



Request for Proposal

Lead Inspector Training Consultant

The Boston Public Health Commission

September 23, 2020

## I. Overview

The Boston Public Health Commission (BPHC) is a political subdivision of the Commonwealth of Massachusetts and functions as 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's Environmental & Occupational Health Division is seeking proposals from vendors that can provide field training services for Environmental Health Inspectors needed to secure licensing as Massachusetts Licensed Lead Inspectors as described in the Scope of Service. BPHC encourages Certified Underrepresented Business Enterprises (CUBE) to participate in responses. Underrepresented business enterprises include: Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), and Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE).

## II. RFP Timeline

|                              |   |
|------------------------------|---|
| Thursday, September 23, 2020 | RFP available at <a href="https://www.bphc.org/Working-With-Us/RFPs">BPHC.org/Working With Us/RFP's</a>   |
| Monday, September 28, 2020   | Question due in writing by 5PM to <a href="mailto:PShomaker@bphc.org">PShomaker@bphc.org</a>  |
| Thursday, October 01, 2020   | Responses to questions available at <a href="https://www.bphc.org/Working-With-Us/RFPs">BPHC.org/Working With Us/RFP's</a>  |
| Thursday, October 08, 2020   | Proposals due by <b>5:00 PM</b> to: <a href="mailto:PShoemaker@bphc.org">PShoemaker@bphc.org</a><br><br>Email Subject: <i>"Lead Training Consultant – Company Name"</i>   |
| Monday, October 12, 2020     | Notification of Decision<br><br>The desired date for notification of award to the vendor, this date may be extended without notice. The contract resulting from this RFP shall be in effect when all necessary documentation is fully executed by both parties. |

## III. Background

BPHC's Environmental & Occupational Health Division (EOH) employs Environmental Health Inspectors to investigate the full array of environmental health hazards in residences, public buildings, businesses, and outdoor areas across the City of Boston in support of the BPHC's mission to protect, preserve, and promote the health and well being of the residents of Boston, particularly the most vulnerable. Environmental Health Inspectors must have the knowledge, skills, authority, and certifications to enforce local and state public health and environmental regulations. One such regulation is the Massachusetts Lead Law. Through comprehensive case management and enforcement of the Massachusetts Lead Law, BPHC has dramatically reduced the rate of lead poisoning among Boston's children over the past 40 years and continues to work toward elimination of this public health threat.

EOH has recently hired two new Environmental Health Inspectors and intends to hire two more for a total of 4 inspectors to fill vacancies. To become licensed as Massachusetts Licensed Lead Inspectors and risk assessors, the 4 new staff must each complete a field apprenticeship under the supervision of a Massachusetts Licensed Master Lead Inspector as required by 105 CMR 460. EOH seeks proposals from qualified vendors to provide this supervised field apprenticeship as outlined in the Scope of Service.

#### IV. Scope of Service

Environmental and Occupational Health (EOH) Division is seeking a training company/consultant to provide field apprenticeship training for up to 4 new EOH Inspectors to meet the field experience requirements need to receive Massachusetts Lead Inspection License. EOH will provide active enforcement or request cases from current program activities for the consultant to complete required field apprenticeship experiences for EOH inspectors in training. The consultant must provide the following deliverables with each inspector:

- Instruct up to 4 staff in field procedures for conducting inspections relative to investigation of lead hazards and enforcement of the lead law including initial comprehensive inspections, re-occupancy or final deleading inspections, and post-compliance assessment determination inspections
- Supervise each inspector in training on field inspections with responsibility for review of all procedures and documentation to ensure that all requirements of 105 CMR 460.000 are met and that all errors or omissions made by the trainee(s) are corrected.
- Supervise and instruct each Inspector in Training through complete field work and documentation for the following:
  - 5 initial comprehensive inspections using the X-ray fluorescence (XRF) analyzer as the primary testing method to detect lead hazards
  - 2 initial comprehensive inspections using sodium sulfide as the primary testing method to detect lead hazards
  - 3 re-occupancy reinspections including visual reinspection of delead surfaces as well as dust sampling
  - 3 additional reinspections
  - 2 post-compliance assessment determination (PCAD) inspections
  - At least two of the initial or PCAD inspections above are to be in properties with signs of prior deleading or unauthorized deleading
  - No more than three of these inspections may be from the same residential complex and no more than one reinspection may be submitted per unit.
  - No more than one initial inspection per inspector trained may have no violations found to count toward the above totals.
- Instruct staff under training in proper case documentation and client counseling during field inspections and review case documentation with each inspector in training
- Provide instruction to inspectors in training on proper use of XRF equipment and sodium sulfide for lead detection
- Document and attest to the successful completion of the required apprentice field inspections for each inspector in training
- Submit progress reports and invoices to BPHC on a monthly basis throughout the project period unless a mutually agreed alternate schedule is established

#### V. Minimum Requirements

The proposal shall not to exceed two pages (Times New Roman, 12-point size, single spaced), the consultant must provide:

1. Detailed description of training qualifications/experience and how they will complete the scope of services.
2. List of staff who will conduct the field training and document/proof of Massachusetts Licensed Master Lead Inspector in good standing for each staff (see attachments below)

3. Cost proposal to carry out the activities in the scope of service. The proposal may be presented as a simple 'whole project' fee, per unit fee, or hourly rate but must include a breakdown of expenses/fees upon which it is based and a maximum amount to complete the training with all 4 Inspectors in Training.

Attachments:

1. Document that the field training person(s) are trained in the safe and proper use of X-ray fluorescence analyzers and hold the appropriate license from the Department of Public Health's Radiation Control Program (**\*required**)
2. Certification that the field training person(s) hold Massachusetts Master Lead Inspector License(s) in current good standing (**\*required**)
3. Certified Underrepresented Business Enterprises Certification (if applicable)

## VI. Period of Performance

The anticipated period of services shall be on or about October 18, 2020 through June 30, 2021. Services will be required on an as-needed basis dependent upon availability of field training opportunities from current EOH case load and timing of staff hiring and initial training. BPHC does not guarantee the amount of services to be performed. BPHC may extend the period of performance prior to the end of June 30, 2021, this is subject to funds availability and additional work if required.

Selected vendor will be required to enter into the Boston Public Health Commission's standard contract and complete required forms (this includes a CORI Affidavit or individual CORI) prior to the start day/commence of the contract/training.

## VII. Submission Instructions

Qualified vendors may submit required documents in one PDF file by Email to:

Paul Shoemaker  
Director, Environmental & Occupational Health Division  
[PShoemaker@bphc.org](mailto:PShoemaker@bphc.org)

Subject of the email must contain "*Lead Training Consultant – Company Name*"

*Note: Any risks associated with the electronic transmission of responses to this RFP is assumed by the vendor*

**Proposals must be received no later than 5:00 PM Thursday, October 08, 2020**