



Request for Proposal

Executive Director Search

Collaboration between the Boston Public Health Commission and Health and Human Services for the City of Boston

December 07, 2020

RFP Timeline

Sunday, December 06, 2020	RFP advertised in the Boston Globe
Monday, December 07, 2020	RFP available online at www.bphc.org/RFP
Monday, January 11, 2021	<p>RFP due by 5:00 PM in PDF format to:</p> <p style="padding-left: 40px;">Grace Connolly Boston Public Health Commission Administration and Finance Director GConnolly@bphc.org, and</p> <p style="padding-left: 40px;">Marty Martinez City of Boston Chief of Health and Human Services Marty.Martinez@boston.gov</p> <p>The desired date for notification of award to the proposer may be extended without notice. The contract results from this RFP shall be in effect when all necessary contract documentation is fully executed by both parties.</p>

Overview

The Boston Public Health Commission (BPHC), one the country's oldest health departments, is an independent public agency providing a wide range of health services and programs while leading the overall public health work in the City of Boston. It is governed by a seven-member [Board of Health](#) appointed by the [Mayor of Boston](#) and works in partnership with all City departments, and is a part of the Health & Human Services Cabinet.

Public service and access to quality health care are the cornerstones of its mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable. In addition to being the thought leader of all things related to public health in the City, the Commission runs more than [40 programs](#) which are grouped into bureaus: Child, Adolescent & Family Health; Community Health Initiatives; Emergency Medical Services; Homeless Services; Infectious Disease; and Recovery Services. BPHC is also organized around Public Health Service Centers, including the Executive Office, Administration and Finance, Office of Racial Equity and Community Engagement, Research and Evaluation, Public Health Preparedness, Consortium for Professional Development, and Accreditation and Quality Improvement. BPHC achieves its mission by providing and supporting accessible high-quality community-based health and social services, public health surveillance and reporting, community engagement and advocacy, development of health promoting policies and regulations, disease and injury prevention, emergency services, health promotion, and health education services.

BPHC is at the forefront of the critical issues facing the health and well-being of all Bostonians, from tackling issues like HIV and Hepatitis infections, addressing violence and trauma in our neighborhoods, and serving as first responders through Boston EMS, to providing important safety net services to the City's homeless population and those battling substance use disorder. BPHC envisions a thriving Boston where all residents live healthy, fulfilling lives free of racism, poverty, violence, and other systems of oppression. A comprehensive strategic plan was completed in 2019 that has laid out a plan for action for leadership and staff over the next three years. BPHC is currently looking for a seasoned Executive Director with a deep well of knowledge in the Public Health Sector who is capable of leading the current strategic plan and brings unique expertise to respond to different co-occurring crises including racism, COVID-19, opioids, etc.

Proposal Requirements

The Boston Public Health Commission is actively searching for its next Executive Director and is seeking to retain the services of a Firm to assist with the process. The Firm will perform a national recruitment and search process as requested by BPHC inclusive of the job description details and additional information listed herein.

BPHC will consider proposals from Executive Search Firms with specific experience and success in recruiting Executive Directors for similarly situated organizations.

The services that will be required shall include:

- Solicit input from the Board, or a sub-committee thereof, through meetings and/or interviews to understand the role, responsibilities, qualifications, and appropriate experience needed for the position
- Develop a recruitment strategy, process, and timetable for completion of the work in consultation with the Search Committee
- Review the current job description and suggest changes to ensure it is accurate and enticing. The current job description is included as Attachment A
- Source job candidates through a number of different channels including advertising in nationally recognized forums likely to attract qualified candidates, proactively reaching out to candidates that may not be actively seeking the position, accessing the firm's network of qualified candidates, and other best practice recruitment strategies utilized in the industry
- Assess the qualifications of interested candidates against those required in the Job Description and recommend potential candidates for interview to the Search Committee
- Support the Search Committee in engaging in a rigorous interview, reference-checking, and hiring process to select the best candidate

While a thoughtful process is sought, the timeline for completion should be by mid-April. It is understood that this is a tight timeline and some pieces of the search may need to be more limited than desired.

All proposals must include the following:

1. Firm name, address, telephone number, and contact person(s)
2. Brief history of the firm, including number of years' experience. List recent firm experience with placements comparable to the BPHC Executive Director
3. List of recruitments conducted, with contact names for reference checks within the last five years
4. A plan and schedule of how the firm will conduct the selection process
5. Identification of specific services to be provided (e.g. candidate screening process, background check, reference check, etc.)
6. Information regarding the average number of years their top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame
7. List of Key Personnel with the Firm as well as consultants proposed for the project along with the individual's background, education, registrations, and experience, including number of years of experience, title or function; relevant projects, and approximate dates of projects; and the role the individual will assume in this project
8. Detailed fee proposal for recruitment

BPHC is an Affirmative Action/Equal Opportunity employer. Therefore, the Firm is required to ensure compliance with all applicable state and federal equal opportunity regulations and provide detailed information to allow for analysis of the pool of applicants for Affirmative Action and nondiscrimination, monitor whether the process is yielding an adequate

pool of qualified minority and female applicants, and monitor for disparate treatment or unlawful adverse impact in the selection process. Accordingly, for any advertisement, The Firm must include the term that BPHC is an Affirmative Action/Equal Opportunity Employer.

When the Firm recommends a slate of applicants for interview or an applicant for hiring, they must simultaneously present BPHC with a description of the Firm's search process, affirmative efforts to recruit women and minorities, and a report indicating the applicant pool demographics and a copy of any advertisements used.

Evaluation Process

BPHC shall have the authority to terminate any RFP for breach or convenience. If BPHC chooses to terminate or discontinue this RFP at any time, BPHC's obligation to the Firm would be limited to all fees of actual service invoiced and all reimbursable expenses incurred through the date of termination.

Evaluation Procedure:

All properly submitted submissions will be reviewed and evaluated by a sub-committee of the Board of Health on the basis of the criteria and weight of the criteria. After an evaluation of the written submissions, the sub-committee of the Board of Health will rank the firms and select a firm to negotiate a contract. If BPHC is not able to negotiate a contract with the selected respondent, BPHC will negotiate with the next choice.

Evaluation Criteria:

1. The Respondent's experience and reputation
2. The capabilities and experience of the personnel assigned to the project
3. The extent to which the services meets BPHC's needs including producing a diverse pool of qualified candidates
4. The pricing proposed by the Firm

Once candidate is selected and hired under this search process, the RFP will no longer be valid.

Submission Instructions

Proposals must be submitted via email in one PDF file to both:

Grace Connolly, Boston Public Health Commission
Administration and Finance Director
GConnolly@bphc.org, and

Marty Martinez, City of Boston
Chief of Health and Human Services
Marty.Martinez@boston.gov

Subject of the email must contain "Executive Director RFP"

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

Proposals must be submitted in PDF version and received by 5:00 PM no later than Monday, January 11, 2021

Attachment A

Job Description

Overview

The Boston Public Health Commission, the country's oldest health department, is an independent public agency providing a wide range of health services and programs while leading the overall public health work in the City of Boston. It is governed by a seven-member board of health appointed by the [Mayor of Boston](#) and works in partnership with all City departments as a part of the Health & Human Services Cabinet

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Role and Responsibilities

The Executive Director (ED) is the chief administrative and executive officer for the Boston Public Health Commission (BPHC). The ED is responsible for the advancement, positioning and overall management of the Commission under the supervision of the Board of Health and in partnership with the Mayor's Office of Health & Human Services. The ideal candidate will be able to navigate the political context of the role to lead BPHC while addressing the major issues that impact the health of Bostonians with an emphasis on tackling health disparities and inequities. Specific responsibilities include but are not limited to the following:

Strategic Leadership & Administration

- Leads the strategic vision of the Commission and coordinates with the Board of Health, the Mayor and City Hall leadership, Staff, Community Groups and other key stakeholders in implementing that vision and strategic plan;
- Directs and coordinates BPHC bureaus, public health service centers and administration. In partnership with Bureau Directors: establishes bureau priorities and objectives, monitors and evaluates program effectiveness and ensures efforts reflect the priorities of the Board and the Mayor of the City of Boston;
- Provides supervision and leadership development for senior leadership in effort to build an even stronger BPHC team while contributing to a culture that values innovation, growth and meaningful inclusion and diversity;
- In partnership with senior leadership and with approval from the Board of Health and City of Boston, prepare an annual operating budget, currently \$175 million dollars, and manage the budget for efficiency and effectiveness;

- In an effort to resource the Commission beyond City allocation, oversee the identification and application for state, federal and private funding to addressing public health needs for the City of Boston and create opportunities for innovation through programming and agenda setting;
- Work with the leadership team to manage the complex nature of the quasi-independent organization that includes over 1200 full and part time staff, an array of public buildings, an organization that must balance direct service with a larger policy and agenda setting role and important regulatory and monitoring functions and responsibilities;
- Responsible for establishing Commission goals, strategic planning, policies and procedures in compliance with all applicable laws and regulations; evaluates new laws and their potential impact on the operations of the Commission;

Positioning and Thought Leadership

- Represents the Commission at public and private events to foster good public relations and a general understanding of the Commission's functions and programs while working towards the goal of building a strong thought leadership role as the ED;
- Working with internal and external research and content experts, ensure preparation of Health of Boston Report(s) for submission to the Mayor and City Council to raise awareness of key issues impacting the health of the City of Boston;
- Establishes outstanding working relationships and collaborative efforts with community organizations, hospitals, community health centers, funders, policymakers, and other key stakeholders to help achieve the goals of the Commission;
- In partnership with the Chief of Health & Human Services, serve as public and community health content and policy lead for Mayor and City Hall leadership to both proactively address issues in the community and respond to pressing public health challenges that emerge;
- Develop and implement effective communication strategies to disseminate public health information to residents, hospitals, community health centers, city departments and other entities as needed. Serves as spokesperson for Commission and responds proactively to media inquiries.

The privacy of applicants will be withheld to the fullest extent allowable under the Massachusetts Public Records Law. Generally, application materials, including resumes, of candidates that are not finalists to be considered in an open meeting of the Board of Health, may be withheld from disclosure in response to a public records request.

Application Process:

Interested candidates can apply in the following ways:

- Online at www.bphc.org/workingwithus *[It is preferred that candidates apply using this method]*. Cover letter and resume required. Any supporting materials can also be included but must be as part of your resume attachment.
- By sending a cover letter, resume and any supporting materials to:

Marty Martinez, Chief of Health & Human Services
 % Boston Public Health Commission
 1010 Mass Ave, 6th Floor
 Boston, MA 02118

The application process is strictly confidential, and all applications will be kept confidential throughout the process until 1 or 2 finalists are selected. The Search Committee will be led by a committee of the Boston Board of Health in partnership with the Mayor's Office of Health & Human Services. The selected candidate will be selected by the Board of Health which has been appointed by the Mayor of the City of Boston.

Minimum Qualifications

Educational Qualification:

- Advanced degree preferred with consideration given for experience and training in health, public health or related field.

Professional Experience:

- At least ten to fifteen years of experience in:
 - Management of public health programs, initiatives or projects
 - Health and/or Public Health research, data and/or evaluation
 - Public policy and community mobilization related to community health, and
 - Senior or Executive level leadership in a nonprofit, public policy or health care environment with a mission driven scope
- Knowledge of the national public health healthcare landscape agenda, policy issues and impacts and how they relate to and play out in the City of Boston
- In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.
- Comprehensive understanding of health disparities, health equity and racial (or social) justice issues and the impact they have nationally and locally on improving the overall health of key populations
- Proven work experience advancing social justice and working to impact the social determinants of health to improve the lives of those most vulnerable
- Ability to communicate effectively both orally and in writing to advance the mission of the organization.
- Ability to and experience with managing multiple tasks and projects and meeting fast paced stakeholder and community needs.
- Strong understanding of political context and public policy realm of public health work and its intersection with local, state, and federal government

Additional Information

City of Boston Residency Required, A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for., Any position that requires an advanced degree will be subject to education verification, The Boston Public Health Commission is an EEO Employer and all applicants meeting the minimum requirements are eligible to apply

Union Status

Non-Union

Job Grade

SAL

Pay Range

DOE

Standard Hours

Shift

Monday to Friday, nights and weekends as required.