



HIV Needs Assessment Consultant

Bureau of Infectious Diseases

November 29, 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. The Infectious Disease Bureau (IDB) is one of six bureaus of the Boston Public Health Commission. Strengthened by the Boston Public Health Commission's two hundred years of leadership in public health, IDB strives to reduce the impact of infectious diseases, prevent morbidity associated with these diseases, and create healthier lives for the residents of Boston. Work within the Infectious Disease Bureau includes disease surveillance, investigation of cases and outbreaks, funding a continuum of HIV/AIDS-related education and care, community and provider education related to other communicable diseases and the operation of a tuberculosis (TB) clinic.

Brief Background and Context for HIV Needs Assessment:

The Infectious Diseases Bureau (IDB) supports the provision of HIV services across the care continuum through multiple funding streams including but not limited to: City of Boston funding, Ryan White HIV/AIDS Part A grant funding, and the Ending the HIV Epidemic Initiative funding. The current three priority populations for the Boston Eligible Metropolitan Area (EMA): are 1) heterosexual women of color; 2) persons who inject drugs (PWID) and 3) MSM (men who have sex with men) of color. Within these identified groups, there is need to expand upon HIV care affecting our immigrant communities (non-US born individuals), transgender individuals, and youth (20-44 years). These priority populations underscore a critical need to ensure an equity lens to planning and implementation of HIV services.

The changing landscape of local public health in Boston presents an opportunity for BPHC to conduct a more nuanced and comprehensive assessment of the state of HIV in Boston, specifically with a focus on understanding key risk factors for HIV transmission, how we prioritize equity in our current approach, and the gaps in HIV prevention and treatment. A needs assessment will allow BPHC to understand the current unmet needs more fully in addressing HIV in Boston, review how internal and external resources are aligned and distributed for maximum benefit, and will take into consideration and build on existing Suffolk County HIV strategic plans. This work will also compliment, inform, and where appropriate, collaborate with any internal strategic planning process for the Bureau.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage underrepresented businesses that includes; 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), Minority Non Profit (MNPO), Women Non Profit (WNPO), Minority Women Non Profit (MWNPO) and local businesses to apply to this RFP.

II. RFP Timeline

Sunday, November 28, 2021	Posted in the Boston Globe
Monday, November 29, 2021	Posted on BPHC.org/RFP
Friday, December 10, 2021	Questions due via email by 5:00 PM EST to: cfine@bphc.org Subject – HIV and STI NEEDS ASSESSMENT RFP QUESTIONS
Friday, December 17, 2021	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST
Monday, January 3, 2022	Please submit your Proposal by 11:00 PM EST - Submit via email to Procurement@bphc.org Subject – HIV Needs Assessment RFP NO EXCEPTIONS TO THIS DEADLINE
Monday, January 10, 2022	Notification of Decision: Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.

III. Scope of Work

Goals of HIV Needs Assessment:

- To provide a clear understanding of the unmet needs with respect to HIV in Boston.
- To review the current epidemiology of HIV in Boston, and understand the state, local, and community HIV data management systems.
- To deepen BPHC’s understanding of inequities that underlie the local HIV epidemic and identify gaps in how racial, ethnic, gender, and linguistic equity is integrated into the continuum of care for HIV prevention and treatment.
- To understand the impact of COVID-19 on HIV in Boston.
- To identify opportunities to align funding streams and enhance efficiency in resource allocation across the Bureau to maximize impact, particularly with regards to HIV, STI, and Hepatitis C prevention and treatment.
- To understand internal and external allocation of resources to address HIV in Boston and the gaps in funding, resources, or mechanisms for service delivery.
- To review current gaps and opportunities for interdisciplinary partnerships to address HIV.
- To review IDB’s organizational structure, and if needed propose options to restructure parts of the Bureau to maximize efficiencies and cross-collaboration in strategic planning around the HIV continuum of care.

- To provide the foundation for a strategic plan that guides a more comprehensive, equitable and coordinated system of care for individuals at risk of or living with HIV.

A sub goal of this effort is to create opportunities for inter-team leadership of the needs assessment process within the Bureau of Infectious Diseases with a consultant. Coordinated staff participation will ensure more robust insight in shaping the needs assessment and build capacity for shared internal leadership of an HIV strategic planning process.

Approach:

Phase 1: 1- 2 months: Work with internal IDB project leads to:

- Develop an internal Bureau of Infectious Diseases design team that will serve in a co-leadership and advisory capacity for this effort
- Review current HIV landscape- service strategies and data overview
- Develop an understanding of recent or existing Suffolk County and Boston specific strategic plans that are in place to address HIV and other infectious diseases
- Refine project questions
- Determine stakeholder assessment process and scope

Phase 2: 2-3 months:

- Determine stakeholder assessment process
 - Finalize individuals and groups to be interviewed
 - Finalize stakeholder assessment questions and methods
- Conduct stakeholder assessment process

Phase 3: 1-2 months:

- Analyze stakeholder information in conjunction with existing data
- Share initial findings with Bureau of Infectious Diseases Design Team
- Convene stakeholder meeting to share initial findings and gather additional input
- Prepare draft report and recommendations

Final Deliverables: Final Report including completed Needs Assessment and recommendations

IV. Minimum Qualifications

- a. Demonstrated experience conducting Public Health Needs Assessments. Experience with the Public sector, and familiarity with public health approach to prevention and treatment of infectious disease is a plus.
- b. Demonstrated understanding of the root causes of health inequities.
- c. Familiarity with participatory assessment practices.
- d. Knowledge and experience with both qualitative and quantitative data collection, and analysis.
- e. Demonstrated knowledge of culturally appropriate and trauma informed approaches to data collection.

- f. Knowledge of HIV, syndemics, and an understanding of the intersections with homelessness and substance abuse preferred

IV. Proposal Requirements

Please submit the following documents:

- Narrative scope of the proposed project including:
 - Key assessment methods including process for design, assessment, use of data and metrics, and prioritization of recommendations.
 - Description of your approach to a facilitated participatory assessment process. including examples of strategies to engage stakeholders to ensure equitable participation.
 - Description of how a health equity lens will be incorporated into all aspects of the work, including planning, facilitation, assessment, and deliverables.
 - Calendar activities related for up to six months related to period of performance Jan – June 2022
- Brief description of relevant experience
- CVs or resumes for all individuals involved with this project
- Two professional references related to this project.
- Budget break down of all and fringe 25% for the total project timeline – six months (1 page)

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, 2022, with potential to extend.

Location: 1010 Mass Av. Boston MA. 02118. Office hours 9:00 to 5:00 PM EST occasionally weekends.

VI. Submission Instructions

Please submit your Proposal by Monday, January 3, 2022, **11:00 PM EST** - Submit via email to Procurement@bphc.org

Boston Public Health Commission
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