Administrative Support Consultant for Boston Youth Resiliency & Recovery Collaborative

Goal of Strengthening Mental and Behavioral Health Services

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

12/04/202
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 provide administrative support to one strategy area of our federally-funded Boston Youth Resiliency & Recovery Collaborative. This strategy area focuses on strengthening mental and behavioral health services through the implementation of a learning and support collaborative series and other activities with individual providers as well as agency leadership.

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.

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 1 of Strengthening Mental and Behavioral Health Services will require a collaborative and creative approach as the project team works to support the creation and development of a learning and support collaboratives with two tracks running concurrently in 2021-2021: 1) for Black, Indigenous, and People of Color (BIPOC) clinical and other providers (e.g. therapeutic mentors, peer supports, and other roles) to support their career advancement, retention, and psychoeducation related to vicarious trauma and resilience, and 2) for mental and behavioral health service agency leadership as well as graduate programs related to preparing professionals to enter these fields to promote greater racial equity within their respective programs and institutions.

Selected consultant activities may include:

- Working with BYRRC project team to co-develop a timeline and workplan for meeting deliverables, including planning for regularly scheduled team meetings
- Assisting in recruitment and outreach (sending of flyers, e-mail, follow up e-mail/phone call) of a diverse cohort of collaborative participants
- Coordinating program logistics (registration, e-mail communications, setting up Zoom platform, follow up re: stipends to ensure timely payments to participants, etc.)
- Assisting in basic data collection activities with direction from our evaluator
- Coordinating with the BYRRC project team and other goal-specific consultants to streamline any referrals across the project goals
- and related duties as assigned.

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, recognizes the stressors experienced by individuals and systems, as well as their strengths and assets, and utilizes culturally and linguistically appropriate methods.
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<th>Date</th>
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<td>Friday, December 4th, 2020</td>
<td>RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks</td>
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| Friday, December 11th, 2020   | Questions due in writing by 5:00 PM EST to:  
 Bronwen White at bwhite@bphc.org and  
 Alyssa Benalfew at abenalfew@bphc.org  
 Subject – RFP for BYRRC Strengthening Mental/Behavioral Health Services Consultant |
| Wednesday, December 16th, 2020| Responses to questions available for viewing on [www.bphc.org/RFP](http://www.bphc.org/RFP) by 4:00 PM EST |
| Monday, December 21st, 2020   | RFP due by 5:00 PM EST Submit via email to [Procurement@bphc.org](mailto:Procurement@bphc.org)  
 Subject line – RFP For BYRRC Strengthening Mental/Behavioral Health Services Consultant  
 **NO EXCEPTIONS TO THIS DEADLINE** |
| Monday January 4th, 2021      | Eligible candidates will be notified of a Zoom interview by 5:00 PM EST |
| Wednesday January 13th, 2021  | Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award. |
IV. Minimum Qualifications

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

- Excellent administrative management skills, including ability to work independently as well as part of a team to meet deliverables, strong organizational and interpersonal skills, attention to detail, and ability to manage and meet multiple deadlines
- Experience collaborating with providers in the fields of mental and behavioral health, youth services, healthcare, higher education, etc.
- Experience coordinating events and learning activities on-line and in-person, including outreach, registration, communications, day-of coordination, etc.
- Ability to work effectively across disciplines and roles, particularly with community-embedded providers with lived experience and expertise, as well as agency leadership
- Strong verbal and written communication skills, including providing clear, accessible information, responding to basic logistical questions from participants, etc.
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work
- Skilled at using Microsoft Office suite (Excel, Power Point, Word, etc.) Zoom, and similar programs
- Comfortable with basic data collection activities such as distributing surveys, follow up with collaborative participants regarding data collection efforts, writing data reports, etc.
- Experience in grants or financial management preferred but not required
- Bi- or multi-lingual is a plus
- Comfort with and willingness to deliver remote services
IV. Proposal Requirements

Please submit the following documents in PDF format:

- Resume or C.V.
- Brief (1-2 page) explanation of how your experiences and skills meet the scope
- Example of a workplan/timeline of activities for a previous project of similar scope
- 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 $12,000 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 on or before **Monday, December 21st, 2020** by **5:00 PM EST** - via email to **Procurement@bphc.org**

Subject line – RFP For BYRRC Strengthening Mental/Behavioral Health Services Consultant

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