

Request for Proposal

Community Health Needs Assessment

Questions & Responses

Q: Is there a preference for virtual or in-person interviews? Or is this contingent on COVID? Prices vary based on the methodology, would you like two separate options and budgets?

A: Our priority is the health and safety of individuals participating in interviews or community input session. With the uncertainty of COVID, we can envision either virtual or in-person options for gathering qualitative input. Thus, we would like to see the costs associated with both options, understanding that a final determination will depend on the current risk-based guidelines related to in-person events.

Q: Would you please confirm that the RFP calls for qualitative interviews in 4 counties? There is one mention on page 4 under Planning & Facilitation that calls for input and sessions in 3 counties, but most other mentions call for interviews in 4 counties.

A: We need assistance on qualitative data collection in four (4) counties: Bastrop, Caldwell, Hays, and Williamson. The approach to each county will depend on the local context and other existing data collection efforts.

Q: To what extent will St. David's Foundation be involved in recruitment? Are there specific recruitment groups or lists that you would like for us to use or should we plan to do our own recruiting from the community at-large?

A: We plan to advise on recruitment efforts by county but will look to our selected consultant to conduct the recruitment and be the main point of contact for those participating.

Q: Do you have specific requirements for hosting the sessions, such as...

- 1. Will you actively participate in and/or observe the sessions as they take place?*
- 2. If groups are conducted virtually, is everyday Zoom a good enough option or do you have other preferences such as Focus Vision which provides for a formal "backroom."*
- 3. If conducted in person, can we count on St. David's Foundation to provide facilities or do we need to find our own facilities and include that in our costs. If we do provide a location, do you want it to have a formal "backroom."*

A: We do not have specific requirements and are open to a variety of approaches:

- 1. Historically, we have not participated in the sessions, though we may explore this option if it can be done in a non-disruptive fashion.*
- 2. We look to the consultant for advice on the best virtual options, as this would be the first CHNA we have conducted using virtual methods. Depending on cost, we anticipate that Zoom would suit our needs and the decision on whether we need a "backroom" will depend on the earlier question regarding our participation.*
- 3. We can advise on potential facilities that would best suit the needs of the sessions, but we will ask the selected consultant make arrangements for use.*

Q: Do we need to include any of the following:

- *Video recording for all session/interviews - No*
- *Transcripts for all sessions/interviews – Yes*
- *Video reporting: create a video compilation of highlights from the interviews – Optional. We are open to exploring this option with the consultant. However, the consent process will need to be factored in and potential impact to the openness of responses.*

Q: Are Spanish-speaking sessions/interviews required? If we do include them, should we also include costs for simultaneous translation for “backroom” observers and/or English translated transcripts, if required.

A: Yes, we will need some sessions/interviews conducted in Spanish. Please include costs for translated transcripts. We do not envision needing simultaneous translation for observers.

Q: What would be our role and responsibility in writing the final report(s)? Specifically, are we taking responsibility for writing or are we working in collaboration with you on the following?

- *Write qualitative summaries including relevant quotes for 3 or 4 counties?*
- *Write overall introduction, conclusions and/or other content for final report?*
- *Write quantitative findings from data provided by St. David’s Foundation?*
- *Create graphics (or make graphic/chart/table recommendations)*
- *Allocate time for 2-3 rounds of reviews, proof-read report(s) to be published?*

A: The role of the selected consultant will be to write the reports and take responsibility for all of the items listed above, with input and review by St. David’s Foundation staff.

Q: What are the expectations related to qualitative data analysis? Is it enough to describe the most common responses provided in focus groups or is more standard qualitative analysis needed (theme analysis, coder reliability testing, etc.)?

A: While we are not requiring a specific methodology and are open to new methods, our expectation is that a robust and data-driven approach, such as a theme analysis, will be conducted to summarize the qualitative research.

Q: Typically, about how many people participate in the Sense-Making Sessions and how long is the event? Is this an internal interactive session among St. David’s Foundation staff/board or is it a community-wide public event?

A: Sense-making sessions are a new approach for us, and we do not have historical precedent on which to rely. We anticipate that this would be an interactive session to include between 10-20 St. David’s Foundation Staff/Board members. Though we don’t anticipate this being a public event, we may invite some of our hospital and health department collaborators to participate.

Q: Do you have a budget or budget range for this project?

A: We are looking to consultants to provide projected costs for each deliverable and will determine an appropriate budget from there.