



Planning Council Support Consultant

Infectious Disease Bureau  
Education and Community Engagement

## I. Overview

The Boston Public Health Commission 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 BPHC Infectious Disease Bureau (IDB) is the designated grantee of Ryan White Part A funding, providing direct financial assistance to EMA and Transitional Grant Areas (TGA) across eastern Massachusetts and southern New Hampshire that have been the most severely affected by the HIV epidemic. The funds are intended to develop or enhance access to a comprehensive continuum of high quality, community-based care for low-income individuals and families with HIV disease. A Planning Council (PC) made up of health and social service providers, public health officials, AIDS service organization and consumers of HIV services, work with BPHC to organize, prioritize and allocate the Ryan White Part A HIV funding to the 10 counties in the EMA.

The Boston Public Health Commission's (BPHC's) Infectious Disease Bureau (IDB) is seeking a qualified consultant to help guide and implement elements of the Boston Part A Eligible Metropolitan Area (EMA) Planning Council (PC). It is anticipated that the best fit for this project may be one-two individuals who can devote sustained effort to supporting the project's work. However, other configurations of consultant support may be proposed. Ideal applicants for this consultancy have an in-depth understanding of the service system for, and demographics of, HIV-affected populations, strong program management and research skills, and experience facilitating multi-stakeholder groups including providers, advocates, and consumers.

Planning Council Support (PCS), a unit within the IDB Education and Community Engagement (ECE) Division, provides planning and support services to the Boston EMA HIV Services Planning Council (PC), including research, dissemination of information, and skills building for PC members.

Focal points for Planning Council support include:

- Planning and logistical support for monthly BPC and sub-committee meetings
- Development and implementation of a comprehensive BPC recruitment and retention plan.
- Ensuring effective promotion of new Anti-Stigma Campaign.
- Standardization and creation of a community toolkit for HIV/AIDS awareness events.
- Supporting other special projects as needed.

This initiative is being implemented through BPHC's IDB. Oversight and support for the Consultant will be provided by assigned Bureau managers.

### Project Description

The IDB ECE Division is seeking a consultant to offer planning council support in the following areas:  
**Planning & Logistical Support:** Oversees coordination of approximately 60 meetings annually; develops goals and direction of PCS on an annual basis; supervises PCS staff, including performance evaluations; provides mentorship and professional guidance to PCS staff; facilitates weekly PCS staff meetings; interacts with vendors and ID Bureau fiscal/administrative staff on financial matters and contracts; reviews PCS projects conducted by PCS staff; and provides oversight of all aspects of planning council support.

**Recruitment and Retention:** Acts as the primary contact for all PC members; provides ongoing guidance to PC members; oversees member nominating process; works to retain and increase participation of PC members; develops recruitment plans to attract new PC applicants; develops and monitors the PC's mentorship program,

Promotion: Develops training programs for enhancement of skills for PC members; works in collaboration with PC to support new marketing materials and tools for the PC website; and develops strategy to increase the overall visibility of PC efforts, including but not limited to the promotion of the consumer sub-committee new anti-stigma campaign, Someone You Know and Love.

Awareness: Conducts outreach and public relations: acts as intermediary between the PC, community, and government agencies (DPH, HRSA, etc.); and develops strategy to increase the overall visibility of PC efforts at a variety of public awareness events.

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), 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	RFP Legal Notice publication in The Boston Globe
Monday, November 29, 2021	Posted on BPHC.org by 10:00 AM EST
Friday, December 3, 2021	Questions due by 5:00 PM <u>EST</u> to:  Email - <a href="mailto:GLanza@bphc.org">GLanza@bphc.org</a>  Subject - Planning Council Support Consultant
Tuesday, December 7, 2021	Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 5:00 PM EST
Monday, December 13, 2021	Proposals due via email by December 13, by 5:00 PM <u>EST</u> :  Subject – [Vendor Name] Planning Council Support  Consultant Email: Procurement@bphc.org <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Friday, December 17, 2021	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

The Commission seeks a qualified consultant to provide administrative and logistical support for the Boston EMA Ryan White Planning Council Support Unit. Additional responsibilities include:

- Collaborating with the committee chairs to plan and facilitate monthly meetings for the PC and PC sub-committee meetings including sending out reminders, helping prepare presentations, supporting facilitation, documentation and reporting out of all meeting notes and relevant action steps.
- Provide strategic oversight to PCS staff and/or interns participating in the project.
- Providing recommendations on existing workplan objectives, activities and required resources.
- Work with individual sub-committees to fulfill their annual goals, including working with key sub-committees on areas that have been identified as priorities for the PC.
  - Provide guidance to the Membership committee to develop and implement a comprehensive and inclusive recruitment and retention plan that furthers the PC's ability to meet their goals for membership among priority groups.
  - Oversee the Consumer Sub-Committees efforts to effectively promote and disseminate their anti-stigma campaign.
- In collaboration with available support staff, create a toolkit of resources, education and activities that can be modified for numerous HIV/AIDS awareness events.
- Act as the Liaison between IDB leadership and PC activities.
- Participate in meetings with local, state, and federal officials.
- Maintain project management platform Basecamp to ensure all PC members are up to date on announcements, upcoming meetings, events, and deadlines.
- Support the onboarding of new PC support council.
- Supporting other identified responsibilities as needed.

#### Contract Period and Funding Available

The contract will commence no later than 12/20, with immediate availability required. A minimum of a 6-month commitment (12/20/21 – 5/2/2022) is required. Based on satisfactory performance, BPHC may extend this contract for up to 1 additional year.

It is anticipated that the time commitment will be an average 25-35 hours per week for the first 3 months, after which it may decrease. This weekly time commitment is an estimate that may change based on project demands.

Currently, the BPC continues to work remotely where possible to ensure COVID-19 safety. In addition, all BPC meetings remain remote. At a future date and based on public health guidance, additional in-person commitment may be required. However, all changes in work status will be made in collaboration with the consultant.

#### IV. Minimum Qualifications

The Commission will consider applications that can meet the following requirements:

- Experience in public health program coordination, management and/or community organizing; including experience managing a major project or grant.
- Supervisory experience required.
- Significant experience in project development and management for health-related initiatives, including assessment, workplan development, implementation strategies, and evaluation.
- 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 field of public health and in particular HIV/AIDS.
- Experience coordinating events and learning activities on-line and in-person, including outreach, registration, communications, day-of coordination, etc.
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work.
- Experience in public health/community health approaches to improving health outcomes, including capacity-building tools such as training, technical assistance, and learning collaboratives.
- Experience in, and knowledge of, the HIV care continuum preferred.
- Knowledge of equitable community engagement strategies rooted in racial and gender justice.
- Excellent written and verbal communication skills.
- Facilitative leadership skills and experience leading workgroups, including on remote platforms.
- Experience with basic public health data assessment, collection, and analysis principles.
- Advanced knowledge of Microsoft Office, remote meeting platforms such as Zoom, and survey collection tools.
- Reliable internet and computer access for remote work.
- Knowledge of Boston EMA communities and provider organizations is a plus.
- Experience with interventions related to the quality of HIV/AIDS services, effective treatment models, and service systems and/or related areas is preferred.



## VI. Submission Instructions

Please submit your Proposal by *December 13, 2021 due by 5:00 PM EST*—:

Subject – [Vendor Name] Planning Council Support Consultant

Email: [Procurement@bphc.org](mailto:Procurement@bphc.org)