BOSTON PUBLIC HEALTH COMMISSION

Office of Health Equity

Request For Proposal

for the procurement of

Facilitator for Boston Health in All Policies Task Force

January 05, 2018
Facilitator for Boston Health in All Policies Task Force

### RFP Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday, January 05, 2018</td>
<td>Request For Proposal available online at <a href="http://www.bphc.org">www.bphc.org</a> at 10:00 AM</td>
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<tr>
<td>Monday, January 08, 2018</td>
<td>Questions due in writing by 5:00 PM to <a href="mailto:MReid@bphc.org">MReid@bphc.org</a></td>
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<tr>
<td>Wednesday, January 10, 2018</td>
<td>Responses to questions will be posted on <a href="http://www.bphc.org">www.bphc.org</a></td>
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<tr>
<td>Tuesday, January 16, 2018</td>
<td>Proposals due by 5:00 PM to Margaret Reid <a href="mailto:MReid@bphc.org">MReid@bphc.org</a></td>
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<tr>
<td>Monday, January 22, 2018</td>
<td>Notification of Decision This is the desired date for notification of decision to award however, BPHC has the discretion to extend this time period without notice to the proposers. The contract(s) resulting from this RFB shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</td>
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### Overview

A Health in All Policies approach identifies the ways in which decisions in multiple sectors affect health, and how better health can support the achievement of goals from multiple sectors. It engages diverse governmental partners and stakeholders to work together to improve health and simultaneously advance other goals, such as promoting job creation and economic stability, transportation access and mobility, a strong agricultural system, environmental sustainability, and educational attainment.

Health in All Policies (HiAP) can be advanced through multiple approaches, but includes 5 key elements:

1. **Promote health, equity, and sustainability.** HiAP promotes health, equity, and sustainability through two avenues: (1) incorporating health, equity, and sustainability into specific policies, programs, and processes, and (2) embedding health, equity, and sustainability considerations into government decision-making processes so that healthy public policy becomes the normal way of doing business.

2. **Support inter-sectoral collaboration.** HiAP brings together partners from many sectors to recognize the links between health and other issue and policy areas, break down silos, and build new partnerships to promote health and equity and increase government efficiency.

3. **Benefit multiple partners.** HiAP is built upon the idea of “co-benefits” and “win-wins.”

4. **Engage stakeholders.** HiAP engages a variety of stakeholders, such as community members, policy experts, advocates, members of the private sector, and funders.

5. **Create structural or procedural change.** Over time, HiAP creates permanent changes in how agencies relate to each other and how government decisions are made.

The City of Boston is re-launching a Health in All Policies Task Force ("HiAP Task Force") to be co-convened by Joyce Linehan, City of Boston Chief of Policy and Planning and Monica Valdes Lupi, Executive Director of the Boston Public Health Commission (BPHC). The intent of the HiAP Task Force is to integrate health and racial equity assessment and decision making into policy, planning, institutional processes and procedures within city of Boston departments (including commissions, authorities, agencies, etc.). This HiAP approach supports Mayor Martin Walsh’s plan for a resilient city, Imagine Boston 2030 and other plans all which require a focus on the needs of marginalized populations by advancing racial and social justice.
The HiAP Task Force would build on systematic efforts to integrate health in policy-making and provide tools to support a standardized approach across departments. The roles and responsibilities of HiAP Task Force include:

- Department heads to identify a representative to the HiAP Task Force that has decision making authority within the organization and a broad understanding of the programs. This person will be asked to attend 4-6 meetings per year.
- Task Force members will identify department teams to attend the HiAP training together.
- An early responsibility of the Task Force will be to 1) identify key community based organizations to participate and 2) make decisions on the details of community involvement in the process.

BPHC will serve as co-convener to the HiAP Task Force with the Chief of Policy and Planning for the City of Boston. The Office of Health Equity (OHE) within BPHC will oversee the facilitator and provide the following to support the initiative:

- A trainer who will provide the background necessary for city departments to identify opportunities for change that will advance health equity and racial justice and improve their systems.
- An academic partner to contribute to evaluation planning, implementation, survey, report development and administration.
- BPHC staff who are trained in quality improvement, experienced in multi-sectoral collaboration and policy, systems and environmental change to advance health equity and racial justice.

Scope of Service

BPHC is seeking a facilitator to perform the following:

- Work with academic partner and city of Boston lead staff to develop a simple Health Equity Assessment survey for city departments and community partners
- Manage all HiAP Task Force processes including organizing meetings, develop meeting agendas, contribute and administer survey
- Identify training needs to prepare city departments for HiAP participation in the HiAP Task Force and change process
- Provide HiAP training to HiAP Task Force
- Provide technical assistance to department team to identify and implement change
- Monitor progress toward identified goals
- Develop evaluation measures and with academic partner and lead city of Boston staff, conduct evaluation
- Develop evaluation reports including recommendations for sustainability and expansion
- Travel to Boston locations for meetings, trainings, technical assistance, and other duties as performed. BPHC will not provide office space or equipment.

Timeline:

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<tr>
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<tr>
<td>January 2018</td>
<td>Facilitator selected and contract expedited.</td>
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<tr>
<td>February 2018</td>
<td>Develop and administer survey to city of Boston departments, analyze results. Identify training needs, prepare to offer training, announce task force, identify community partners.</td>
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<tr>
<td>March – June 2018</td>
<td>Hold kickoff meeting and quarterly meetings, technical assistance and monitoring of action/progress among city departments.</td>
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<tr>
<td>June 2018</td>
<td>Mid-year progress report to include results of survey, training and technical assistance provided, meetings held, progress toward change goals and observations/recommendations for the period of January 2018 – June 30, 2018.</td>
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<tr>
<td>November – December 2018</td>
<td>Quarterly meetings, technical assistance and monitoring of action/progress among city departments.</td>
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<tr>
<td>December 2018</td>
<td>Report, recommendations, closing. Final report for training and technical assistance provided, meetings held, progress toward change goals and observations/recommendations for sustainability and/or expansion.</td>
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Facilitator for Boston Health in All Policies Task Force

Qualifications

Qualified proposer must meet the following requirements:

- Experience leading or participating in a Health in All Policies or comparable effort
- Experience in adult learning and training methods
- Experience in project planning and needs assessment
- Familiarity with the Boston Public Health Commission and the City of Boston
- Experience working with government agencies and non-profit organizations
- Expertise in health equity and racial and social justice analysis and frameworks
- Experience facilitating inclusive, collaborative processes including direct experience working with and engaging Seniors Leaders, staff and other key stakeholders
- Demonstrated ability to work collaboratively with a diverse group of stakeholders
- Strong written and oral communication skills
- Strong analytical skills

Period of Performance

Services are expected to be performed on or about January 30, 2018 through June 30, 2018. BPHC is currently working to access additional funds to support activities and deliverables from July 01, 2018 through December 30, 2018; this period of performance is not guaranteed. Subject to availability of funding, the awarded vendor will receive an extension to the contract resulting from this RFP.

Submission Instructions

Qualified proposers should email proposals addressing the following to:
Margaret Reid
Director of the Office of Health Equity
MReid@bphc.org

1. Justification addressing qualifications and proposals for approaches to the work (Times New Roman, 1.5-line spacing, 12-point font, and not to exceed three pages). Resume(s) for all proposed personnel for the project
3. Proposed Budget
   a. Detailed budget for January 2018 through June 30, 2018 must include costs specific to activities and deliverables within the scope of work. Budget must include with the hourly rate for deliverables and activities and must not exceed a total of $46,530.00. Indirect rate capped at 26.6%.
   b. Anticipated budget for July 01, 2018 through December 31, 2018 must include costs specific to activities and deliverables within the scope of work. Budget must include with the hourly rate for deliverables and activities. Indirect rate capped at 26.6%.
4. Include a report, workplan, training materials or other example of relevant work conducted by the applicant.

Acknowledgement: The Health in All Policies background and conceptual framework and the original citations for this document are derived from Health in All Policies: A Guide for State and Local Governments, by the American Public Health Association and Public Health Institute. Authors were Rudolph, L., Caplan, J., Ben-Moshe, K., & Dillon, L. (2013).Washington, DC and Oakland, CA.