



Needs Assessment and Strategic Plan Consulting

Community Initiatives Bureau

October 28, 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 Center for Disease Control and Prevention (CDC) granted the Boston Public Health Commission (BPHC) a Core Capacity Award under the Building Our Largest Dementia (BOLD) Infrastructure for Alzheimer's Act, Public Law 115-406, for Public Health Programs to Address Alzheimer's Disease and Related Dementias (CDC-RFA-20-2004). The Core Capacity award provides BPHC with \$700,000 during a two-year period to develop relevant infrastructure and a strategic plan for the City of Boston. The grant launched on September 30, 2021.

The Boston Public Health Commission is among a select number of state, local, and tribal public health departments, as well as national partners and universities, working together on a public health approach to address Alzheimer's disease and related dementias (ADRD). BPHC will bring together and mobilize a broad team of expert stakeholders – including public health and city leaders, medical providers, community leaders, residents, and caretakers – to implement system change in healthcare and community programming. This will include developing policies and programs to advance risk reduction approaches, improving early diagnosis, preventing and managing comorbidities, and avoiding hospitalizations. Through this Core Capacity award, BPHC and its partners will also address issues related to social determinants of health, health equity, and data for priority setting and action. The needs assessment and strategic plan completed by this consulting opportunity will pave the way for this work.

The Boston Public Health Commission is seeking consulting services to conduct a local community needs assessment and a strategic plan for Boston's BOLD project that addresses Alzheimer's disease and related dementias (ADRD). This will encompass dementia risk reduction, early diagnosis of ADRD, as well as the prevention and treatment of comorbidities and avoidable hospitalizations. The key functions of this Needs Assessment and Strategic Plan Consultant are to:

1. Engage, organize, and direct BPHC, the Boston BOLD Advisory Committee members, and a wide range of stakeholders to complete a local community needs assessment and publishable strategic plan, that will address primary, secondary, and tertiary prevention across the lifespan for ADRD for the City of Boston. This further includes:
 - a. Using clear, specific frameworks to complete the needs assessment and strategic plan (e.g. NACCHO, Healthy Brain Initiative 2018 – 2023 Road Map, etc.)
 - b. Writing and drafting all the content of the needs assessment report and strategic plan, with the support of BPHC staff and input from the community advisory stakeholders
 - c. Systematically gathering information from community stakeholders, which will include:
 - i. Facilitating stakeholder interviews, focus groups, and surveys to gather quantitative and qualitative data to inform deliverables
 - ii. Producing a summary of results for the needs assessment that will:
 1. Inform the strategic planning process at its inception
 2. Communicate to city stakeholders about BPHC and the BOLD Advisory Committee's progress

- d. Managing, convening, and facilitating meetings and focus groups through various formats, including in-person, telephone, and online, to accommodate COVID-19 restrictions and accessibility concerns, as well as to optimize representation among participants
 - e. Identifying and convening community organizations and members, representing groups who are most impacted by ADRDs, for their participation in the needs assessment process
 - i. Inclusion and representation are key to this work. Those invited will bring insights representing the city's racial, ethnic, LGBTQ+, veteran, linguistic, and many other diversities.
 - 1. BPHC and the BOLD Advisory Committee will help the consultant identify stakeholders.
2. Use and reference documents, data, and other resources identified by the BOLD Advisory Committee to inform the needs assessment and strategic plan (i.e. Age-Friendly Boston Action Plan).

This must include relevant data from the CDC's Behavioral Risk Factor Surveillance System (BRFSS) and other existing data, including demographic summary data or service utilization data shared by project partners, focus groups, key stakeholder interviews, and surveys.

3. Deliver a completed needs assessment and strategic plan to meet the needs of this CDC project and the City of Boston/Boston Public Health Commission. The needs assessment will be completed by or before March 31, 2022, as well as its summary of results. The strategic plan must be completed and publishable by or before September 15, 2022. The start date of service will be in Fall 2021, determined by a signed, final contract.

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. RFP Timeline

Thursday, October 28, 2021	RFP Legal Notice publication in The Boston Globe
Thursday, October 28, 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
Thursday, November 4, 2021	<p>Questions due in writing by 5:00 PM EST to:</p> <p style="text-align: center;">Eugene Barros at email Ebarros@bphc.org</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Christine Thuy-Anh Vu at email Cvu@bphc.org</p> <p>Subject – Questions for BOLD Needs Assessment and Strategic Plan Consultant RFP</p>
Friday, November 5, 2021	Responses to questions available for viewing on www.bphc.org/RFP by 4:00 PM
Thursday, November 11, 2021	<p>RFP due by 5:00 PM EST Submit via email to Procurement@bphc.org</p> <p>Subject line – RFP for BOLD Needs Assessment and Strategic Plan Consultant</p> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p>
Thursday, November 18, 2021	Eligible candidates will be notified of an in-person or phone interview by 5:00 PM EST
Thursday, November 25, 2021	Notification of Decision: Selected candidate will be notified by or before 5:00PM EST of the award.

III. Minimum Qualifications

Any business, organization, or experienced professional consultant(s) with experience in conducting community-level needs assessment and strategic planning, that have specifically done such work for government and/or nonprofit organizations, are eligible to apply for this contract. Preference may be given to consultants who have had specific, related experience in Alzheimer's and related dementias, public health, and/or the City of Boston

IV. Proposal Requirements

Contract Award: The contract award is up to \$85,000.

Project budget must adhere to the following guidelines:

- Funds will be paid on a cost reimbursement basis.
- Applicants must provide an itemized budget with a justification of each proposed expense. A budget template is included with the application instructions.
- Only expenses that are approved in the contract budget may be billed. Requests for budget amendments must be sent in writing to the Boston Public Health Commission, Division of Healthy Homes and Community Supports, Division Director. Budget amendments must include detailed description and justification of proposed changes.
- Funding may be used for a variety of justifiable expenses to support this work, including salaries and fringe benefits, engagement costs for convening focus groups /consultant costs, space rental, supplies, copying/printing, mailing, educational materials, incentives, refreshments, and indirect costs.
- Supplies and other items in the submitted budget must be reasonable and accompanied with a copy of the original vendor invoice. If you are requesting reimbursement for a portion of a bill, please specify the amount.
- Engagement fee item labels must include the name of the recipient, amount paid, and related activity. Engagement fees should not exceed \$100.00 per person per deliverable (e.g. completing event and/or a specific input request).
- Convening costs such as catering services and/or food purchases should be limited to activities essential to the execution of project related activities or directly associated with the delivery of required client/resident activities.
- Please use the budget template in Appendix C. Add other line items, as needed (e.g. itemizing salaries under Personnel or specific purchases needed under Supplies). For existing line items that are not relevant to your budget, you may

V. Period of Performance and Location

The effective date of providing the required services shall be from date of contract execution through September 29, 2022.

Contract Award: The contract award is up to \$85,000

VI. Submission Instructions

Only applications submitted in accordance with the submission deadline and guidance will be reviewed. Applications must include:

- A résumé(s) for the principal applicant(s)
- A summary description of the applicant's past and/or current related experience (e.g. completed needs assessment and strategic plan for institutions), as well as a list and description of sectors and specific clients for which this work was completed (e.g. schools/universities, community health centers or hospitals, nonprofit organizations, government agencies, etc.)
 - Demonstrate specific experience in both needs assessment and strategic planning work for paying clients. Please specify the total number of years of experience in this work for each personnel included in the submission.
 - Demonstrate experience with:
 - Writing published/publishable documents for institutional and/or community use
 - Working closely with diverse stakeholder groups and individuals
 - Convening meetings and breakout sections, in-person and online
- A list of references, with at least 2 professional references from clients benefiting from the consultant's needs assessment and strategic planning work
- A completed cover letter, using the template in Appendix B
- A clearly itemized budget, using the Budget Template in Appendix C

Proposals must not exceed 10 pages. The budget will be counted as 1 page. The cover letter will not be counted in the submission page limit.

Applicants may also provide additional, relevant information in attachments that are not counted in the 10-page limit (e.g. examples of past related work). These additional attachments will not be factored into ratings. It is also not guaranteed that any or all additional information will be considered. If any document is included to demonstrate writing ability, the applicant must disclose whether they were a co-author if they did not independently produce it on their own. There is a

strong preference to review individually written work. Applicants may include no more than 1 page to explain the relevance of each attachment to their submission.

Please submit your Proposal before Thursday November 11 2021 due by **5:00 PM EST** - Submit via email to Procurement@bphc.org

Subject line – RFP for BOLD Needs Assessment and Strategic Plan Consultant

APPENDIX B: Application Cover Letter Format

Cover Sheet

Name of Organization:

Project Coordinator:

Name:

Address:

Telephone:

E-Mail:

Fiscal Conduit

Agency:

Address:

Telephone:

Contact Person:

Federal Tax ID #:

Total Dollar Amount Requested:

APPENDIX C: Budget Template (available on BPHC.org under RFR PDF posting)