticipate for BPHC approval of translated materials (e.g., demographic forms, guides) prior to use?</i></b>	It will be provided in English only. Please allow turnaround time of 8-10 business days for BPHC review and approval.
13	<b><i>Definition of special health care needs: The RFP notes that "caregivers of children with special health care needs" will be defined by BPHC. Can BPHC share this definition, or indicate when it will be provided to the selected vendor?</i></b>	We will provide the question series used to identify children with special healthcare needs as an appendix to this document.
14	<b><i>Scope of analysis: The deliverables listed in the RFP include transcripts, recordings, demographic data, and a methods report. Would BPHC consider an optional task/budget for qualitative analysis (e.g., thematic coding) and a findings report?</i></b>	A qualitative analysis and findings report is outside the scope of this RFP.
15	<b><i>Subcontractor requirements: If the vendor partners with a subcontractor, are they subject to flow-down requirements under the BPHC Standard Contract (e.g., CORI checks, insurance)? Is there a threshold below which such requirements would not apply?</i></b>	Any subcontractors are subject to flow-down requirements including CORI checks, insurance and the other listed requirements.

## Appendix – Questions Series to Screen for Children with Special Healthcare Needs

A child is identified as having a special healthcare need if they are a “yes” response to any of MEDS, CARE, LIMIT, THERP, or PROB questions plus “yes” responses to the two follow-up questions (only one follow-up for item PROB) for the corresponding item.

[ASK ALL]

### MEDS

Does this child currently need or use medicine prescribed by a doctor, other than vitamins?

1 Yes

2 No

[ASK IF MEDS=1]

### MEDS\_CON

Is this because of any medical, behavioral, or other health condition?

1 Yes

2 No

[ASK IF MEDS\_CON=1]

### MEDS\_CON\_T

Is this a condition that has lasted, or is expected to last 12 months or longer?

1 Yes

2 No

[ASK ALL]

### CARE

Does this child need or use more medical care, mental health, or educational services than is usual for most children of the same age?

1 Yes

2 No

[ASK IF CARE=1]

### CARE\_CON

Is this because of any medical, behavioral, or other health condition?

1 Yes

2 No

[ASK IF CARE\_CON=1]

### CARE\_CON\_T

Is this a condition that has lasted, or is expected to last 12 months or longer?

1 Yes

2 No

[ASK ALL]

### LIMIT

Is this child limited or prevented in any way in their ability to do the things most children of the same age can do?

1 Yes

2 No

[ASK IF LIMIT=1]

**LIMIT\_CON**

Is this because of any medical, behavioral, or other health condition?

1 Yes

2 No

[ASK IF LIMIT\_CON=1]

**LIMIT\_CON\_T**

Is this a condition that has lasted, or is expected to last 12 months or longer?

1 Yes

2 No

[ASK ALL]

**THERP**

Does this child need or get special therapy, such as physical, occupational, or speech therapy?

1 Yes

2 No

[ASK IF THERP=1]

**THERP\_CON**

Is this because of any medical, behavioral, or other health condition?

1 Yes

2 No

[ASK IF THERP\_CON=1]

**THERP\_T**

Is this a condition that has lasted, or is expected to last 12 months or longer?

1 Yes

2 No

[ASK ALL]

**PROB**

Does this child have any kind of emotional, developmental, or behavioral problem for which they need treatment or counseling?

1 Yes

2 No

[ASK IF PROB=1]

**PROB\_T**

Has their emotional, developmental, or behavioral problem lasted, or is it expected to last 12 months or longer?

1 Yes

2 No

Source: National Survey of Children's Health, Health Resources & Services Administration, Available at: <https://mchb.hrsa.gov/data-research/national-survey-childrens-health>.