

Proposal due 6/28/2024

Questions and Answers Updated 6/13/24

1. Who are the intended Learning Collaborative participants? Local health care providers like FQHCs, hospital-based pediatrics ambulatory clinics? Local government entities? Please define the target audience the Collaborative is designed for.
 - *The Learning Collaborative participants will be Childcare Educators in Boston. We work with both Family Childcare (FCC) programs and staff and owners of center-based childcare programs. The Working Group that will advise on creation of the Learning Collaborative will include childcare program staff and support professionals in the early childhood field.*

2. In the engagement, the contractor would create all materials for a Collaborative. How will participants be expected to participate? In a point of service self-paced style? Or, will there be a live (virtual or in-person) cohort established for guiding participants through in a collective manner?
 - *Our current Boston Healthy Childcare Learning Collaborative comprises in-person or virtual sessions via Zoom. For the new Learning Collaborative, we would like the Working Group to advise on the content and delivery methods that will work best for them. The consultant will lead the development of the content and design of the learning collaborative, program plans, and materials. The BPHC staff will run the learning collaborative sessions after the program is developed.*

3. How many participants does the Department hope to have participate in this Collaborative?
 - *Typically, about 40 (20 English-speaking and 20 Spanish-speaking) childcare programs participate in each Collaborative over the course of one academic year.*

4. Is there an additional budget available for the contractor to pay honoraria for the local stakeholders that will be engaged to inform the workgroup? Or, should the contractor factor in the need for honoraria expenses into their plan?
 - *BPHC will cover honoraria for the local stakeholders separately from this funding.*

5. Will the contractor be responsible for honoraria of the established workgroup members? Or is there time compensation already addressed by the Department?
 - *All members will be new to the working group, BPHC will cover the honoraria.*

6. Will the department provide interpreter services or should the contractor factor that into their budget?
 - *BPHC can provide interpreter services for the workgroup meetings. The translation for development of program materials should be factored into the Consultant's budget. However, we are willing to negotiate this at the time of contract if the*

Consultant needs additional translation support to meet the BHCCI program's needs.

7. For the client references required in the Appendix, do you want references written by the client or a description of the project work and client contact information?

- *Written references are not necessary. A couple sentence description of the project and client contact information will suffice.*