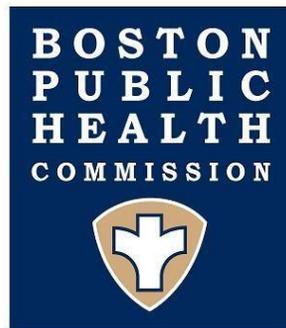


BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance Office



REQUEST FOR INFORMATION

for

Workplace Safety Plan

August 16, 2018

Introduction

The Boston Public Health Commission (BPHC) is issuing a Request For Information (RFI) from qualified individuals or firms to assist with reviewing its policies and practices related to workplace safety.

Request For Information Timeline	
Thursday, August 16, 2018	RFI announcement in The Boston Globe
Thursday, August 16, 2018	RFI available online at www.bphc.org/RFP at 10:00 AM
Thursday, August 30, 2018	RFI must be sent via email to: Grace Connolly Director of Administration and Finance GConnolly@bphc.org Subject Title: "Request For Information"

Background

The Boston Public Health Commission (BPHC) is an independent public agency with approximately 1,200 employees providing a wide range of health services and programs. BPHC is governed by a seven-member board of health appointed by the Mayor of the City of Boston.

Public service and access to quality health care are the cornerstones of BPHC's mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly those who are most vulnerable.

BPHC is currently requesting information from qualified individuals or firms ("respondents") to assist with reviewing its policies and practices related to workplace safety. Responses should address how respondents would undertake the tasks of establishing baseline site-specific risk assessments for worksites, bureaus, and programs; evaluating policies and procedures related to workplace safety; reviewing and drafting bureau or program specific procedures; and assist in developing a training program staff.

All responses to this RFI will be public record under the Massachusetts' Public Records Law, Mass. Gen. L. ch. 66 s. 10, regardless of confidentiality notices to the contrary.

Scope of Work

To provide next steps for workplace safety efforts the Administration and Finance Office is requesting information on how the following tasks could be undertaken:

1. A baseline site-specific risk assessment and prioritization of tasks.
2. Review or draft procedures specific to each bureau or program to ensure compliance with training requirements for human service worker safety and mitigation of risks.
3. Development of a single workplace violence incident reporting form.
4. A review of the existing BPHC's workplace safety policy.
5. Development and implementation of a workplace safety training program that may include online and in-person delivery.

The site-specific risk assessment will ultimately include:

Site assessment parameters:

- Violence in BPHC workspaces, including the field (e.g. tobacco vendors, environmental inspectors, etc.)
- Fire, including evacuation procedures, especially those with special needs
- Weather emergencies

The Boston Public Health Commission is organized into seven (7) bureaus and more than forty (40) programs that are grouped within: Administration; Child, Adolescent & Family Health; Community Initiatives; Homeless Services; Infectious Disease; Recovery Services; and Emergency Medical Services.

Sites to be assessed include indoor and outdoor spaces at the following locations within Boston, MA:

- 1010 Massachusetts Avenue, Floor 2 and 6 (including common areas)
- Miranda Creamer Building, 785 Albany Street, Floors 1 - 6
- 723 – 727 Massachusetts Ave, Floors 1 & 2
- Northampton Square, 35 Northampton Street, includes the parking garage of 3 levels, a plaza (roof top), the South End Fitness Center (Gymnasium, Locker Room, & Pool) and the Carter Auditorium
 - 860 Harrison Ave, Floor 2
 - 715 Mass Ave, Ground Level
- Finland Building, 774 Albany Street, Floors 1 - 5
- Woods Mullen Shelter, 794 Massachusetts Avenue, Floors 1 - 3
- Southampton Shelter, 112 Southampton Street, Floors 1 - 2
- Engagement Center, 112 Southampton Street (rear in fabric structure); including rear the trailer
- Serving Our Selves Kitchen, 196 Quincy Street
- Mattapan Campus:
 - EMS Garage, 203 River Street
 - Transitions and Wyman, 201 River Street, Basement level and Floors 1 - 3
 - Property Management Office, 205 River Street Floors 1 - 2
 - Entre Familia Residential, 209 Floors 1 - 2 and 211 River Street Floor 1
 - Food Pantry, 213 River Street
 - Kitchen Building, 215 River Street (storage only)

Qualifications

Qualified respondents must meet the following:

- Demonstrate knowledge and experience in workplace safety and violence prevention, and workplace safety-related technologies.
- Demonstrate organization, facilitation, communication, and presentation skills.

Submission Instructions

Qualified respondents must respond to questions and information in the following order via email to:

Grace Connolly

Director of Administration and Finance

GConnolly@bphc.org

1. A written description of how respondent would approach, or how they would suggest BPHC approach, each task described above and how they would carry out these functions.
2. At the responder's discretion, suggestions for additional workplace safety-related tasks.
3. A full description of the qualifications of each team member who would likely be involved in fulfilling the tasks, as well as information regarding any prior work for similar agencies or entities.
4. An hourly rate with an approximate number of hours the recommended project would take to complete.
5. An hourly rate for additional work, if ongoing consultant work beyond the initial project described here is deemed necessary by both the respondent and BPHC.

This Request For Information is for planning purposes only, and shall not be construed as a solicitation or as an obligation on the part to issue any competitive procurement to award a contract or pay for preparations of any information submitted.