



Department of Health

RFP #20455

Behavioral Risk Factor Surveillance System (BRFSS)

Questions and Answers Second Round Posted November 1, 2024

Question #	Corresponding RFP Sections	Question	Answer
1.	Section 3.1 Minimum Qualifications	We assume 'documentation' to provide sufficient evidence of the criterion set forth in Section 3.1 to be examples of existing work included in the content of the technical proposal. Please confirm if this assumption is correct.	<p>The documentation should include examples of the types and length of experience providing work described in Section 3.1 Minimum Qualifications to apply.</p> <p><i>3.1 Minimum Qualifications NYSDOH/HRI will accept proposals from organizations with the following types and levels of experiences as a prime contractor:</i></p> <ul style="list-style-type: none"> • <i>Minimum of three (3) years of telephone-based survey experience administering dual-path phone surveys (conducted via both landline and cellphone) of at least 100 questions in length; and</i> • <i>Minimum of three (3) years of experience using Computer Assisted Telephone Interviewing (CATI) application software methodology for developing and administering telephone surveys in</i>

			<p><i>English and Spanish; and</i></p> <ul style="list-style-type: none"> • <i>Must have a functional call center located and operating within the continental United States.</i> <p><i>Experience acquired concurrently is considered acceptable. For the purposes of this RFP, a prime contractor is defined as one who has the contract with the owner of a project or job and has full responsibility for its completion.</i></p> <p><i>A prime contractor undertakes to perform a complete contract and may employ (and manage) one or more subcontractors to carry out specific parts of the contract.</i></p> <p><i>Failure to meet these Minimum Qualifications will result in a proposal being found nonresponsive and eliminated from consideration.</i></p>
2.	Attachment B Cost Proposal, Section E	<p>Thank you for the response. Question 5 “What survey length pricing should be included in Section E in the data collection row?” was asking specifically about the cost proposal, not the scope of work. Section E of the cost proposal asks us to provide a total price for data collection. This price will be determined by the length of the survey. In section A and section B, three survey lengths are presented for pricing. The question is asking which of these lengths should the total for data collection in Section E be based on? Please let us know so that we can ensure our price proposal response is compliant.</p>	<p>The data collection in Section E is not related to data collection described in Sections A-D. The data collection referenced in Section E is referring to the activities described in section 4.1.5.1. Please refer to RFP 20455 Amendment 3 which includes this amended language in section 4.1.5.1:</p> <p>4.1.5.1 The contractor will conduct an annual formative data collection project related to emerging topics or priority populations with the intent of informing future content of the BRFS. The focus of the data collection will be determined during the fall of the preceding calendar year and will be finalized in collaboration with the NYSDOH. For estimating pricing, assume formative testing will include writing and revising up to 10 new questions, cognitive testing with the intended population, and collecting data</p>

			<p>on a sample of at least 100 members of the intended population. Estimate the data collection (survey length) to take approximately 20 minutes. This formative project will include collaborating with NYSDOH on question development, study design and mode of survey administration. Associated deliverables will include an annual study proposal, data collection, summary report of findings, dataset and codebook.</p>
3.	Attachment B Cost Proposal, Section E	In Section E of the Cost Proposal, is “Data Collection” for each year a total of only Section A column A for each year, plus the annual asthma call backs, or Section B column A for each year, plus the expanded asthma call backs? In other words, costs associated with longer interviews and/or alternative methods are not included.	See response to question 2.
4.	Attachment B Cost Proposal, Section C	In Section C of the cost proposal, does random digit dial recruitment to web survey refer to texting respondents and directing them to a URL for survey completion?	<p>Yes. Please refer to section 4.1.4.</p> <p>4.1.4 Alternative Mode BRFSS Surveys and Survey Research Services 4.1.4.1 Over the past five years the CDC has pilot tested administering the BRFSS through alternative modes, including incorporating internet panels into random-digit dial samples (RDD), using random-digit dial (RDD) telephone calls and texts to recruit respondents for web surveys, and using address-based sampling (ABS) methods to recruit respondents for web surveys.</p>
5.	Section 4.1 Tasks/Deliverables Attachment 13 BRFSS Data Collection	Must all completions finish the entire survey or can, as some states do, partial interviews be counted as completes? If so, what question within the survey will be deemed to be the ‘completion’ question.	<p>New York uses CDC’s definitions of complete and partial complete interviews (see Attachment 13, Bidders Library - BRFSS Data Collection Protocol).</p> <p>“An interview is considered complete if data are collected for all questions which would have normally been asked for any</p>

	Protocol, Survey Protocol Section		<p>selected respondent. Partially completed interviews are defined as those where the first sections of the interview are completed and the portions of the demographic section which are used for weighting are also asked of the selected respondent in regular order of the questionnaire.”</p> <p>New York has paid for completed surveys that meet the CDC definition of a partial complete and has adopted CDC’s performance standard of less than 15% partial completes when monitoring and evaluating vendor performance.”</p>
6.	Section 4.1.5 Formative Data Collection	Do you have a copy of past summary reports? Is it just a disposition report at the end of the year or is there additional reporting?	<p>We do not have copies of past summary reports as this is the first time this deliverable has been included in this contract. “Summary reports” are mentioned in the RFP in reference to Formative Data Collection deliverable (see RFP p. 14, Section 4.1.5) and should describe the activities that take place under that deliverable.</p>