



Executive Office

Racial Justice and Health Equity Core Training and Capacity Building

August 1, 2021

I. 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. In fulfillment of its mission, the Commission works collaboratively with area hospitals, community health centers and community-based organizations to foster access to health services for the culturally and economically diverse communities of Boston.

The Boston Public Health Commission promotes the health of the people of Boston by protecting and fostering the three core functions of public health: assessment, assurance, and policy development. It carries out these functions through a wide variety of activities including health promotion and disease prevention initiatives (such as neighborhood outreach and community education); provision of critical health services for vulnerable, under-served and at-risk populations (such as health and wellness clinical and education services for school aged children, emergency shelter and transitional housing and support services for the homeless, and substance abuse treatment for those suffering from addiction); emergency preparedness and response (such as pre-hospital emergency medical care and transport, infectious disease surveillance and outbreak control, and environmental hazards prevention and response); monitoring and reporting on the health status of the city's residents (such as city-wide and disease specific health status reports); and development of public policy approaches that support positive health outcomes (such as tobacco control, banning the use of trans fats in food establishments, regulating biological laboratories, and environmental health regulations).

The Boston Public Health Commission is seeking a vendor to collaboratively build and guide the design and implementation of a Commission-wide core Racial Justice and Health Equity (RJHE) training. The vendor(s) will build foundational structures and systems to integrate health equity into BPHC policies, practices, and programs. The vendor will also support capacity building of BPHC training efforts through development of a train-the-trainer model with up to 25 employees and provision of short-term coaching to trainers.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresented businesses that include: Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and certified small businesses to apply to this RFP.

BPHC has a strong preference for a Certified Underrepresented Business Enterprise (CUBE). A joint application among multiple organizations is allowed and encourages that at least one of the vendors/organizations qualify as a CUBE.

BPHC Core Curriculum Training Objectives

BPHC has developed and implemented a required commission-wide two-day core training since 2008. BPHC Professional Development Series includes a fourteen-hour Core training (2 consecutive days) plus, eight hours of additional application/practice workshops. The Core training introduces racial justice and health equity concepts and explores data about health inequities in Boston. The goal of the Professional Development Series is to ensure all BPHC staff apply the principles and

practices of health equity and racial justice to all Commission work. To do this, the series objectives are to:

- Increase staff understanding of the relationship among all levels of racism, social conditions, and health outcomes
- Equip all BPHC staff to promote health equity and racial justice in the development, implementation, and evaluation of internal and external programs, policies, and practices
- Create a culture of ongoing learning and professional growth about health equity and racial justice for all BPHC staff

The Core is facilitated by REALearning facilitators, trained BPHC staff representing various racial/ethnic backgrounds, genders, and bureaus/offices across the Commission. Our facilitation model employs a train-the-trainer model that is led by the Senior Trainer for Health Equity. This approach builds internal capacity to lead and implement racial justice and health equity work.

II. Scope of Work

Boston Public Health Commission (BPHC) seeks qualified vendors (this can include organizations, individuals, or teams) that have demonstrated capacity and established methods of providing curriculum development and implementing train-the trainer models.

Curriculum Ownership

The Contractor shall at all times recognize BPHC as sole owner of the curriculum. As the sole owner BPHC shall at all times have complete control over the access, use, disclosure, and disposition of the information and all related materials.

Deliverables:

- Update curriculum
- Train staff trainers
- Provide short-term coaching to trainers
- Conduct a review of other similar trainings available and provide a summary to the BPHC Executive Office and REALeadership teams

The vendor will:

By Month 3

In consultation with Racial Equity Action Learning (REALearning) Leadership Team update, revise and rename core curriculum

By Month 10

Conduct review and assessment of other available RJHE workplace trainings for BPHC leadership consideration

By Month 6

Train up to 25 BPHC facilitators in implementing the training

Provide coaching to facilitators and REAL Leadership

By Month 1 and throughout project

At least 1x per month meet Racial Equity Action Learning (REALearning) Leadership Team or representatives

Provide support and feedback to Senior Trainer for Health Equity

III. RFP Timeline

Sunday, August 1, 2021	RFP Legal Notice publication in The Boston Globe
Monday, August 2, 2021	RFP available online at http://www.bphc.org/RFP 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks
Wednesday, August 11, 2021	Questions due in writing by 5:00 PM EST to: Gerry Thomas by email at GThomas@bphc.org Subject – RFP RJHE Training Questions
Wednesday, August 18, 2021	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST
Wednesday, September 1, 2021	RFP due by 5:00 PM EST Submit via email to Procurement@bphc.org Subject line and PDF must be titled – “Proposer’s Name – RFP RJHE Training” NO EXCEPTIONS TO THIS DEADLINE
Friday, September 10, 2021	Notification of Decision Desired date to notify selected vendors, however, BPHC has the discretion to extend this date without notice. All proposals shall remain valid and open for a period of one hundred and twenty (120) days from the proposal submission date unless a proposer notifies BPHC of its withdrawal. BPHC reserves the right to accept or reject any or all proposals. BPHC anticipates submitting a Notice of Award to the selected proposer(s) by email provided in the RFP responses. The contract(s) will be awarded to the most responsive and responsible proposer(s) meeting all requirements. BPHC reserves the right to select multiple proposers for award. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

IV. Minimum Qualifications

Proposers must possess the following qualifications for each role and assignment as indicated:

- Experience in curriculum design and train the trainer models
- Experience in racial equity and social justice analysis, frameworks, and processes.
- Experience in adult learning and training methods
- Experience facilitating inclusive, collaborative processes including direct experience working with and engaging Seniors Leaders, staff, and other key stakeholders
- Familiarity with the Boston Public Health Commission and the City of Boston preferred
- Experience working with government agencies and non-profit organizations

IV. Proposal Requirements

Review will be based on responsiveness to the elements of the scope of work and qualifications.

Project plan, resumes, and examples of relevant work should address these elements:

1. Project plan of no more than 5 pages addressing qualifications and approaches to the work. (Times New Roman, 1.5-line spacing, 12-point font, and not to exceed five pages).
2. Resume(s) for all proposed personnel for the project will not counted towards the 5 pages.
3. Timeline of activities/deliverables:
 - a. Including confirmation to work within stated timeline
4. Proposed Budget and narrative: (2 pages maximum - will not count toward 5-page limit for justification).
 - a. Detailed budget must include costs specific to activities and deliverables within the scope of work. Budget must include with the hourly rate for deliverables and activities.
5. Include a report, workplan, training materials, or other example of relevant work conducted by the applicant. Include two references for comparable work. (Will not count toward 5-page limit for justification).
6. Optional BPHC may need to ask for work outside the scope above that we may want selected vendor to support, please provide hourly rates for key project staff.

V. Submission Instructions

Please submit your proposal by Wednesday September 1, 2021 due by **5:00 PM EST** - Submit via email to Procurement@bphc.org

Subject line and PDF must be titled – “Proposer’s Name – RFP RJHE Training”

NO EXCEPTIONS TO THIS DEADLINE, Wednesday September 1, 2021 by 5:00 PM EST