

## Program Evaluation Research Vendor RFP Questions:

1. Are focus groups and interviews to be conducted in-person, virtually, or a mix of the two methods?
  - a. Focus groups and interviews can be conducted either virtually or in-person.
2. Can surveys be administered online and/or hard copy? Will email/contact information of recipients/beneficiaries be provided?
  - a. Administering and collecting hard copies of surveys would be challenging to obtain in a timely manner from all recruited participants. Thus, it is recommended that surveys be administered online. Yes, contact information will be provided as we proceed with the recruitment process for participants.
3. Are there language requirements other than English?
  - a. A significant proportion of students and families speak Spanish as their primary language, so it is expected that interactions with them be offered in Spanish as well.
4. Are all students, including elementary age, to be included in qualitative data gathering activities?
  - a. We recommend data collection efforts focus on older youth attending middle school and above.
5. Will transcripts and/or audio recordings of interviews and/or focus groups be required?
  - a. Yes, transcripts and recordings are required, contingent upon participants' consent for their utilization.
6. The RFP mentions conducting approximately 5 focus groups, 10 interviews, and 2 surveys. Is there a break out of these numbers by each audience of program staff, students, and parents/caregivers?
  - a. We currently do not have a breakout by audience as we were hoping that the proposal would suggest this.
7. Which languages other than English should we plan to provide focus groups, interviews, and surveys for program participants?
  - a. We already answered this question. See question 3.
8. How many schools are involved and how many students/families participate per school?
  - a. There are 62 schools and the number of students at each school can range from a couple to around 60.
9. Do you have a recommendation on the mode for the survey? Would an online survey be feasible or would that present an accessibility issue?
  - a. We already answered this question. See question 2.
10. Would the schools/City be able to provide on-site spaces where the research could be conducted/administered?
  - a. This can be possible for some participants (i.e. school visits) but not all involved in the pilot within our timeframe.
11. The RFP mentions IRB applications. Are you affiliated with an institution for IRB approval?
  - a. CIDI has its own IRB. We also coordinate with relevant city agencies for their approval, most notably in this case NYC Public Schools.
12. The RFP mentions distributing financial reimbursement for interviews. Is there an estimated amount for reimbursement? Are these reimbursements budgeted within the award amount or as an additional expense?
  - a. There is not currently an estimated amount for reimbursement, reimbursements should be budgeted within the award amount.

