Goal-specific consultant for Boston Youth Resiliency & Recovery Collaborative to support

Enhancing Cross-Sector Service Collaboration

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

12/4/2020
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) based within the Division of Violence Prevention (DVP) at the Boston Public Health Commission (BPHC), is seeking proposals from qualified consultants to support our network of partner agencies with referral linkages and other service coordination activities as associated with the Boston Youth Resiliency & Recovery Collaborative, funded under the FY19 Opioid Affected Youth Initiative, a cooperative agreement funded by the United States Department of Justice’s Office of Juvenile Justice & Delinquency Prevention.

BPHC was one of several sites nationally awarded approximately $1M over a 36-month period (October 1, 2019 to September 30, 2022).

Since 2013, CBTI has trained over 6,000 service providers in trauma-informed and equitable approaches and engaged in over 80 capacity-building partnerships. CBTI leads this initiative in partnership with our Office of Recovery Services, working closely with other City and community partners to implement a collaborative, communitywide, and data-driven plan: Goal 1) Strengthening Mental and Behavioral Health Services; Goal 2) Promoting Youth Leadership and Education; and Goal 3) Enhancing Cross-Sector Coordination in service of responding and preventing to the impact of opioid and substance use on children, youth and their families. These implementation strategies will be in tandem with a public awareness and education campaign, Task Force and Steering Committee meetings, youth and caregiver advisories, and other to-be-determined activities. Goal three (enhancing cross-sector coordination) is the focus of this RFP.

Given the evolving COVID-19 pandemic, work on this project will be conducted remotely (e.g. phone, videoconferencing, e-mail, etc.) until further notice.

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

As BYRRC transitions into implementation (January 5, 2021 to September 30, 2022), Goal 3 of Enhancing Cross-Sector Collaboration aims to improve systems quality and access by increasing and enhancing coordination across sectors through BYRRC stakeholder entities, peer-to-peer programming sites, the mental and behavioral health learning and support collaborative, and future community partners.

The consultant selected for this role would work closely with BYRRC to support the creation of and follow up on referral linkages between organizations, coordinate with those organizations as they look to build data sharing infrastructure, and compiling Boston-area resources as it relates to opioid and substance use, anti-violence, healthcare, and other sectors as needed.

Please note this consultant will not work directly with youth and families; instead, the consultant will focus on strengthening systems by working closely with agencies serving (or seeking to serve) young people and families to better facilitate their capacity to meaningfully connect with other programs on an ongoing basis. However, tasks associated with this role may shift slightly as needed, as directed by the project team, program partner needs, and/or funder.

Activities may include:

1. Collaborating with BYRRC management team and key stakeholders to co-develop a work plan and timeline for mapping the service delivery landscape, reviewing existing evaluation findings regarding service needs and gaps, conduct targeted outreach to BYRRC partners, creating and distributing data sharing and referral linkage agreements with current partners, and identifying new partners to outreach. Included within the work plan will be a structure such as regularly scheduled video or phone calls (e.g. 2x/month minimum) to ensure timely meeting of deliverables.

2. Engage BYRRC management and partners to identify opportunities for connection and promote intentional collaboration across stakeholders. For example, as a result of BYRRC data regarding key service needs, coordinating with two agencies involved in BYRRC activities to hold virtual “meet and greets” to present on their respective services and assisting them in setting up a linkage agreement.

3. Ensure the sustainability of activities by coordinating with partner agencies on an ongoing basis to document activities, identify challenges, and institutionalize and disseminate successful strategies. This may look like assisting in designing a system to follow up with partners to assess for the quality of referrals and brainstorming with partners strategies to address gaps; providing technical assistance to partner organizations looking to organize their data collection processes; ensuring the website has up-to-date partner information; regularly sharing information about best practices, etc.

We aim to model a trauma-informed and equitable approach in all elements of this project and across all activities. This work will be done in ways that are participatory, recognizing the stressors experienced by individuals and systems, as well as their strengths and assets, and utilizing culturally and linguistically appropriate methods.
### III. RFP Timeline

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<tr>
<th>Date</th>
<th>Event Details</th>
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<tr>
<td>Friday, December 4th, 2020</td>
<td>RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <strong>10:00 AM EST</strong>. RFP will also be disseminated via e-mail to relevant networks.</td>
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<td>Friday, December 11th, 2020</td>
<td>Questions due in writing by <strong>5:00 PM EST</strong> to:</td>
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<td>Bronwen White at <a href="mailto:bwhite@bphc.org">bwhite@bphc.org</a> and</td>
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<td>Alyssa Benalfew at <a href="mailto:abenalfew@bphc.org">abenalfew@bphc.org</a></td>
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<td>Subject – RFP For BYRRC Enhancing Cross Sector Collaboration Consultant</td>
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<td>Wednesday, December 16th, 2020</td>
<td>Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <strong>4:00 PM EST</strong>.</td>
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<td>Monday, December 21st, 2020</td>
<td>RFP due by <strong>5:00 PM EST</strong> Submit via email to <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a></td>
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<td><strong>Subject line – RFP For BYRRC Enhancing Cross Sector Collaboration Consultant</strong></td>
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<td><strong>NO EXCEPTIONS TO THIS DEADLINE</strong></td>
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<tr>
<td>Monday January 4th, 2021</td>
<td>Eligible candidates will be notified of a Zoom interview by <strong>5:00 PM EST</strong>.</td>
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<tr>
<td>Wednesday January 13th, 2021</td>
<td>Notification of Decision: Selected candidate will be notified by or before <strong>5:00 PM EST</strong> of the award.</td>
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IV. Minimum Qualifications

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

- Experience in community-based outreach, case management, resource navigation, advocacy, community organizing, or other activities that connect residents to resources
- Familiarity with the Boston-area human services landscape, particularly related to mental and behavioral health, substance use and recovery services, and youth and family programs
- Strong attention to detail, capacity to manage and meet multiple deadlines, and other organizational skills
- Comfortable using Excel, Google Sheets, or other platform for data collection and management activities
- Skilled at using Microsoft Office suite (Excel, Power Point, Word, etc.) Zoom, and similar programs
- Ability to work effectively across disciplines, particularly with community-embedded providers with lived experience and expertise
- Experience doing outreach, follow up, and collaborating with community-based organizations, healthcare providers, City agencies, programs and institutions
- Comfortable managing administrative tasks and providing logistical support to individuals, programs, and agencies, including both front-line and agency leadership
- Commitment to a strengths-based approach to working with communities experiencing substance use disorders and incorporating a racial and gender justice and health equity lens into all aspects of the work
- Strong verbal and written communication skills; collaborative and participatory approach to all aspects of the work
- Comfortable with basic data collection and management activities such as creating and maintaining spreadsheets, distributing surveys, ongoing follow up with collaborative participants regarding data collection efforts, navigating bureaucratic challenges, etc.
- Experience developing resource information for website or marketing purposes a plus
- Bi- or multi-lingual is a plus
- Comfort with and willingness to deliver remote services
IV. Proposal Requirements

Please submit the following documents in a PDF format (exception is the workplan or presentation bullet below):

- Resume or C.V.
- Brief (2 page) explanation of how your experiences and skills meet the scope
- Example of previous workplan or presentation/overview of work activity related to outreach, building referral networks, and/or data collection related to service delivery in Excel or other platforms
- Project budget
- Two references

V. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through September 30, 2021. It is anticipated that the selected consultant would participate in the project for two years (or until completion of scope), contingent on satisfactory performance. The maximum available funding is $16,000 per year for each of the two years.

Location: Remote (via Zoom, phone, e-mail, etc.) or pending changes in public health guidance. Hours will be primarily between 9 am and 5 pm M-F with some potential evenings and weekends.

VI. Submission Instructions

Please submit your Proposal by Monday, December 21st, 2020 at 5:00 PM EST - Submit via email to Procurement@bphc.org

Subject line – RFP For BYRRC Enhancing Cross Sector Collaboration Consultant

NO EXCEPTIONS TO THIS DEADLINE, Monday December 21st, 2020 by 5:00 PM EST