



Topic	Question	Answer
<b>COVID-19</b>	1. Can the External Evaluator work remotely for the time being?	<ul style="list-style-type: none"> <li>(1) Yes. MGH policy requires remote work wherever possible during the COVID-19 pandemic. We anticipate meetings to occur over Zoom and <i>via</i> phone call during this time. We expect the External Evaluator to conduct in-person meetings with MGH Center for Community Health Improvement (CCHI) and grantees only when safe to do so.</li> </ul>
<b>Eligibility</b>	1. What do you mean by “local” External Evaluator Consultant? Would a consultant or consultancy firm outside of Boston be eligible? 2. The Selection Criteria lists “experience with evaluating community health programs” but no reference to experience evaluating workforce development or community health worker programs. Could you elaborate?	<ul style="list-style-type: none"> <li>(1) We prefer an independent evaluation consultant or group from Massachusetts to apply for this funding opportunity. However, the local independent consultant or group is permitted to subcontract some work out remotely.</li> <li>(2) We mean “community health programs” in a broad manner to capture all grantee activities related to community health improvement and social determinants of health, including community health worker and workforce development programs.</li> </ul>
<b>Budget</b>	1. Are overhead expenses a direct or indirect expense? 2. Is the 15% indirect expenses on top of the \$300,000 limit? 3. Our firm customarily budgets and bills based on hours and fully loaded hourly rates. The only other direct expenses are related to travel. Is this budgeting method acceptable? 4. Do you want each year’s budget shown separately or only a summary budget of all three years?	<ul style="list-style-type: none"> <li>(1) Overhead expenses are classified as indirect expenses. Indirect expenses cannot exceed 15% of the direct expenses in your budget proposal.</li> <li>(2) No. The 15% indirect expense limit <u>must</u> be included within the \$300,000 budget limit.</li> <li>(3) Yes. We will accept a budget based on hours as long as it does not exceed \$300,000 over three (3) years.</li> <li>(4) We request a three-year budget and will accept a summary. However, we expect the budget narrative to include the time allotted to this project by each staff member.</li> </ul>



**Massachusetts General Hospital (MGH) External Evaluation Consultant  
Frequently Asked Questions  
Request for Proposals (RFP) Process**

	<p>5. How does MGH CCHI anticipate payments will be made under this contract?</p>	<ul style="list-style-type: none"> <li>(5) The selected External Evaluation Consultant or group will receive regular 3-month payments in advance as long as the Evaluator fulfills their requirements.</li> </ul>
<b>Grantees</b>	<p>1. Will each of the seven (7) grantees be receiving similar grant awards?</p> <p>2. Since the grantees will be known prior to the External Evaluation Consultant RFP submission date, will we have access to those proposals?</p> <p>3. Were the grantees required to outline any evaluation plans in their proposals?</p> <p>4. Do grantees have a portion of their budget dedicated to evaluation and reporting?</p> <p>5. Are the grantees operating on the state fiscal calendar and therefore end of year reporting is due in June?</p> <p>6. Since there is already a statewide CHW organization, must the grantees be affiliated?</p>	<ul style="list-style-type: none"> <li>(1) Five grantees will receive similar grant awards (up to \$125,000/year for three years), while two grantees will receive partial funding.</li> <li>(2) Grantees will be publicly announced by September 30<sup>th</sup> and you will receive information on which grantees were awarded. We will also provide you with grantees’ proposal summary and proposed outcomes. The selected consultant will receive grantees’ full proposals.</li> <li>(3) No, grantees were not required to outline evaluation plans. However, they were required to provide information on expected outcomes.</li> <li>(4) Grantees were not required to include evaluation and reporting in their budgets. However, they are required to work with an External Evaluation Consultant on capacity building.</li> <li>(5) No. Grantees will start on October 1<sup>st</sup>, per the MGH fiscal calendar, and will end their annual grant cycle on September 30<sup>th</sup>. The External Evaluator is anticipated to start on November 1<sup>st</sup>; final reports are expected by October 31<sup>st</sup>.</li> <li>(6) We did not require grantees to be affiliated with the statewide CHW organization.</li> </ul>
<b>Process</b>	<p>1. So, the External Evaluation Consultant’s work does not involve evaluating the 7 grantees, but really providing technical assistance, capacity building, and the annual template?</p> <p>2. Will evaluation activities include measuring and reporting on community engagement as required by DPH for each grantee and overall DON process?</p>	<ul style="list-style-type: none"> <li>(1) Correct. We want grantees to complete the evaluation so that they learn and continue engaging in evaluation activities. Evaluators would supply the tools grantees need that is appropriate for their organization and initiatives, and guide and advise grantees. The annual report template will assist MGH CCHI in gaining an overall picture of the achieved impact.</li> <li>(2) The External Evaluation Consultant will help build grantees’ capacity to measure and report on their community engagement activities. CCHI</li> </ul>



Massachusetts General Hospital (MGH) External Evaluation Consultant  
Frequently Asked Questions  
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<ol style="list-style-type: none"> <li>3. The housing component of the DoN will not be included in this evaluation consultancy?</li> <li>4. Will your Community Advisory Board (CAB) be a part of the DoN process evaluation? Will we be able to speak with CAB and Allocation members?</li> <li>5. What kinds of documents and materials does CCHI anticipate we will have access to as part of the process evaluation?</li> <li>6. Is there an interest in CHW and WFD grantees to have similar process and outcome measures?</li> <li>7. When do monthly reports start?</li> <li>8. Once the award is made, describe the relationship between MGH CCHI and the evaluator.</li> <li>9. Is it acceptable to provide URLs for samples of related work or must excerpts themselves be included in the 20-page RFP?</li> <li>10. Do the four elements of the Selection Criteria have equal weight?</li> <li>11. If the consultant team is proposed, would you like resumes for all members or just key team members?</li> <li>12. Does MGH CCHI want references for the proposed consultants?</li> <li>13. When is the RFP due?</li> <li>14. What can we expect after we submit the Request for Proposal (RFP)?</li> </ol>	<p>will work with the consultant and utilize learnings from each grantee to understand community engagement impact overall.</p> <ul style="list-style-type: none"> <li>• (3) The housing component of this DoN is <u>not</u> included in this evaluation consultancy, as the organization managing the housing investment funds will provide a final report on impact of those funds in October 2023.</li> <li>• (4) Our CAB, which is comprised of members representing Suffolk County (Boston, Chelsea, Revere, Winthrop) and will be a part of the DoN process evaluation detailed in this RFP. We will connect the External Evaluation Consultant to CAB and Allocation Committee members if the consultant would like to conduct interviews or focus groups.</li> <li>• (5) You will have access to all documents which were presented to CAB and Allocation Committees since the start of the DoN process in Summer 2019. These documents include meeting notes and presentations/Power Points. You will also have access to the facilitator, project manager, and Senior Director for Evaluation, Assessments &amp; Coalitions who can provide context and history of the DoN process.</li> <li>• (6) That would be ideal. However, process and outcomes may be dependent on the type of grantee and what each has proposed.</li> <li>• (7) MGH CCHI will start working with the External Evaluation Consultant in November and will connect the Consultant to grantees to initiate this process.</li> <li>• (8) MGH CCHI will work closely with the evaluator as a thought partner, providing context and history of the DoN process and grantees.</li> <li>• (9) As long as the content of the URLs do not exceed the 20-page RFP limit, URLs are acceptable. If you were to print out the URL content, it should not exceed your 20-page limit.</li> </ul>
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		<ul style="list-style-type: none"> <li>• (10) No. The critical components of the selection criteria which will be weighed more heavily are: your evaluation knowledge and expertise and your approach to equitable evaluation.</li> <li>• (11) We request the resumes and qualifications of key members undertaking large components of the work.</li> <li>• (12) We do not need references at this stage. Once the RFP submission deadline passes, highly rated applicants will be invited for interviews. References will be requested at the interview stage.</li> <li>• (13) The Request for Proposal (RFP) must be submitted by <b>Wednesday, October 7<sup>th</sup> by 3 PM</b> to be considered. Incomplete applications and applications submitted after 3PM on October 7<sup>th</sup> will not be considered for funding—no exceptions.</li> <li>• (14) Once all RFPs are received, after October 7<sup>th</sup>, a Steering Committee will review all proposals and score each according to the criteria outlined on page 3 in the <a href="#">Request for Proposals</a>. The External Evaluation Consultant will receive notification that they have been selected by Wednesday, October 28<sup>th</sup>.</li> </ul>
<b>Misc.</b>	1. What happened to the youth-serving agencies in the COVID-19 efforts applications?	<ul style="list-style-type: none"> <li>• (1) The allocation on that funding opportunity was completed two weeks ago; that funding opportunity is <u>separate</u> from this process. As they are small grants, we do not require an evaluation process and grantees will submit a final report at the end of their grant cycle.</li> </ul>

For the Request for Proposals (RFP) document, please click [here](#).