

**PURCHASING DEPARTMENT
TOWN OF ARLINGTON
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Arlington, MA 02476**

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August 28, 2023

**Request for Proposals #23-48
Community Health Assessment**

ADDENDUM NO. 1

The purpose of this addendum is to answer questions received from interested firms.

1. **Question:** Is the Town actively promoting the CHEI Survey?
(<https://www.mass.gov/resource/community-health-equity-initiative> and <https://www.mass.gov/info-details/take-the-community-health-equity-survey>)

Answer: Currently, we are not actively promoting this survey, but have intentions to do so in the next few weeks.

2. **Question:** Has the Town ever completed a CHA and/or CHIP or similar? If so a) when, b) can the vendor have access to the data and or assessments, and c) are there instruments that the Town would like to modify for the 2023 collection? ?

Answer: The Town has not completed a comprehensive CHA and/or CHIP or similar plan. We have utilized pieces of Community Health Surveys from local hospitals as informational tools and conducted small scale and basic community Health Assessments utilizing internal, state, and local hospital data. Additionally, in 2017, an intern for the Department conducted an internal review of town data to identify health trends. The Town will share relevant information with the selected vendor.

3. **Question:** Please describe the staffing resources, if any, committed to supporting this work and the PHAB accreditation process.

Answer: Staffing will include the following: Public Health Director, Lead Health Compliance Officer, and Public Health Nurse.

4. **Question:** Is the Town expecting a specific way that surveys will be administered (mail out, text, phone call, QR code, etc.)?

Answer: The Town is open to a variety of methods.

5. **Question:** Does the Town plan to incentivize staff members and citizens to take the survey and participate in focus groups and interviews?

Answer: Incentivizing staff and citizens has not yet been considered.

6. **Question:** Will the contract be renewable after the first year?

Answer: No.

7. **Question:** Does the Town have contact lists of citizens and staff members they wish to include in focus groups, surveys, interviews?

Answer: The Town does not have particular contact lists of citizens or staff members that we have identified for such purpose. However, we have identified a list of community partners and stakeholders to help us reach these individuals and are open to additional suggestions.

8. **Question:** Does the Town plan to utilize a specific framework (MAPP 2.0) for this assessment?

Answer: The Town is not committed to a specific framework for this assessment; we are open to suggestions from vendors.

9. **Question:** Has a logic model or theory of change been determined for this work?

Answer: This has not been determined at this time.

10. **Question:** Are there specific page requirements for our proposal?

Answer: No, however responders are encouraged to be concise and to the point in their proposals.

11. **Question:** Are there budget formats or requirements for submission?

Answer: No

12. **Question:** Are there any specific binding requirements for the submission of the technical proposal and price proposal?

Answer: No

13. **Question:** Is the Town willing to consider proposals from firms with no history with the state of Massachusetts?

Answer: The Vendor and team members must have previous experience with similar projects, including having had successful experiences with Massachusetts governmental public health agencies.

All other terms and conditions of the bid documents remain unchanged.

ADDENDUM MUST BE ACKNOWLEDGED IN THE PROPOSAL. FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION OF YOUR PROPOSAL AS NON-RESPONSIVE.

James Feeney, Town Manager