Request for Quotes

Tobacco Program Support

REQUESTOR

Requesting Organization	Massachusetts Health Officers Association (MHOA)
Requestor Mission	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. 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.
Requestor Website	https://mhoa.com/
Contact Name	Sarah McColgan
Contact Email	smccolgan@mhoa.com
Date Posted	2/11/2026
Submission Instructions	Please complete Application Response Form, Tobacco Program Support and email as an attachment to smccolgan@mhoa.com with the subject line "RFQ for Tobacco Program Support."
Submission Deadline	3/3/2026 at 5:00pm EST
Interviews	Finalists will be chosen from among the quotes for a virtual interview on Friday, March 6 between 12 noon and 4 pm. Applicants are requested to hold the time - specific 50 minute slots will be confirmed.
Questions	Send questions to smccolgan@mhoa.com Responses will be posted here on a rolling basis until Feb. 27, 2026.
Notification of Decision	All candidates will be notified if they are selected or not on/before March 13, 2026. Work is expected to begin within two weeks of notification.

PROJECT DESCRIPTION

Statement of Purpose	The Massachusetts Health Officers Association (MHOA) is issuing this RFQ to identify a consultant or consultants to support its tobacco control program.
Project Background	MHOA has received funding from the Massachusetts Tobacco Control Program (MTCP) at the Massachusetts Department of Health (MDPH) to provide tobacco

	inspection/compliance check training to MA local public health professionals; support alignment of Shared Services Arrangements (SSAs) and tobacco collaboratives through technical assistance; support integration of inspections within the SSA/health department through technical assistance including direct services (conducting retail inspections and compliance checks). The Consultant(s) primary point of contact will be MHOA's Tobacco Control Director, and will meet regularly with her.
Proposed Scope of Work for Consultant(s)	There are 3 parts of work: Project management, Instructional Design, and Communication. Applicants may apply for 1, 2, or all 3 parts, and MHOA may hire multiple contractors to meet all three scope needs. I. Project management: Develop and implement a multiyear workplan for the project in collaboration with MHOA and MTCP. Align and update the workplan with available funding in FY26, FY27, and proposed funding for later years. The workplan is expected to include the following, and may be updated as needs/funding fluctuate and are identified in discussions with partners: A. Coordinate regular meetings, updates, and communication across partners, and subject matter experts(SMEs) B. Coordinate with instructional design (Part II) and communication work (Part III) 1. Manage tobacco training working group C. Create a job description for an Assistant Director and manage hiring by late April. 1. Update job descriptions/ensure lack of overlap with existing roles (Director, Inspector/Trainer, Inspectors) D. Develop and administer a mini-grant program for shared services arrangements to conduct tobacco inspections and compliance checks (funding distributed by MHOA, but consultant will plan, implement, and evaluate) E. Support technical assistance to align MTCP collaboratives and SSAs II. Instructional design: Review existing tobacco training provided to local public health and provide recommendations for improvement, assessing additional needs, integration, and sustainability. A. Align with three-tiered approach currently in place for other local public health inspection training (asynchronous, instructor-led, practical) B. Develop speaker notes for instructor-led training C. Develop training evaluation plan and tools III. Communication: Develop + implement communication plan to support: A. Merchant education video rollout B. Training + technical assistance available to municipalities not currently receiving MTCP funds, and to shared services arrangements
Consultant Qualifications	● A track record of working collaboratively with previous clients ● Expertise in project management, instructional design, program evaluation, communication for a local public health professional audience ● An ability to center principles of health equity and racial justice into work

	● Past experience with Massachusetts local public health departments and tobacco control work is required ● Daytime availability to support meetings during business hours
Estimated Timeline	Contingent upon continued grant funding, anticipated through June 30, 2027. It's expected more project management support will be required for the first 6-8 months and then shift maintenance work to the director/assistant director.