



Executive Office

Racial Justice and Health Equity Core Training and Capacity Building

November 8, 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. BPHC envisions a thriving Boston where all residents live healthy, fulfilling lives free of racism, poverty, violence, and other systems of oppression, and where all residents have equitable opportunities and resources, leading to optimal health and well-being.

BPHC defines racial justice as the creation and proactive reinforcement of policies, practices, attitudes, and actions that produce equitable power, access, opportunity, treatment, and outcomes for all people regardless of race.

More information about the BPHC and its Racial Equity and Justice work and Anti-Racism Policy can be found at <https://bphc.org/RacismCrisis>.

The Boston Public Health Commission is seeking a vendor to collaboratively build and guide the design and implementation of an all-staff core Racial Justice and Health Equity (RJHE) training. The vendor(s) will work with the Office of Racial Equity and Community Engagement (ORECE) to build foundational structures and systems to integrate racial equity and justice into BPHC policies, practices, and programs. The vendor will also support capacity building of BPHC training efforts through the development of a train-the-trainer model with a cohort of up to 25 employee trainers and provision of short-term coaching to trainers.

To ensure BPHC meet its goal in procuring goods and services from small and diverse businesses, BPHC encourages Certified Underrepresented Business Enterprises (CUBE), including Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Veteran Business Enterprises (VBE), Disability-Owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and certified small businesses to apply to this RFP. A joint application among multiple organizations is allowed and encourages that at least one of the vendors/organizations qualify as a CUBE.

Massachusetts-based businesses can get certified for free. For more information about becoming a CUBE, go to mass.gov/supplier-diversity-office and/or boston.gov/econdev.

BPHC Core Curriculum Training Objectives

BPHC has developed and implemented a required commission-wide two-day core training since 2008. BPHC Professional Development Series includes a fourteen-hour Core training (2 full days) plus eight hours of additional application/practice workshops. The Core training introduces racial justice and health equity concepts and explores data about health inequities in Boston. The goal of the Professional Development Series is to ensure all BPHC staff apply the principles and practices of health equity and racial justice to all Commission work. To do this, the series objectives are to:

- Increase staff understanding of how structural racism, implicit bias, and other forms of racism impact work, socioeconomic conditions, and health outcomes.
- Equip all BPHC staff to promote health equity and racial justice in the development, implementation, and evaluation of internal and external programs, policies, and practices.
- Create a culture of ongoing learning and professional growth about health equity and racial justice for all BPHC staff.

The Core is facilitated by Real Equity Action Learning (REALearning) facilitators, trained BPHC staff representing various racial/ethnic backgrounds, genders, and bureaus/offices across the Commission. Our facilitation model employs a train-the-trainer model that is led by the Senior Trainer for Health Equity. This approach builds internal capacity to lead and implement racial justice and health equity work.

II. Scope of Work

Boston Public Health Commission (BPHC) seeks qualified vendors (this can include organizations, individuals, or teams) that have demonstrated capacity and established methods of providing curriculum development and implementing train-the-trainer models.

Curriculum Ownership

The Contractor shall at all times recognize BPHC as the sole owner of the curriculum. As the sole owner, BPHC shall at all times have complete control over the access, use, disclosure, and disposition of the information and all related materials.

Deliverables:

The Contractor shall work closely with ORECE, Executive Office, and stakeholders including the REALearning Leadership Team to provide the following:

- Design core curriculum that aligns with the BPHC Mission, Vision, and Anti-Racism Policy
- Design curriculum facilitator toolkit
- Train staff trainers/REALearning Team to facilitate curriculum
- Design evaluation plan to evaluate the impact of curriculum
- Provide short-term coaching to staff trainers/REALearning Team
- Conduct a review of other similar curricula/training available

The Contractor will:

By Month 1 and throughout the project

- a) By Month 1, provide summary of other similar curricula/training available
- b) At least 1x per month meet with ORECE, BPHC Executive Office, REALearning Leadership Team, staff trainers, or representatives
- c) Provide support and feedback to ORECE and Senior Trainer for Health Equity

By Month 3

- a) In consultation with ORECE and stakeholders, including the REALearning Leadership Team, design core curriculum, facilitator toolkit, and evaluation plan

By Month 6

- a) Train up to 25 BPHC staff facilitators in implementing the core training
- b) Provide coaching to staff facilitators

III. RFP Timeline

Monday, November 8, 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
Monday, November 15, 2021	Questions due in writing by 5:00 PM EST to: Triniese Polk at Tpolk@BPHC.org Subject Title – RFP RJHE Training Questions
Friday, November 19, 2021	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST
Monday, December 6, 2021	RFP due by 5:00 PM EST Submit via email to Procurement@bphc.org Subject line and PDF must be titled – “Proposer’s Name – RFP RJHE Training” NO EXCEPTIONS TO THIS DEADLINE
Monday, December 13, 2021	Notification of Decision Desired date to notify selected vendors. However, BPHC has the discretion to extend this date without notice. All proposals shall remain valid and open for a period of one hundred and twenty (120) days from the proposal submission date unless a proposer notifies BPHC of its withdrawal. BPHC reserves the right to accept or reject any or all proposals. BPHC anticipates submitting a Notice of Award to the selected proposer(s) by email provided in the RFP responses. The contract(s) will be awarded to the most responsive and responsible proposer(s) meeting all requirements. BPHC reserves the right to select multiple proposers for award. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

IV. Minimum Qualifications

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

- Experience in racial equity and justice curriculum design and train-the-trainer models
- Experience in racial equity and social justice analysis, frameworks, and processes
- Experience developing curriculum and training Senior Leaders, staff, and other stakeholders in areas including intersections of the levels of racism, implicit/unconscious bias, macro/microaggressions, and actions to undo and impact racism
- Familiarity with the history of racism in Boston and Massachusetts
- Experience in adult learning and training methods
- Experience facilitating inclusive, collaborative processes, including direct experience working with and engaging Seniors Leaders, staff, and other key stakeholders
- Familiarity with the Boston Public Health Commission and the City of Boston preferred
- Experience working with government agencies and non-profit organizations

IV. Proposal Requirements

Review will be based on responsiveness to the elements of the scope of work and qualifications.

Project plan, resumes, and examples of relevant work should address these elements:

- I. Statement of Consultant’s philosophy and approach to Racial Equity and Justice.
- II. Work plan of no more than 5 pages addressing qualifications, approaches, and strategies to the work. (Times New Roman, 1.5-line spacing, 12-point font, and not to exceed five pages).
- III. Resume(s) for all proposed personnel for the project will not count towards the 5 pages.
- IV. Timeline of activities/deliverables:
 - a. Including confirmation to work within stated timeline.
- V. Proposed Budget and narrative: (2 pages maximum - will not count toward 5-page limit for justification).
 - a. Detailed budget must include costs specific to activities and deliverables within the scope of work. Budget must include the hourly rate for deliverables and activities.
- VI. Include a report, work plan, training materials, or other examples of relevant work conducted by the applicant. Include two references for comparable work. (Does not count toward 5-page limit for justification).
- VII. Optional BPHC may need to ask for work outside the scope above that we may want selected vendor to support, please provide hourly rates for key project staff.

V. Submission Instructions

Please submit your proposal by Monday, December 6, 2021, due by **5:00 PM EST** - Submit via email to Procurement@bphc.org.

Subject line and PDF must be titled – “Proposer’s Name – RFP RJHE Training”

NO EXCEPTIONS TO THIS DEADLINE, Monday, December 6, 2021, by 5:00 PM EST