



Request for Proposal
2026 Boston Child Health Study
Qualitative Investigation Component

Center for Public Health Science and Innovation

June 8, 2026

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RFP Timeline

Monday, June 8, 2026	RFP Posted on the Boston Globe
Monday, June 8, 2026	RFP available online at boston.gov/rfp by 11:00 AM EDT
Thursday, June 18, 2026	Questions due in writing by 5:00 PM EDT to: RFR@bphc.org Subject –2026 BCHS Qualitative RFP Applicant Questions
Monday, June 29, 2026	Responses to questions available for viewing on boston.gov/rfp by 5:00 PM EDT
Tuesday, July 14, 2026	Proposal due via email by 5:00 PM EDT to: RFR@bphc.org Subject – 2026 BCHS Qualitative RFP NO EXCEPTIONS TO THIS DEADLINE
Friday, August 14, 2026	Notification of Decision: Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers. Upon submission, all proposals are valid, irrevocable, and open for evaluation and acceptance by BPHC from the proposal submission date until the earlier of: 1) Notice of Award to the selected vendor pursuant to this RFP, or 2) BPHC cancels this RFP, unless the vendor notifies BPHC of its withdrawal for consideration. BPHC may cancel this RFP or reject all proposals at any time before or after award, if BPHC determines its best interest will be served by such action.

Overview

The Boston Public Health Commission (BPHC) is the public health department for the City of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

BPHC seeks a vendor with local expertise to conduct qualitative data collection for the 2026 Boston Child Health Study (BCHS). Qualitative data collection can incorporate multiple methodologies but at minimum must include a series of focus groups or key informant interviews or a combination of methods, with the purpose of reaching all pre-identified priority populations. BCHS is a city-wide initiative designed to better understand the health, development, and well-being of children and families living in Boston.

BCHS includes a quantitative component consisting of a population-based survey of adult caregivers of Boston children. Survey data collection is currently underway. Through this Request for Proposal (RFP), BPHC seeks a qualified partner to conduct complementary qualitative research among previously identified priority populations. This research will provide a deeper understanding of health-related topics relevant to children and caregivers including mental health, behavioral health, social media use, caregiver experiences, and other topics.

BPHC encourages proposals from businesses and organizations that reflect the diversity of the communities we serve. As part of BPHC's commitment to equitable procurement practices, BPHC encourages applications from Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit (MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses.

Living Wage Compliance: All service contracts awarded by BPHC may be subject to the City of Boston's Living Wage Ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is sufficient for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated annually. For more information, visit <https://www.boston.gov/worker-empowerment/livingwage-division>.

Background

The Boston Child Health Study (BCHS) is a mixed-methods research initiative designed to provide a comprehensive understanding of the health and well-being of children living in Boston.

The BCHS explores a wide range of topics central to children's health, growth, and well-being, including areas such as physical health, nutrition, and healthcare access, while also addressing emerging issues including children's social media use and engagement. In addition, BCHS explores how caregivers experience and manage the challenges of raising children today, including stress, capacity to meet children's needs, and sources of information and support – an area that remains underexplored in current child health research. The study will also assess the impact of the home, social, and built environments — including food security, housing conditions, transportation access, and neighborhood safety — on children's growth and development.

BCHS includes multiple research methods to accomplish these assessment objectives. The quantitative component of BCHS is currently underway and includes a population-based survey of approximately 2,200 adult caregivers of Boston children. Findings from this survey will help estimate the prevalence of health conditions, healthcare access, and factors that affect children and their caregivers' well-being across Boston. This RFP will focus on the qualitative component of the study which aims to provide a nuanced, in-depth understanding of caregivers in priority neighborhoods and among population groups not well represented in the quantitative survey.

Objective

BPHC seeks a qualified vendor to conduct qualitative data collection. The vendor can utilize a variety of qualitative methods, with the expectation that at least a minimum of fifteen (15) focus groups and fifteen (15) key informant interviews with Boston resident caregivers of children living in Boston will be conducted. BPHC seeks a vendor who will have deep expertise in qualitative methods and who has experience employing other creative and cutting-edge methods and tools for data collection. We would be happy to consider other qualitative methods such as journey mapping, photovoice or other techniques. The priority populations include residents of Dorchester, Mattapan, Roxbury and East Boston, as well as other specific populations which are described further on the following page. The objective of the qualitative study is to gather deeper insight into specific health topics, including child mental health, behavioral health, social media use, caregiver experiences, and other issues identified by BPHC. A qualitative study topic and question guide will be provided to the awarded vendor.

The selected vendor should use culturally responsive, trauma-informed, and community-centered approaches throughout participant recruitment, engagement, and reporting activities. Vendors should demonstrate strategies to build trust with participants, reduce barriers to participation, and create welcoming environments for discussion.

Priority Populations

BPHC has identified priority populations for this qualitative study. Methods (focus groups, interviews, etc.) should be conducted with stakeholders from each group. Those priority populations are:

1. Families with caregivers who have been impacted by the justice system
2. Families experiencing homelessness or housing instability
3. Fathers and father figures
4. Caregivers raising children ages 6–12
5. Families from Dorchester (02121, 02125)
6. Families from Dorchester (02122, 02124)
7. Families from Mattapan
8. Families from Roxbury
9. Families from East Boston (Spanish-language focus group)
10. Native American and American Indian caregivers and families
11. Caregivers of children with mental health concerns, conditions, or support needs
12. Newcomer families and caregivers who have recently immigrated to the United States (within the past five years)
13. Caregivers of children with special health care needs (to be defined by BPHC)

Data Collection among Non-English Language Speakers

In addition to the populations listed above, BPHC seeks to engage caregivers who primarily speak the following languages:

1. Haitian Creole
2. Vietnamese
3. Cape Verdean Creole (Kabuverdianu)

All stakeholders must be caregivers of children aged 17 and younger who reside in Boston. Boston residents live in these 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, 02241.

Vendor Responsibilities

The selected vendor will be responsible for all aspects of study implementation including:

- Participant recruitment and engagement
- Venue identification and coordination
- Scheduling and logistics
- Facilitation
- Language access services
- Participant incentives
- Note-taking, recording and transcription
- Translation services
- Collection of participant demographic information
- Submission of all required deliverables

Vendors should describe their proposed recruitment strategies, including methods for reaching priority populations, engaging community partners, and addressing recruitment or attendance challenges.

Methods

Vendors can propose multiple qualitative methods which must include focus group sessions and key informant interviews. Other methodologies are strongly encouraged (social media analysis, participatory methods such as journey mapping, photovoice, etc.). Demonstration of expertise and experience in any other methods proposed is required.

Guidance for Focus Groups. BPHC requires a minimum of 15 focus groups. BPHC anticipates approximately 8-10 participants per focus group. Focus groups should be designed to foster respectful, inclusive, and supportive discussions. Facilitators should have experience leading conversations on potentially sensitive topics including mental health, family experiences, housing instability, social media use, and other health-related concerns.

Each focus group session should be approximately two hours in length and include:

- Participant arrival and sign-in
- Completion of demographic forms

- Introduction and informed consent procedures
- Approximately 90 minutes of facilitated discussion
- Distribution of participant incentives

BPHC recommends a participant incentive of a gift card of \$50 in value per participant. Vendors should include all costs associated with participant incentives, refreshments, facility rental, language access services, recording, transcription, translation, staffing, and administrative support in their proposed budget.

AI-assisted transcription tools may be used; however, all recordings must undergo human review and quality assurance to ensure accuracy of the AI-assisted transcriptions. A human notetaker should be a part of each focus group session to note elements not captured in a recording and provide support to the facilitator.

BPHC staff may observe focus groups for quality assurance, learning, and study oversight purposes.

Guidance for Interviews. BPHC requires a minimum of 15 interviews. Like focus groups, interviews should be designed to foster respectful, inclusive, and supportive conversations with stakeholders. Interviewers should have experience in trauma-informed and culturally sensitive conversations on sensitive topics including mental health, family experiences, housing instability, social media use, and other health-related concerns.

Interviews should be approximately one hour in length and include:

- Completion of demographic forms
- Introduction and informed consent procedures
- Approximately 45 minutes of discussion
- Distribution of participant incentives

BPHC recommends a participant incentive of a gift card of \$50 in value per participant. Vendors should include all costs associated with participant incentives, language access services, transcription, translation, staffing, and administrative support in their proposed budget.

AI-assisted transcription tools may be used; however, all recordings must undergo human review and quality assurance to ensure accuracy of the AI-assisted transcriptions.

Demographics Form

The selected vendor shall collect anonymous demographic information from each participant. No names or other personally identifiable information should be collected on the demographic form.

The demographic form must include a confidentiality statement and collect the following information:

- Caregiver relationship to child(ren)
- Number of children
- Age of caregiver
- Gender identity
- Race
- Hispanic, Latino, or Spanish origin ethnicity
- Education level
- Zip code of residence
- Preferred language

Demographic forms must be translated into the appropriate languages for non-English focus groups and approved by BPHC prior to use.

Participant demographic information should be linked anonymously to focus group or interviewee comments using participant identifiers such as “Participant 1,” “Participant 2,” etc.

All demographic form information should be entered into an Excel database and provided to BPHC.

Deliverables

We anticipate the contract period to run from September 1, 2026, through April 30, 2027.

Deliverables include:

- at least one initial focus group transcript provided in original language and translated to English (if not conducted in English) (due December 31, 2026)

- a second focus group transcript provided in original language and translated to English (if not conducted in English) (due January 31, 2027)
- all original recordings, and verbatim and translated transcripts (due March 31, 2027)
- a methods report describing the process with details specific to each focus group, interview and other techniques (if utilized) (due March 31, 2027)
- demographic forms for each participant that are anonymously associated with their session and comments (due with their corresponding transcript)
- a password-protected MS Excel database of the demographic form data (due March 31, 2027).

Methods Report

The selected vendor must submit a methods report describing all activities conducted under this contract.

At a minimum, the report should include:

- Dates, times, and location of focus groups and interviews
- Priority population represented
- Community partners involved
- Recruitment methods used
- Number of participants recruited and number who attended
- Incentives provided
- Challenges encountered and strategies used to address them
- Barriers to participation reported by community members
- Aggregate participant demographic information
- Translation and interpretation approaches used, when applicable
- Lessons learned and recommendations for future community engagement efforts

No personally identifiable information should be included in the report. For interviews, focus groups, and other engagements conducted in languages other than English, the report should describe the original language used, translation procedures, and quality assurance methods implemented to ensure accuracy.

Period of Performance

Period of Performance: The anticipated period of performance for this program is September 1, 2026, through April 30, 2027.

Total Budget: Up to **\$100,000** is available.

Proposal Page Limit: Proposal narrative not to exceed 15 pages, single-spaced, 12-point Times New Roman, one-inch margins. This page limit does not include cover page and requested attachments (i.e. detailed budget and budget justification, CV of key staff, work sample/s, reference form).

Selected vendors will be required to enter into the BPHC's standard contract and complete required forms (this includes a CORI) prior to the start day of the contract.

Application Instructions and Cost Proposal Requirement

Proposals should provide a clear and concise description of how the proposer will meet the requirements outlined in the Scope of Work. At a minimum, proposals should include:

- Organizational background and relevant experience;
- Experience conducting qualitative research, interviews, focus groups, and community-based work in Boston;
- Experience recruiting and conducting focus groups and key informant interviews in non-English languages, especially in the target languages specified in the RFP, among participants who have limited English fluency;
- Experience recruiting and conducting focus groups and key informant interviews for highly sensitive topics, and any special strategies to limit participant distress;
- Proposed project approach, recruitment strategy, and staffing plan;
- Project timeline and description of logistical coordination processes;
- Example of prior work product or report of a qualitative study (not included in the page limit; please provide it as an appendix to proposal)
- Completed Reference Form; and
- A detailed Cost Proposal.

The Cost Proposal must clearly identify all anticipated project costs and provide sufficient detail for BPHC to evaluate pricing transparency and cost reasonableness. Proposers are encouraged to submit fixed-price and/or time and materials ("T&M") budgets for consideration. If only one pricing structure is submitted, the proposer must provide justification for why alternative pricing approaches are not appropriate.

The Cost Proposal should include:

- Total proposed project cost;
- Budget narrative and pricing assumptions;
- Cost breakdown by task, deliverable, focus group session, interview session, staffing role, and hourly rates (where applicable);
- Identification of optional or alternative pricing components; and
- Identification of all direct and indirect costs.

All project-related expenses, including participant incentives, recruitment, translation, transcription, staffing, travel, refreshments, site logistics, administrative costs, and materials, must be included in the proposed pricing unless otherwise negotiated in writing.

The Boston Public Health Commission is exempt from Massachusetts sales tax, and sales tax must not be included in submitted pricing.

Applicants must complete and submit the reference request form (Reference Form) found in this RFP.

Submission Instructions

Please submit your proposal as one pdf file inclusive of a detailed budget(s), the reference form, and the sample report as appendices. BPHC shall not consider any submitted proposals without a completed reference request form (Reference Form).

Please submit your Proposal by: Tuesday, July 14, 2026 via email by 5:00 PM EDT

Subject: 2026 BCHS Qualitative RFP Proposal

Email: RFR@bphc.org

Evaluation of Proposals

Minimum Evaluation Criteria

All proposals received by BPHC will first be reviewed to determine whether the proposal meets all minimum criteria identified in the RFP. Minimum evaluation criteria reflect those standards or attributes that BPHC considers essential to the performance of the contract.

Minimum criteria include: A qualified applicant must possess the following in order to have their proposal considered and perform the service as described herein. Please provide brief examples of how your company meets or exceeds these qualifications:

1. Did the applicant submit the proposal by the deadline, appropriately and truthfully?
2. Did the applicant submit and complete all the necessary forms and documentation requested in this RFP?

3. Did the applicant submit the proposal as one pdf file inclusive of a detailed budget(s), the reference form, and the sample report as an appendix.
4. Did the applicant provide brief examples of how their company meets or exceeds the listed qualifications?
5. Have a minimum of 5 years of experience in data collection via focus groups and interviews, including all phases of focus group execution and logistics.
6. Experience conducting qualitative research in Boston and familiarity with Boston neighborhoods.
7. Experience working with community groups.
8. Experience conducting interviews or focus groups in languages other than English.
9. Experience collecting health information with highly sensitive topics.

Preferred Qualifications

In addition to meeting the minimum qualifications, applicants are encouraged to provide brief examples of how their organization meets or exceeds these preferred qualifications. The following preferred qualifications will be considered in the evaluation process:

1. Innovative and creative methods
2. Experience working with organizations that use data collected to inform programming and policy.

Comparative Evaluation Criteria

Proposals that have met all minimum evaluation criteria will be evaluated according to the comparative evaluation criteria that follow in this section. After reviewing, the evaluation team will prepare written evaluations for each proposal. The evaluators will assign a rating of: 'highly advantageous', 'advantageous,' or 'not advantageous' to each criterion.

The team will use the comparative evaluation criteria to evaluate each responder's overall qualifications. All comparative evaluation ratings will be determined by the evaluation team.

The following criteria will be used to rate the proposals:

1. Proposal Clarity:
 - a. *Highly Advantageous*: The proposal is well-written in clear, concise language. Materials are organized and easy to navigate. As a whole, the proposal provides a complete response to this RFP and provides multiple relevant examples of past successes in implementing similar solutions.
 - b. *Advantageous*: The proposal is clear and well-organized. It provides a complete response to this RFP and includes examples of past successes.
 - c. *Not Advantageous*: The proposal does not address all aspects of the RFP. It is poorly written and/or difficult to read. It does not provide adequate information to

evaluate the vendor's ability to successfully meet BPHC's goals.

2. Agency Background and Organizational Capacity:

- a. Highly Advantageous: The proposal demonstrates that the project team assembled has:
 - i. significant experience in qualitative data collection that results in in-depth and nuanced insights demonstrated by at least three years documented experience
 - ii. significant experience in conducting qualitative data collection among culturally diverse and among marginalized groups as demonstrated by at least three years documented experience
 - iii. significant experience in conducting focus groups and interviews on highly sensitive health-related topics and themes
 - iv. demonstrated track record of working collaboratively with multiple stakeholder partners including public sector stakeholders and other vendors on shared goals and outcomes
 - v. significant experience conducting qualitative studies in Boston communities.
- b. Advantageous: The proposal demonstrates that the project team assembled has:
 - i. some experience in qualitative data collection that results in in-depth and nuanced insights demonstrated by at least one year of documented experience
 - ii. some experience in conducting qualitative data collection among culturally diverse and among marginalized groups as demonstrated by at least one year of documented experience
 - iii. some experience conducting focus groups and interviews on highly sensitive health-related topics and themes
 - iv. some experience working collaboratively with multiple stakeholder partners including public sector stakeholders and other vendors on shared goals and outcomes
 - v. some experience conducting qualitative studies in Boston communities.
- c. Not Advantageous: The proposal doesn't demonstrate that the project team assembled has one or more of the following criteria:
 - i. limited or no experience in qualitative data collection that results in in-depth and nuanced insights
 - ii. limited or no experience in conducting qualitative data collection among culturally diverse and among marginalized groups
 - iii. limited or no experience conducting focus groups and interviews on highly sensitive health-related topics and themes
 - iv. limited or no experience working collaboratively with multiple stakeholder

partners including public sector stakeholders and other vendors on shared goals and outcomes

- v. limited or no experience conducting qualitative studies in Boston communities.

3. Workplan Design and Approach:

- a. *Highly Advantageous*: The proposal demonstrates an extensive and thorough understanding of the scope of services; provides a creative and well-conceived approach to the requirements of this RFP tailored to the specific goals and context of BPHC; provides a comprehensive and well-organized work plan to deliver on the proposed approach including timelines, roles and responsibilities of the team, and includes innovative work items which supplement the scope of services as outlined in this RFP
- b. *Advantageous*: The proposal demonstrates an understanding of the scope of services; provides a well-conceived approach to the requirements of this RFP tailored to the specific goals and context of BPHC; provides a work plan to deliver on the proposed approach including timelines, roles and responsibilities of the consultant/team
- c. *Not Advantageous*: The proposal doesn't demonstrate an understanding of the scope of services; does not provide a well-conceived approach to the requirements of this RFP or does not tailor the approach to the specific goals and context of the BPHC; doesn't provide a work plan to deliver on the proposed approach or doesn't include timelines, roles and responsibilities of the consultant/team

4. Staffing:

- a. *Highly Advantageous*: The proposal clearly identifies staff responsible for each component of the proposed study; clearly discusses staff qualifications, skills, and experience in line with the role assigned in the proposal and such qualifications, skills, and experience are highly relevant to the proposed scope of work; clearly identifies the staff who will act as a liaison; and includes resumes for each staff member who will be assigned to this project.
- b. *Advantageous*: The proposal identifies staff responsible for each component of the proposed study; discusses staff qualifications, skills, and experience in line with the role assigned in the proposal and such qualifications, skills, and experience are somehow relevant to the proposed scope of work; identifies the staff who will act as a liaison and includes resumes for each staff member who will be assigned to this project.
- c. *Not Advantageous*: The proposal doesn't identify staff responsible for each component of the proposed study; doesn't discuss staff qualifications, skills, and

experience in line with the role assigned in the proposal; doesn't identify the staff who will act as a liaison and/or doesn't include resumes for each staff member who will be assigned to this project.

5. Project References and Past Project Examples:

- a. Highly Advantageous: Three past examples provided for the proposal are highly relevant to the scope of work, three references listed are from similar projects, provide feedback for collaborating with the consultant/team, and consistently rate service and results as "excellent."
- b. Advantageous: At least one past example provided for the proposal is relevant to the scope of work, at least one reference listed is from a similar project and provides feedback for collaborating with the consultant/team.
- c. Not Advantageous: Past examples provided for the proposal are not relevant to the scope of work, and/or references from similar projects are not listed or do not provide feedback for collaborating with the consultant/team

BPHC reserves the right to reject any and all proposals, to waive or modify any requirement contained in this RFP, to amend without consultation any proposal, and to affect any agreement deemed to be in the best interest of BPHC. BPHC will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration the price and all evaluation criteria set forth in the RFP. Awards are dependent on the availability of funds.

A. RFP Terms and Conditions

CANCELLATION, REJECTION, AND WAIVER - The BPHC is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The BPHC reserves the right to reject in whole or in part any or all Proposals, when the BPHC determines that rejection serves the best interests of the BPHC. The BPHC may waive minor informalities in the Proposal or allow the Vendor to correct them.

The selected submitted Proposal, along with the RFP, will also be part of the Contract between the BPHC and the Contractor.

The Contract is subject to the availability and appropriation of funds.

WITHDRAWAL OR MODIFICATION OF PROPOSAL - The BPHC may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

USE OF BPHC NAME - The Contractor and any Subcontractor(s) agree not to use the BPHC's name or seal, or that of any other BPHC Bureau or program in advertising, trade literature, or press releases without the prior written approval of the BPHC.

PUBLIC RECORDS - Proposals shall be confidential until the time for acceptance specified in the RFP has expired. Thereafter, proposals will be public record and subject to disclosure upon request. Do not submit confidential information in your Proposal.

B. BPHC Standard Contract

Nothing contained in this RFP shall create any contractual relationship between the Vendor and the BPHC prior to entering into a Contract.

By submitting a proposal, each proposer accepts the RFP specifications, BPHC's RFP terms, and BPHC's standard contract terms and conditions. If awarded the contract, the contract will be governed by the BPHC Standard Contract terms and

conditions, which shall be incorporated by reference into this RFP. In addition to the BPHC's Standard Contract, the BPHC may require any applicable supplements (CORI Affidavit, Living Wage Forms, Business Associate Agreement, etc.) that are part of this RFP.

Please see below for BPHC's Standard Contract that the selected vendor will be required to sign and submit during the contracting process if awarded this contract. Please review this before submitting your proposal.

Upon notification of award, the selected vendor / proposal may submit proposed edits to BPHC's Standard Contract for review by BPHC's General Counsel's office. Any proposed edits to BPHC's Standard Contract must be reviewed and accepted by BPHC's General Counsel's office prior to the start of any work identified within the submitted proposal or Scope of Work.



BOSTON PUBLIC HEALTH COMMISSION STANDARD CONTRACT FOR THE PROVISION OF GOODS OR SERVICES

This contractual agreement ("Contract") is hereby made on this date [redacted] between Boston Public Health Commission ("BPHC"), a body politic and corporate and political subdivision of the Commonwealth of Massachusetts with a principal place of business located at 1010 Massachusetts Avenue, Boston, Massachusetts 02118 and [redacted] ("Contractor").

This document is subject to the Terms and Conditions (pages 2 - 4) and may include additional supporting documents. Fields in Part 1 and Part 2 must be completed. For fields that are not applicable, enter N/A.

Form with fields for Bureau Name, Contractor Name, Program Name, Payee Name, BPHC Service Location, Address, City, State, Zip Code, Goods/Services Requested, Phone, BPHC Contact Name, Email, Tax Identification Number, Number of Full Time Equivalents (FTE*), and Unique Entity Identifier.

Yes [] if selected, the Subrecipient Information Rider must be completed and included
No []

This contract shall be in effect from (start date) [redacted] through (end date) [redacted]
Review Terms and Conditions for earlier termination as provided herein.

This contract shall not exceed [redacted] dollars
(\$ [redacted]) and is subject to the availability and appropriation of funds.

For BPHC Procure to Pay Office Use ONLY

BPHC Assigned Number: [redacted] BPHC Vendor ID: [redacted]

*FTE: Full-Time Equivalent shall mean a formula to calculate the number of employee work hours which equal one (1) full-time position. For the purposes of this document, full time shall mean the standard number of working hours, between thirty-five (35) hours and forty (40) hours per week, that is used by the covered vendor to determine full time employment.

ARTICLE I – PERFORMANCE

- a) Performance under this Contract shall include services rendered, obligations due, costs incurred, goods and deliverables provided and accepted by BPHC. Contractor shall conduct all activities, provide all goods, and/or perform all services as may be required by the provisions of this Contract. No variations from specifications hereunder shall be allowed without the written approval of an authorized representative of BPHC.
- b) Where applicable and unless otherwise indicated in this Contract or any Statement of Work, Quote, Order, or Budget, all shipments shall be assumed F.O.B., destination inside delivery. Such inside delivery shall be performed through the shipper and charged back to the shipper and shall be made between the hours of 9:00 AM and 5:00 PM, Monday through Friday, exclusive of Holidays, unless otherwise specified in this Contract or any Statement of Work, Proposal, Quote, Order, or Budget.
- c) Upon written request of BPHC, Contractor shall remove from BPHC premises and/or replace all individuals in Contractor's employ or control rendering goods or services to BPHC whom BPHC determines to be disorderly, careless, or incompetent, or to be employed, provide services, or conduct activities in violation of the terms of this Contract or in violation of the law.
- d) Contractor shall maintain books, records, and other compilations of data relative to the services to be performed hereunder sufficient to substantiate its claims for payment or meet any regulatory requirements, including any and all applicable federal, state, or local requirements. All such records shall be retained for at least seven (7) years. BPHC or its designee shall examine and xy such records upon reasonable notice to Contractor and at such times and expense as may be reasonable.
- e) Prior to beginning performance under this Contract, Contractor must receive a Purchase Order from BPHC

ARTICLE II – ACCEPTANCE OF GOODS AND SERVICES

BPHC shall have a reasonable opportunity to inspect all goods and services. If the goods or services are not acceptable, Contractor may be allowed to cure the goods and/or services within a reasonable time at no additional cost to BPHC. Unless otherwise provided hereunder, liability for payment shall be subject to acceptance by BPHC.

ARTICLE III – TIME

Contractor's performance shall be completed as specified in the Contract, Statement of Work, Proposal, Quote, Order, or Budget; and if not specified, it should be timely and meet or exceed industry standards for the performance required.

ARTICLE IV – COMPENSATION

- a) Contractor may be compensated only for those costs and expenses it incurred, except as otherwise required for certain federally funded grants, as identified on any Statement of Work, Proposal, Quote Order, or Budget or attached hereto except that such cost and expense shall not exceed the not-to-exceed Contract Amount listed in the Contract cover page above.
- b) BPHC shall not be liable for any interest, penalties, or late fees.
- c) Invoices with back-up documentation shall reference a BPHC purchase order number and shall be submitted electronically to BPHC's Procure to Pay (P2P) Department at AccountsPayable@bphc.org.
- d) All Contractors must comply with proper invoice documentation submissions to assure timely payments in accordance with BPHC's Vendor Invoice Requirement and Submission Letter. A copy of same shall be provided to Contractor.
- e) Unless otherwise agreed, invoices shall be payable thirty (30) days from receipt of same. To expedite payments, BPHC recommends that all Contractors complete the Payment Account Information section with Electronic Fund Transfer ("EFT") information of the Vendor Set-Up Form authorizing BPHC to make electronic payments.
- f) Final invoices for goods received or services completed must be submitted to BPHC within thirty (30) days of the expiration or termination of this Contract. BPHC retains the right to deny payment for any invoices received after the thirty (30) day invoice period.

ARTICLE V – RELATIONSHIP WITH BPHC

Contractor is retained solely for the purposes of and to the extent set forth in this Contract. Contractor's relationship to BPHC during the term of this Contract shall be that of an independent contractor. Contractor shall be fully

responsible for completion of its obligations under this Contract without supervision from BPHC. Contractor has full discretion to employ the proper means and methods to complete the work and shall determine its own working hours. Contractor shall have no capacity to bind BPHC in any contract or to incur any liability on behalf of BPHC. Contractor, its agents, or employees shall not have the status or pension rights of an employee. BPHC shall not be liable for any personal injury to or death of Contractor, its agents, or employees.

ARTICLE VI – ASSUMPTION OF LOSS AND LIABILITY

- a) Contractor shall pay and be exclusively responsible for any expenses incurred on account of the delivery of goods or services to be under this Contract, and/or for all debts for labor and materials incurred by Contractor for the rental of any appliance or equipment hired by Contractor.
- b) Contractor shall bear all loss, resulting from any cause, before the delivery of goods or services is completed and after performance, if the goods or services fail to conform to specifications.
- c) Contractor or any of its agents, employees, or subcontractors entering on the premises of BPHC shall take all precautions necessary to prevent injury to persons or property.
- d) Contractor shall indemnify, assume the defense of, and hold BPHC its officers, agents, assigns, or employees, harmless from all suits and claims arising from any act or omission of Contractor, its agents, or employees in any way connected with performance under this Contract.
- e) Contractor shall maintain at a minimum General Liability, Property Damage, Employers' Liability, Worker's Compensation, and Motor Vehicle Liability (Personal Injury Protection and Property Damage), and such other liability insurance coverage as may be required hereunder sufficient to protect Contractor and BPHC from any risks or claims which may be associated with this Contract and as are customary in Contractor's business. Contractor shall provide BPHC with evidence of such coverage. In the event any changes occur in such liability coverage during the period of performance, Contractor shall notify BPHC of such changes and shall provide BPHC with new evidence of coverage. At its discretion, BPHC shall have the right to require that it be named as an Additional Insured on any applicable policies.
- f) Contractor acknowledges that BPHC, its officers, agents, assigns, and employees, are subject to all provisions in M.G.L.c. 258, including but not limited to, the liability limitations for governmental entities.

ARTICLE VII – REMEDIES OF BPHC

- a) BPHC shall have the right to inspect goods or services for forty-five (45) days and if the goods or services fail to meet the terms of the Contract or are otherwise not merchantable or fit for their intended purpose, BPHC shall have all remedies as are provided by law.
- b) If Contractor provides goods or services which do not meet the specifications provided or are otherwise not merchantable or fit for their intended purposes, BPHC shall have the right to unilaterally terminate this Contract by providing thirty (30) calendar days written notice to Contractor. In addition, BPHC shall have all remedies as provided by law.
- c) BPHC may deduct the cost of any substitute contract or non-performance of services together with incidental and consequential damages from the Contract amount and shall withhold such damages from the sums due or to become due to Contractor.
- d) BPHC retains all rights to warranty as supplied by Contractor.
- e) If this Contract is funded in whole or in part by a grant to BPHC from a third party, BPHC has the right to reduce the amount of this Contract or terminate this Contract if the grant from the third party is reduced or eliminated. In the event the grant terminates after BPHC has disbursed funds to the Contractor, the Contractor shall be responsible for reimbursing the funds, if such reimbursement is required by the third party, either directly to the BPHC or directly to the third party as required.
- f) In addition to all other remedies available to BPHC under applicable state and federal laws, in the event Contractor or its subcontractor(s) fail to comply with the terms of this Contract or with applicable federal, state, or local requirements governing the use of any grant funding supplied by a third party that supports this Contract, BPHC may withhold or suspend awards, in whole or in part, or recover from Contractor or subcontractor(s) any funds improperly paid to Contractor or subcontractor(s) following an audit by BPHC.

applicable to Contractor upon request.

ARTICLE VIII – REMEDIES OF CONTRACTOR

If damages, other than loss of nonconforming goods or services, are sustained by Contractor due to any act or material omission for which BPHC is legally responsible, BPHC may allow a sum equal to the amount of such damages sustained by Contractor as determined by BPHC in writing, provided Contractor shall deliver to BPHC a detailed written statement of such damages and cause thereof within thirty (30) days after the alleged act or material omission by BPHC. Contractor shall not have the option to accelerate at will.

ARTICLE IX – ASSIGNMENT

Contractor shall not assign, delegate, subcontract, or in any way transfer any interest in this Contract without the prior written consent of BPHC. BPHC reserves the right to delegate, assign, or otherwise transfer any interest in this Contract to another entity without further notice to Contractor.

ARTICLE X – AMENDMENTS

- a) All material alterations or additions to the terms and conditions of this Contract must be in writing and signed by BPHC and Contractor subject to BPHC's internal procurement policy.
- b) At BPHC's sole discretion it may make non-substantive unilateral modifications to this Contract. These will be in writing and written notice of same will be promptly provided to Contractor.

ARTICLE XI – COMPLIANCE WITH LAWS, BPHC POLICIES, GRANT REQUIREMENTS, AND PUBLIC POLICY

- a) This Contract is subject to the laws of the Commonwealth of Massachusetts and, where applicable, is governed by M.G.L. c. 106 §2-101, et seq. (the Uniform Commercial Code, Article 2).
- b) Contractor shall provide, at its sole expense, all necessary licenses, permits, or other authorizations required by the City of Boston, the Commonwealth of Massachusetts, or any state or federal governmental agency with proper jurisdiction and shall ensure that all specifications are met, and that the goods or services acquired or performed hereunder adhere to all applicable regulations. Contractor agrees and certifies that it is authorized and/or licensed to perform the services required by this Contract and if necessary, Contractor will secure such authorization and/or licensure within a reasonable period of time for so long as it is bound to perform under the terms of this Contract.
- c) Contractor shall not discriminate against any individual on the basis of gender, race, religious creed, national origin (including language), age, disability, gender identity, or sexual orientation in connection with the performance of this Contract. Contractor shall post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination, setting forth provisions of the Fair Employment Practice Law of the Commonwealth of Massachusetts. Contractor shall respond to discrimination complaints and/or refer complaints to an appropriate agency for resolution. Contractor shall notify the BPHC General Counsel in writing of any information alleging a violation of civil rights resulting from the work performed in the fulfillment of this contract within ten days of the allegation or complaint being made.
- d) Contractor shall not act in collusion with any BPHC officer, agent, assign, employee, or any other party, nor shall Contractor make gifts regarding this Contract or any other matter in which BPHC has a direct and substantial interest in violation of M.G.L. c. 268A (the Conflict of Interest Law).
- e) Pursuant to M.G.L. c. 62C, §49A, Contractor certifies under the penalties of perjury that Contractor has complied with laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.
- f) Contractor shall comply with all applicable City of Boston Ordinances, City Executive Orders, BPHC Regulations or policies, and any state and federal laws or grant requirements that, in any manner, affect the goods or services herein specified. Contractor shall, at all times, observe and comply with said ordinances, regulations/policies or laws, and shall protect and indemnify BPHC, its officers, agents, assigns, and employees against any claim or liability arising from or based on any violation of such ordinances, regulations or laws.
- g) In addition to its obligations to comply with any applicable federal or state laws under section (f) above, Contractor shall also comply with the requirements of any federal, state, or city grant that supports this contract. In particular, Contractor must comply with all applicable grant reporting requirements and must provide appropriate supporting backup documentation for any invoices submitted to BPHC for payment. Any waiver of these grant requirements by BPHC shall not prejudice BPHC's right to strictly require compliance with this section at any time during the life of this Contract. BPHC shall supply a copy of the applicable Notice of Award with any provisions

- h) BPHC will not purchase goods or allow services from a Contractor who is currently disbarred or suspended from doing business with the United States government. Contractor hereby certifies that it is not on the Systems for Award Management (SAM.gov) Exclusion List, and it is not disbarred or suspended from federal contracting. If Contractor is disbarred or suspended from federal contracting during the period of this contract, Contractor must notify BPHC in writing within fifteen (15) days of such occurrence. In the event Contractor is disbarred or suspended from federal contracting, BPHC shall have the right to modify or terminate this Contract at its discretion.
- i) BPHC and Contractor commit to making a good-faith effort to contract/subcontract with Certified Underrepresented Business Enterprises (CUBE) in accordance with BPHC's Equitable Procurement Policy. A copy of BPHC's Equitable Procurement Policy may be provided to Contractor upon request.
- j) If this Contract is in response to an infectious disease outbreak, including but not limited to COVID-19, Contractor acknowledges that this contract may be supported by funds from the United States federal government. Accordingly, the required federal provisions at the following link are hereby incorporated into this agreement: <https://www.ecf.gov/>.

ARTICLE XII – MISCELLANEOUS

- a) Any waiver expressed or implied by BPHC of any rights, terms, or conditions of the Contract shall not operate to waive such rights, terms or conditions or any other rights, terms, or conditions beyond the specific instance of waiver.
- b) Contractor acknowledges that any and all products (tangible and intangible) created pursuant to this Contract shall be the exclusive property of BPHC. All work, papers, reports, questionnaires, and other written materials prepared or collected by Contractor while completing the work to be performed under this Contract shall always be the exclusive property of BPHC. In addition, Contractor has an affirmative obligation to request collaboration with the BPHC on the creation or publication of any research paper, tool, or other product that is the result of the performance of this Contract. Contractor shall not use, publish, or cause to be used or published any work, reports, or any other printed material in relation to the services performed hereunder without written authorization from BPHC. Where such authorization is given, Contractor shall appropriately acknowledge the collaboration and support of BPHC.
- c) Contractor shall not make any press release, media outreach, or other public announcement regarding this Contract or the related products (tangible or intangible) created pursuant to this Contract without BPHC's express prior written consent (which consent may be granted or denied in BPHC's sole discretion). Such prior approval must also include BPHC's approval as to the form, substance, nature, and extent of the press release, media outreach, or other public announcement.
- d) Unless separately agreed upon by the parties in this Contract or any applicable Statement of Work, Proposal, Quote, Order or Budget, BPHC shall be the owner of any and all data collected by Contractor pursuant to this Contract.
- e) In the event of any dispute concerning the meaning or application of this Contract, any such dispute shall be resolved pursuant to the laws of the Commonwealth of Massachusetts and, if necessary, by a court of the Commonwealth of Massachusetts in Suffolk County or the United States Federal District Court sitting in Boston, MA.
- f) Neither party shall be liable to the other or be deemed to be in breach of the Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or a public enemy (including terrorist acts), fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or compliance with governmental orders that prohibits the performance of this Contract.
- g) If any provision of this Contract is declared or found to be illegal, unenforceable, or void, both parties shall be relieved of all obligations under such provision. The remainder of the Contract shall be fully enforced as permissible by law.
- h) BPHC is a tax-exempt entity (federal tax identification number 04-3316655) and shall not be responsible for the payment of any type of tax that may arise as a result of the performance of this Contract. See Mass. Gen. Laws III App. §§2-3, 2-9, 26 USC §115(1). The St-2 (MA Certificate of Sales Tax Exemption) Form will be provided upon request.
- i) Contractor acknowledges that BPHC is subject to Massachusetts Public Records Law pursuant to M.G.L. c. 4 M.G.L. c. 4, § 7(26) and 950 CMR 32.00.

As such, this Contract and other records and documents created or received in connection with this Contract may be subject to public disclosure under applicable Public Records Laws, including but not limited to, M.G.L. c. 4, § 7(26) and 950 CMR 32.00. BPHC will use reasonable efforts to identify, label, or withhold any information that is proprietary, exempt under the law, or confidential prior to disclosure.

ARTICLE XIII – AVAILABLE APPROPRIATION

This Contract is subject to the availability of an appropriation therefore BPHC retains the right to reduce the amount of this Contract or terminate it without penalty if funding for the Contract is reduced or eliminated. This expressly includes any contract that is funded in whole or in part by the City of Boston or any grant funding received by BPHC in accordance with Article VII(e).

ARTICLE XIV – RELEASE OF BPHC ON FINAL PAYMENT

Acceptance by Contractor of final payment from BPHC under this Contract shall be deemed to release BPHC from all claims and liabilities, except those which Contractor notifies BPHC in writing within 60 days after the expiration or termination of this Contract.

ARTICLE XV – TERMINATION OR CANCELLATION

This Contract may be terminated by BPHC for any breach of its terms by Contractor, for convenience, or for any other ground stated elsewhere in this contract. All obligations which are executory on both sides shall be discharged upon termination. Any rights based on prior breach of performance shall survive. The terms of the Contract shall survive its termination for the purposes of (1) resolving any claims; and (2) warranties. This Contract may be cancelled by BPHC and will have the same effect as termination, except that BPHC shall retain any remedy for breach of the whole Contract or any unperformed balance. Notice of termination or cancellation shall be given to Contractor at the address supplied on the Request for Contract/Standard Contract Cover Page by email or mail and shall be effective upon receipt. Contractor shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.

ARTICLE XVI – WARRANTIES

Contractor makes all warranties as applicable under M.G.L. c. 106 §2-313, the Warranty of Title, M.G.L. c. 106 §2-313, Express Warranties as by affirmation, promise, description and/or sample, M.G.L. c. 106 §2-314, the implied warranties of merchantability or by usage of trade, and M.G.L. c. 106 §2-315, implied warranty of fitness for a particular purpose.

ARTICLE XVII – CONFIDENTIALITY

Contractor shall comply with all applicable federal, state, and local laws and regulations relating to confidentiality and privacy of any data collected or received by Contractor. Contractor shall inform, in writing, each of its employees or agents having any involvement with personal data or other confidential data of the laws and regulations relating to confidentiality and shall ensure their compliance.

ARTICLE XVIII – CRIMINAL OFFENDER RECORD INFORMATION (CORI)

By signing this Contract, the Contractor certifies that it has conducted CORI checks (or equivalent background checks as defined in 101 CMR 15.00) on all subcontractors and employees who may have contact with the public, minors or BPHC clients, or have access to financial, protected health, or other sensitive information owned by BPHC. The Contractor further certifies its compliance with BPHC and Department of Public Health policies, which recognize that certain criminal convictions pose an unacceptable risk to vulnerable populations that the BPHC serves.

Notwithstanding, BPHC’s General Counsel’s Office has the discretion to require CORI checks, other affiliated checks, or a CORI Affidavit for any other contracts where it deems necessary, including but not limited to, any time a Contractor or its subcontractors and employees may work on any BPHC sites.

ARTICLE XIX – ENTIRE AGREEMENT, COUNTERPARTS, COPIES, AND ORDER OF PRECEDENCE

This Contract constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all prior conversations, proposals, negotiations, understandings, and agreements, whether written or oral. In the event of any discrepancy between the terms set forth in this Contract and any other accompanying documents, communications, or agreements, the terms of this Contract shall prevail and control. If necessary, this Contract may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Contract. In addition, a copy of this Contract will be just as enforceable as an original, unless one party demands creation and receipt of a contract with original signatures.

ARTICLE XX – CERTIFICATE OF AUTHORITY

Contractor warrants that it has full power and authority to enter into and perform this Contract, and the person signing this Contract warrants that they have been properly authorized and empowered to enter into this Contract. In addition, acceptance of any payment under a contract or grant shall operate as a waiver of any claims against BPHC that challenge the existence of a valid contract due to the lack of actual signatory authority by Contractor. BPHC reserves the right to request proof of signatory authority from any Contractor.

-----END OF TERMS AND CONDITIONS-----

BPHC and Contractor hereby cause this instrument to be executed by the duly authorized representatives as of the day first written above.

CONTRACTOR

Signature:



Printed Name: 

Title: 

Date: 

BOSTON PUBLIC HEALTH COMMISSION

Approved as to Form - Office of the General Counsel

Signature:



Printed Name: 

Date: 

Approved - Administration and Finance / Executive Office

Signature:



Printed Name: 

Date: 

Reference Form

Request for Proposal: 2026 Boston Child Health Study Qualitative Component

Company / Entity Name: _____

Contact: _____

Telephone: _____

Email: _____

List three (3) service contracts related to or similar to the scope of service described in this RFP that have been completed within the past ten (10) years.

Business Reference 1

Company or Entity: _____

Contact Name &Phone: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Phone: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Phone: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____