

BOSTON PUBLIC HEALTH COMMISSION

Public Health Service Center

Consortium for Professional Development



Request for Proposal

Racial Justice and Health Equity Curriculum Development Consultant

September 28, 2018

Request For Proposal Timeline	
Friday, September 28, 2018	RFP available online at www.bphc.org at 10:00 AM
Thursday, October 11, 2018	Responses due by 9:00 AM to Brad Cohen at BCohen@bphc.org
Thursday, October 18, 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 advance the development of racial justice and health equity training workshops for BPHC staff.

- Consultant responsibilities and tasks will include:
- Conduct comprehensive review of existing curriculum on racial justice and health equity’ recommend updates to reflect current practice, organizational goals and priorities, potential variations in audience, and newly available resources and approaches.
 - Convene currently trained facilitators and other key partners to provide input to proposed revisions.
 - Prepare revised documentation of curriculum.
 - Convene a collaborative process to design a training of trainers to expand BPHC’s internal workshop facilitation team.

Estimated TimeLine and Effort Racial Justice and Health Equity Curriculum Development		
Month	Activity	Hour
October 2018	Conduct comprehensive review of existing curriculum on racial justice and health equity, including facilitator guide, participant materials, powerpoint presentations, videos and group activities. <ul style="list-style-type: none"> • Review written documentation (16 hours) • Observe existing curriculum as a participant-observer during delivery (16 hours) • Prepare brief written report outlining recommended updates to reflect current practice, organizational goals and priorities, potential variations in audience, and newly available resources and approaches (24 hours) 	56 hours
November 2018	Convene currently trained facilitators and other key partners to: <ul style="list-style-type: none"> • prioritize elements for updating • provide substantive input into revisions • pilot changes 	8-16 hours
November – December 2018	Based on input, prepare revised documentation of curriculum for use in future deliveries, preparing new facilitators, and as a resource to partners wishing to replicate and/or customize curriculum.	35 hours
November – December 2018	Convene a collaborative process to design a training of trainers to expand BPHC's internal workshop facilitation team. <ul style="list-style-type: none"> • Plan and convene approximately 3 planning meetings (4 hours/meeting) • Document considerations and outcomes (2 hours/meeting) • Document planning meetings including considerations and outcomes. Submit a documentation report within one week of each meeting (2 hours/ debrief) • Prepare a comprehensive plan for conducting a training of trainers by December 31, 2018 (28 hours) 	52 hours
	Total	112 hours

Hours may vary and will depend on training schedule but will generally be between 9:00 AM – 5:00 PM Monday through Friday.

Qualifications

The following are minimum qualifications requirements that the responder must meet in order to be eligible to submit a response. Responders must demonstrate compliance to minimum qualifications. BPHC reserves the right, but is not obligated, to obtain clarification from the responder if compliance to the minimum qualifications is not clear within the response.

Minimum Qualifications:

- Minimum 3 years' experience designing and implementing workforce development programming programs, racial or social justice training programs or other related initiatives.
- Experience in curriculum development and documentation. Knowledge and experience with adult learning techniques in education. Outstanding group workshop facilitation and training skills.
- Excellent writing skills.

Additional Qualifications:

Knowledge

- A. Understanding of key racial justice and health equity concepts (including race, all levels of racism, health inequities, root causes of inequities, social determinants of health, etc.)
- B. Understanding of one's own identity, power, privilege, and oppression, and how these influence one's experience and personal biases
- C. Enthusiasm; ability to motivate others

Skills and Experience

- D. Experience with group facilitation and/or training skills
- E. Excellent time management skills
- F. Demonstrated commitment to social justice
- G. Demonstrated experience working with people that vary according to race, ethnicity, national origin, religion, gender, sexual orientation, age, mental/physical ability, class, or other dimensions of diversity
- H. Demonstrated ability to work collaboratively

Terms of Service

Services are expected to be performed by the awarded consultant on or about October 25, 2018 through December 31, 2018.

The contract resulting from this RFP is formed when BPHC approves and signs the applicable Standard Contract and required forms. Services shall begin on the agreed upon contract start date. No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor. This RFP and proposed period of performance may be subject to change based on availability of funding. BPHC reserves the right to cancel and/or reissue the RFP or reject all responses at any time prior to award, if BPHC determines its best interest will be served by such action.

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 11, 2018