

President

Timothy Muir McDonald, MPA
Needham

**Treasurer**

Matthew Brennan, RS
Foxborough

Vice President

Melissa Ranieri, RS, SE, SI
Walpole

Secretary

Amy Donovan-Palmer, MPH, RS
Mansfield

Request for Quotes

Career Development Program Formative Research Project

REQUESTOR

Requesting Organization	Massachusetts Health Officers Association (MHOA)
Requestor Mission	<p>MHOA leads, supports and advocates for the delivery of statutory and foundational public health services across every municipality in the Commonwealth of Massachusetts. We inform, educate and empower our members to ensure healthy communities for all.</p> <p>MHOA is recognized as and regarded by members and other agencies as an effective professional group representing and advocating for local public and environmental health.</p>
Requestor Website	https://mhoa.com/
Contact Name	Cindy Cadoret, Director
Contact Email	ccadoret@mhoa.com
Date Posted	4/18/2025
Submission Instructions	Please complete " Application Response Form_Career Development Program Formative Research Project " and email as an attachment to ccadoret@mhoa.com with the subject line "RFQ for PLPH Subcontractor".
Submission Deadline	5/9/2025 at 5:00pm EST
Notification of Decision	All candidates will be notified by or before June 13 at 5:00pm EST

TO

Applicant Name	
Applicant Contact	
Contact Email	



Public Health
Prevent. Promote. Protect.

www.mhoa.com

PROJECT DESCRIPTION

Statement of Purpose	<p>The Massachusetts Health Officers Association (MHOA) is issuing this RFQ to identify a subcontractor to conduct a research process and develop recommendations to inform the design of a Career Development Program (Pathway to Local Public Health).</p>
Project Background	<p>MHOA has received funding from the Office of Local and Regional Health (OLRH) and the Massachusetts Department of Health (MDPH) to design and implement a Career Development Program (Pathway to Local Public Health) for early career students interested in local public health. The Pathway to Local Public Health (PLPH) will prepare participants to be hired by local public health departments, which will ultimately build local health organizational capacity through increasing staffing levels. MHOA will recruit PLPH participants from community colleges and other underrepresented institutions and will train students for work at local public health departments. MHOA will create and maintain practical opportunities for students at local health departments. PLPH members will be from diverse backgrounds and readily hireable upon completion of this paid experiential career development program.</p>
Project Goal	<p>The long-term goal of the PLPH is to recruit students from underrepresented institutes of higher education into jobs in local public health, particularly health inspector positions.</p>
Proposed Scope of Work for Subcontractor	<p>Primary research question: How do we design a local public health workforce training program that meets the needs of students, local public health departments and institutions of higher education and takes equity considerations into account?</p> <p>The research subcontractor will:</p> <ol style="list-style-type: none"> I. Conduct an abbreviated literature review on best practices for work education programs, focusing on local public health and our priority populations II. Conduct small group interviews with a minimum of 8 Massachusetts local health departments (diverse in size, geography, population served, structure), a minimum of 8 community college staff in relevant leadership positions to understand their needs, and 1 small group of staff from the DPH Office of Local and Regional Health. <ol style="list-style-type: none"> A. Develop interview protocols B. Conduct interviews C. Analyze interviews and identify key themes III. Conduct 1:1 interviews with ~5-8 key informants about equity considerations in the local public health workforce <ol style="list-style-type: none"> A. Develop interview protocols B. Conduct interviews C. Analyze interviews and identify key themes IV. Write a final report synthesizing the findings V. Based on the findings, develop recommendations to inform the design of a Career Development Program (Pathway to Local Public Health) VI. Meet regularly with MHOA staff to plan and discuss progress
Subcontractor Qualifications	<ul style="list-style-type: none"> ● A track record of working collaboratively with previous clients ● Expertise developing interview protocols for individuals/small groups, facilitating individual/small group interviews, and analyzing and synthesizing qualitative data ● An ability to center principles of health equity and racial justice in research methods, analysis, and final products

President

Timothy Muir McDonald, MPA
Needham



Treasurer

Matthew Brennan, RS
Foxborough

Vice President

Melissa Ranieri, RS, SE, SI
Walpole

Secretary

Amy Donovan-Palmer, MPH, RS
Mansfield

	<ul style="list-style-type: none">• Past experience with workforce development initiatives and/or local public health is preferred
Estimated Timeline	6-9 months
Estimated Budget	\$80,000.00



Public Health
Prevent. Promote. Protect.