



**Addendum 1
to
Request For Proposal:
Racial Justice and Health Equity Training Consultant**

October 15, 2018

This Addendum shall be considered part of the Request For Proposal document for the above-mentioned services as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary information differ from those of the original bid documents, this Addendum shall govern and take precedence.

Responders are hereby notified that they shall make any necessary adjustments in their responses as a result of this addendum. It will be construed that each response (proposal) is submitted with full knowledge of all modifications and supplemental information specified herein.

1. Revision of *Request For Proposal Timeline*:

Replace the following pages from the RFP with the pages included in this addendum: Page 2

2. Revision of *Submission Instructions*:

Replace the following pages from the RFP with the pages included in this addendum: Page 5

Request For Proposal Timeline	
Friday, September 28, 2018	RFP available online at www.bphc.org at 10:00 AM
Wednesday, October 17, 2018	Responses due by 9:00 AM to Brad Cohen at BCohen@bphc.org
Friday, October 19, 2018	Notification of Decision Desired date for notification of award to responder however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all responses.

Overview

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC has been engaged in a racial justice approach to achieving health equity since 2005. This includes 22 hours of professional development for all staff, beginning with a 14-hour, 2-day Core Workshop. Over 1100 staff have completed the Core Workshop, to date. Workshops are organized by BPHC’s Consortium for Professional Development, with support from an organization-wide team of trained facilitators and others.

Scope of Service

The Boston Public Health Commission is seeking a consultant to coordinate and help deliver racial justice and health equity training workshops for BPHC staff.

Consultant responsibilities/tasks will include:

- Schedule and coordinate a calendar of training for already-developed workshops on racial justice and health equity
- Co-facilitate workshops following an established curriculum and collaborating closely with co-facilitators
- Facilitate preparation and debrief meetings as needed; document debrief meetings and recommendations for improvements

Proposal Requirements

Respondent must review the specifications of this RFP, prepare and submit all required documents listed:

1. Resume
2. Cover Letter
3. Brief description of Respondent's services provided
4. Related Experience
5. Sample Curriculum
6. Proposed Budget
 - a. Budget should include consultant hourly rate only
7. Three references

Submission Instructions

Submit all required documents via email to:

Bradley Cohen, Director

Consortium for Professional Development

Boston Public Health Commission

bcohen@bphc.org

617-343-1375

RESPONSES SHOULD BE RECEIVED NO LATER THAN 9:00 AM ON OCTOBER 17, 2018