



RFP 2023-01: BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM (BRFSS)

QUESTIONS AND ANSWERS

1.
Q. Have you conducted the BRFSS survey in the past? If so, who conducted the previous BRFSS study for Glenn County, and can we receive a copy of that report?
A. A BRFSS survey has not been conducted in the past. A Request for Proposal (RFP) was not conducted prior to 2023.
2.
Q. Is the previous winning bid a matter of public record that we can access?
A. We have not conducted a previous RFP or a BRFSS survey.
3.
Q. Is the 2023 Core questionnaire developed? (Can we receive a copy?)
A. The questionnaire has not yet been determined; the questionnaire selected will be in collaboration with the RFP recipient and the County and will follow CDC BRFSS core questionnaires for comparability purposes. Additional county-specific questions will also be determined in collaboration between the RFP recipient and the County; it is the responsibility of the RFP recipient to format/approve county-specific questions as appropriate for public survey use.
4.
Q. Do you anticipate any open-end questions, and if so, how many?
A. Undetermined; this will depend on the CDC BRFSS core questionnaire selected and what additional county-specific questions are developed.
5.
Q. If everything is to be completed in 8 – 11 weeks, why does the contract run into 2024?
A. The County of Glenn runs on a fiscal year, beginning July 1st and ending June 30th. The time frame of the RFP process will cause the BRFSS survey to run into the 2023-2024 fiscal year.
6.
Q. Is this a one-time study, or will it be conducted annually, going forward?
A. This is currently undetermined.
7.
Q. We understand you want the proposal in PDF, but would you prefer the original document be prepared in PowerPoint or Word or No preference?
A. Please submit the proposal in PDF or Word format only.

8.
Q. Will there be there any quotas by age/gender/ethnicity/household composition/language? Does it need to be proportionate to Glenn County census demographics
A. **The RFP recipient is responsible for ensuring the survey protocol follows CDC BRFSS protocol to ensure representation of the community surveyed. Please follow the below link to review the CDC BRFSS details: https://www.cdc.gov/brfss/annual_data/annual_2021.html.**
9.
Q. What additional survey languages are needed (besides English and Spanish)?
A. **Undetermined, this will depend on the sample selected; however, according to the Census, 61% of the households speak English, 35.5% Spanish, and 3.5% other, which includes Hmong.**
10.
Q. Should we exclude any phone numbers that were dialed/completed last year, and can those numbers be provided?
A. **This was not done last year in Glenn County (BRFSS has not been done previously).**
11.
Q. The screening in the landline survey says we need to ask for a randomly selected adult who is “oldest/middle/youngest” and either “male/female”, and to terminate if that person is not available. Is that the correct protocol? How is this selection made? Should we use the closest birthday (Trodahl-Carter) method?
A. **Please follow the CDC BRFSS protocol and develop an internal procedure to mirror the CDC BRFSS protocol to address this. Please follow the below link to review the CDC BRFSS details: https://www.cdc.gov/brfss/annual_data/annual_2021.html.**
12.
Q. In the Agreement, section 3, subsection C, the amounts are missing (page 11).
A. **This section is missing as we will not have the maximum amount until the RFP has been completed. The maximum amount is part of the RFP process (paragraph 7. Proposal Contents, g. Costs) and will be finalized upon Board approval.**
13.
Q. Under Insurance (section 12), Auto liability (ii), we have no company vehicles nor will we require employee travel. Can this be omitted? (Page 16)
A. **This clause states, “...if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with a limit no less than \$1,000,000 per accident for bodily injury and property damage.**
14.
Q. Under Insurance (section 12), Cyber liability (v), can this be reduced to \$500K coverage? (Page 16)
A. **The insurance amount is the standard recommendation from our broker. The Scope of Work attached in this RFP (Attachment A) has specific relevance to this clause, especially related to privacy violations. We need to maintain the insurance at \$2 million.**
15.
Q. What level of comparisons will need to be made to Glenn County? Other counties? California state? National? If these are to happen, will you be providing the data sets for these other areas?
A. **Comparisons to both state and national results are preferred. Results for national data can be found on the CDC website. Results for statewide data can be acquired from CDPH by submitting a Data User Agreement and returning to California BRFSS.**

16.

Q. Will we be comparing results to previous waves? If so, how many?

A. No previous waves were conducted in Glenn County.

17.

Q. What are the main sub-group comparisons you would like us to analyze? (e.g., male/female, Young/Old, High/Low income, etc.) A rough estimate of the number of sub-groups would be helpful for estimating the number of cross-tabulation banners

A. Sub-group comparisons will be made in the determination between the RFP recipient and the County. Additionally, input will be considered from key stakeholders and secondary data to determine sub-group comparisons.

18.

Q. In what format would you like the data file? (Will Excel be acceptable?)

A. CSV is preferred.

19.

Q. Is there a report template that we need to utilize? Do you have a preferred format?

A. There is no report template or preferred format.

20.

Q. The Scope of Work states...

7. Follow the BRFSS weighting methodology comprising of:

a. Design factors or design weight.

b. Some form of demographic adjustment of the population by iterative proportional fitting or raking.

In the Overview document (page 9) it seems the BRFSS actually assigns the weights...

- The BRFSS is designed to obtain sample information on the population of interest, i.e., the adult US population residing in different states. Data weighting helps make sample data more representative of the population from which the data were collected. BRFSS data weights incorporate the design of the BRFSS survey and the characteristics of the population. BRFSS weighting methodology comprises 1) design factors or design weight and 2) some form of demographic adjustment of the population—by iterative proportional fitting or raking.

Will we be doing the weighting, or will the BRFSS?

A. The CDC BRFSS provides guidelines on the weighting; it is the responsibility of the RFP recipient to conduct the weighting. Please follow the below link to review the CDC BRFSS details: https://www.cdc.gov/brfss/annual_data/annual_2021.html.

21.

Q. Who is the incumbent for this work?

A. The Glenn County Health and Human Services Agency, Public Health Division.

22.

Q. What is your maximum budget?

A. The maximum amount is part of the RFP process (paragraph 7. Proposal Contents, g. Costs) and will be finalized upon Board approval.

23.

Q. The only CDC BRFSS recognized translation is in Spanish. Based on the location of the County, please confirm that English and Spanish are the only 'needed' languages?

A. This will be determined based on the sample selected; however, according to the Census, 61% of the households speak English, 35.5% Spanish, and 3.5% other, which includes Hmong.

24.

Q. Data quality reports – Please confirm if this would mirror the CDC BRFSS data quality report or if you have something else in mind.

A. Yes, this will mirror CDC BRFSS data quality reports.

25.

Q. Preparation of analytical reports of findings with comparisons to statewide and/or national BRFSS survey results – please provide more specificity.

a. It would be helpful for cost estimates to have more detail regarding the level of effort the client is looking for.

b. Are the comparisons to state, national, or both? All areas in Glenn County and covered by the core survey/modules?

A. Comparisons to both state and national data are preferred. Ensuring a Glenn County representative sample is selected is the responsibility of the RFP recipient; following CDC BRFSS protocol, it should be representative of the area surveyed. Please follow the below link to review the CDC BRFSS details: https://www.cdc.gov/brfss/annual_data/annual_2021.html.

26.

Q. Is there a report template that we need to utilize? Do you have a preferred format?

A. There is no report template or preferred format.