Health Equity in All Policies Contractor

Office of Racial Equity and Community Engagement

12/6/2020
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.

In June 2020, Mayor Walsh declared racism as a public health crisis and announced 8 strategies to address racism as a public health crisis:

- Create **policy solutions to dismantle systemic racism and barriers** to public health by evaluating current policies and using data to drive change.
- **Develop a "Boston Health Equity Now" plan** that includes clear objectives and measurable goals to address the root causes of the inequities that cause disparities in health outcomes.
- **Engage historically marginalized communities** to identify problems, solutions and support a community driven response.
- Require public **reporting of race and ethnicity data that documents health inequities** in Boston by working with hospitals and the Commonwealth of Massachusetts to access this critical information.
- **Analyze data to better understand the interconnectedness of societal, environmental and behavioral factors** that contribute to the impact of racism and access to jobs, food, housing, transit and education.
- Improve **access to prevention and treatment that is culturally and linguistically competent**.
- Develop services and **programs to address the negative impact these inequities have had** on specific populations.
- **Advocate at the state and federal level for policies and funding opportunities** that directly combat systemic racism.

The Boston Public Health Commission is seeking a contractor to support and guide implementation of a Health Equity in All Policies (HEIAP). This contractor will build foundational structures and systems to integrate health equity into City of Boston policies, practices, and programs. approach both internally and across City of Boston departments with a focus on integrating standard practices including community engagement, race/ethnicity data collection, budgeting, and hiring practices which result in leadership representative of Boston’s population. The contractor will also support implementation of additional policy and service areas resulting from current needs and opportunity assessments. An ideal proposal will include skills in impact evaluation, project management, technical assistance, community engagement, and facilitation as well as experience working with government organizations.

A Health in All Policies approach identifies the ways in which decisions in multiple sectors affect health, and how better health can support the achievements of goals from multiple sectors. It engages diverse governmental partners and stakeholders to work together to improve health and simultaneously advance other goals, such as promoting job creation and economic stability, transportation access and mobility, a strong agricultural system,
environmental sustainability, and educational attainment. A Health in All Policies approach will help to support the first strategy: “Create policy solutions to dismantle systemic racism and barriers to public health by evaluating current policies and using data to drive change.”

Scope of Service:

BPHC is seeking a contractor to perform the following in close collaboration with BPHC and Equity Cabinet leadership. This contractor will build foundational structures and systems to integrate health equity into City of Boston policies, practices, and programs. Prioritization of issues, actions, measures and other will be based on shared decision making.

- Integrate ongoing efforts between the Equity Cabinet and Boston Public Health Commission/Health and Human Service Cabinet
- Work with City departments and Cabinet heads to develop systems and processes to integrate Health Equity in All Policies (HEiAP)
- Perform/Analyze a readiness assessment for both BPHC and City Departments
- Perform qualitative and quantitative evaluation to measure social, economic, or health impact of enacted policy change(s).
- Create/coll ect baseline data to measure success/evaluation
- Manage all Health Equity in All Policies (HEiAP) processes including organizing meetings, develop meeting agendas, contribute and administer survey.
- Provide Health Equity in All Policies (HEiAP) training to City Departments and BPHC programs
- Support Boston Public Health Commission programs/departments in implementing basic Health Equity in All Policies (HEiAP) principles (community engagement, race/ethnicity data collection, equitable budgeting, equitable hiring practices)
- Support BPHC programs/departments to apply BPHC’s racial equity lens to program policies and practices
- Provide technical assistance to department teams to identify and implement change
- Monitor progress toward identified goals
- Develop evaluation measures and conduct evaluation
- Develop evaluation reports including recommendations for sustainability and expansion
- Support the dissemination of grant funds to community-based organizations

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.

Strong preference for a Certified Underrepresented Business Enterprise. A joint application among multiple organizations is allowed, with at least one of the vendors/organizations qualifying as a CUBE.
Deliverables:

- Readiness Assessment of BPHC programs and City Departments for Racial Equity work
- Development of processes and procedures to connect City departments and the BPHC Office of Racial Equity and Community Engagement
- Visioning and Strategies for BPHC’s Health in All Policies Planning
- Evaluation plan for measuring success of the Health in All Policies teams
- Facilitation of trainings related to Health in All Policies

RFP Timeline:

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Sunday, December 6, 2020</td>
<td>RFP Legal Notice publication in The Boston Globe</td>
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<tr>
<td>Monday, December 7, 2020</td>
<td>Request for Proposal available online at <a href="http://www.bphc.org">www.bphc.org</a></td>
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<tr>
<td>Wednesday, December 23, 2020</td>
<td>Questions due in writing by 5pm to <a href="mailto:healthequity@bphc.org">healthequity@bphc.org</a></td>
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<td>Wednesday, December 30, 2020</td>
<td>Responses to questions will be posted on <a href="http://www.bphc.org/workingwithus/rfps">www.bphc.org/workingwithus/rfps</a></td>
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<td>The BPHC may hold a bidders’ information session if deemed necessary.</td>
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<td>Friday, January 29, 2021</td>
<td>Proposals due by 5:00 pm to <a href="mailto:healthequity@bphc.org">healthequity@bphc.org</a></td>
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<tr>
<td>February 28, 2021</td>
<td>Notification of Decision</td>
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<td>This is the desired date for notification of decision to award however, BPHC has</td>
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<td>the discretion to extend this time period without notice to the proposers. The</td>
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<td>contract(s) resulting from this RFP shall be in effect when all necessary contract</td>
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<td>documentation is fully executed by BPHC and awarded vendor(s).</td>
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IV. Minimum Qualifications

Proposers must possess the following qualifications for each role and assignment as indicated:
- Experience leading or participating in a Health in All Policies or comparable effort
- Experience in racial equity and social justice analysis, frameworks and processes.
- Experience in adult learning and training methods
- Experience in project planning and needs assessment
- Familiarity with the Boston Public Health Commission and the City of Boston
- Experience working with government agencies and non-profit organizations
- Experience facilitating inclusive, collaborative processes including direct experience working with and engaging Seniors Leaders, staff and other key stakeholders
- Demonstrated ability to work collaboratively with a diverse group of stakeholders
- Strong written and oral communication skills
- Strong analytical skills
- Strong consideration will be given to certified under-represented organizations and/or partnership including certified under-represented organizations.
- The contractor must have the capacity to manage meetings, trainings, technical assistance and other duties remotely and on location if the opportunity arises. BPHC will not provide office space or equipment.

V. Period of Performance and Location

The effective date of providing the required services shall be from date of March 29, 2021 through June 30, 2023 pending annual review and funding renewal.

VI. Submission Instructions

Please submit your Proposal by Friday, January 29, 2021, due by **5:00 PM EST** - Submit via email to healthequity@bphc.org

Subject line – RFP For Health Equity in All Policies Consultant

Review will be based on responsiveness to the elements of the scope of work and qualifications. Justification, resumes and examples of relevant work should address these elements:

1. Justification of no more than 5 pages addressing qualifications and approaches to the work. (Times New Roman, 1.5-line spacing, 12-point font, and not to exceed five pages).
2. Resume(s) for all proposed personnel for the project will not counted towards the 5 pages.
3. Timeline of activities/deliverables: (Will not count toward 5-page limit for justification).
   a. Specific Timeline for April 2021 to June 2021
   b. General Timeline for July 2021 to June 2022
4. Proposed Budget: (Will not count toward 5-page limit for justification).
   a. Detailed budget for April 2021 to June 2021 must include costs specific to activities and deliverables within the scope of work. Budget must include with the hourly rate for deliverables and activities.
   b. General budget for FY22 (July 2021 to June 2022)
5. Include a report, workplan, training materials or other example of relevant work conducted by the applicant. Include two references for comparable work. (Will not count toward 5-page limit for justification).

**NO EXCEPTIONS TO THIS DEADLINE: Friday, January 29, 2021 5:00 PM EST**