



*Clinical consultant strengthening  
trauma-informed and equitable workforce development initiatives*

Division of Violence Prevention - Capacity Building & Training Initiative  
Child, Adolescent and Family Health

11/2/2020

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## 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. The Capacity Building & Training Initiative (CBTI) within BPHC's Division of Violence Prevention partners with internal and external service providers to provide training and organizational change initiatives related to trauma, violence, vicarious trauma, racial justice and resiliency.

Given the heightened stress and trauma impacting many providers, youth and families, CBTI is seeking qualified applicants to provide clinical guidance throughout training development, delivery and debrief. We are seeking clinicians able to incorporate an intersectional, racial equity lens with creative healing practices such as expressive arts therapy that will resonate with and engage the audiences we serve as well as support the well-being and resiliency of CBTI staff as they hold these conversations. All activities will be remote (via phone, Zoom, or another platform) until at least July 2021, pending other public health guidance.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; 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), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

## II. Scope of Work

The Capacity Building & Training Initiative is seeking a vendor who can support CBTI staff capacity to effectively respond to providers and youth experiencing trauma exposure and manage their own stress responses through individual and group coaching, as well as strengthen CBTI's training curricula and facilitation via incorporation of expressive arts and other innovative, culturally appropriate approaches to healing, resiliency and equity.

### Activities include:

- Providing coaching for CBTI team following challenging training situations to build internal resiliency and skills to best support providers and youth exposed to stress and trauma
- Review of CBTI training curricula and providing clinical guidance as to incorporation of relevant healing and resiliency-building activities that are appropriate for non-clinical settings/facilitators
- Co-facilitation of specific training sessions, particularly those related to vicarious trauma, racial and gender justice involving new clinically informed content (e.g. activities adapted from expressive arts therapy approaches)
- Participation in relevant CBTI and/or partner training planning and follow up meetings

### III. RFP Timeline

Sunday November 1 <sup>st</sup> , 2020	RFP Legal Notice publication in The Boston Globe
Monday November 2 <sup>nd</sup> , 2020	RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <b>10:00 AM EST</b> . RFP will also be disseminated via e-mail to relevant networks
Friday November 6 <sup>th</sup> , 2020	Questions due in writing by <b>5:00 PM EST</b> to:  Bronwen White at email <a href="mailto:bwhite@bphc.org">bwhite@bphc.org</a>  Subject – Evaluation Consultant RFP
Tuesday November 10 <sup>th</sup> , 2020	Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <b>4:00 PM EST</b>
Monday November 16 <sup>th</sup> , 2020	RFP due by <b>5:00 PM EST</b> Submit via email to <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a>  Subject line – RFP For Clinical Consultant for The Capacity Building and Training Initiative  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Wednesday, November 18th, 2020	Eligible candidates will be notified of a Zoom interview by <b>5:00 PM EST</b>
Friday November 20 <sup>th</sup> , 2020	Notification of Decision: Selected candidate will be notified by or before <b>5:00PM EST</b> of the award.

### IV. Minimum Qualifications

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

- Clinical degree in psychology, social work or related discipline
- Experience in expressive arts therapy or other creative approaches to healing and resiliency
- Experience utilizing a strengths-based approach working with survivors of trauma and violence, including community violence and homicide, intimate partner violence, sexual violence, intergenerational and historical trauma, systems and racial trauma.
- Ability to work effectively across disciplines, particularly with community-embedded providers with lived experience and expertise, as well as ages (youth and adults)
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work, including training planning, development and co-facilitation, and program coaching
- Strong training and group facilitation skills and collaborative approach to partnerships

- Comfort with delivering remote services
- 7+ years of experience in similar work and experiences/projects similar to this work

#### IV. Proposal Requirements

Please submit the following documents as 1 PDF file:

- Resume or C.V.
- Brief (1-2 page, typed, 1.5 space, 11-point font, standard 1-inch margins) explanation of how your experiences and skills meet the scope
- Project budget

#### V. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through June 30, 2021. Contract will be written with the possibility of a continued extension from July 1, 2021 – June 30, 2021, subject to the availability of funding and project progress / completion.

Location: Remote (via Zoom, phone, e-mail, etc.) or pending changes in public health guidance.

#### VI. Submission Instructions

Please submit your Proposal before Monday November 16th 2020 due by **5:00 PM EST** - Submit via email to [Procurement@bphc.org](mailto:Procurement@bphc.org)

Subject line: [Vendor name / Individual's name] - RFP For Clinical Consultant for The Capacity Building and Training Initiative

**NO EXCEPTIONS TO THIS DEADLINE, Monday November 16th by 5:00 PM EST**