



*Strategic Planning – Dee Kennedy Family Justice Center*

Division of Violence Prevention  
Bureau of Child, Adolescent and Family Health

11/9/21

## 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 Division of Violence Prevention's (DVP's) mission is to partner with Boston communities to address and prevent multiple forms of violence and related trauma by supporting strengths and assets, so all residents and neighborhoods thrive. Guided by our strategic goals and primary programming, we work towards our Vision that Boston communities are safer and thriving with sustainable partnerships, trauma-informed systems and equitable access to resources.

The Dee Kennedy Family Justice Center (FJC) is a program of DVP:

Vision Statement - The Dee Kennedy Family Justice Center of Boston is a community of agencies providing direct services to the individuals and families in the city of Boston (and beyond) who have been affected by and/or exposed to domestic violence, sexual assault, child abuse and human trafficking. Collectively, FJC Partners strive to (a) be a vibrant and dynamic collector, incubator and disseminator of the best learning and knowledge about issues affecting those exposed; and (b) to prevent these harms.

Please see these attached contextual documents related the Division's and FJC's work:

DVP Power Point Presentation

FJC 1-pager

The FJC is an active member of the Family Justice Center Alliance, a program of the Alliance For Hope International: <https://www.familyjusticecenter.org/>

## II. Scope of Work

The Dee Kennedy Family Justice Center (FJC) is seeking a vendor/consultant who can support (Phase 1) 'process design' towards the development of a 5-year strategic plan for the FJC Coalition and to conduct preliminary implementation of the process. Pursuant to Phase 1 outcomes, there may be opportunity to renew contract to support Phase 2: Develop a strategic plan and support implementation, working with FJC stakeholders.

This selected vendor will work closely with the FJC Director, DVP Director, and FJC Leadership Council. Process informants will also include: DVP Program Directors and other stakeholders: on- and off-site partner agency leaders and staff, other local service providers, clients served, and Boston residents.

The activities are outlined as follows (timeline February through June FY' 22):

Activities:

- a) Review and further Identify Project Goals specific to revisioning the FJC: Work collaboratively with FJC Director, DVP Director, DVP Program Directors (FJC's primary alignment is with DVP's Capacity Building & Training Initiative, Start Strong, and Neighborhood Trauma Teams) and FJC Partners & Stakeholders in developing a 'process design'; confirming project goals and an assessment strategy to meet 'FJC revisioning' goals. (The 2019 FJC Organizational Assessment Report will provide some foundational elements to be considered in design).
- b) Implement/Facilitate Assessment: Working with Division Director, FJC Director and FJC Leadership Council members, develop and conduct the assessment via survey, focus groups, and individual interviews.

Identify priorities and develop a workplan for short-, medium- and long-term goals and support initial implementation of workplans.

- c) Provide guidance to FJC Director and stakeholders in operationalizing workplans.

Anticipated assessment and work plan considerations and elements include but are not limited to:

- Re-visioning organizational structure, governance, and Coalition goals
- Develop contractual agreements between agencies re: responsibilities/efforts specific to: collaboration; site maintenance, IT, capital improvements; fundraising, etc.
- Re-write job descriptions for BPHC staff
- Review referral, co-response and collaborative practices between partner agencies and external service providers
- Strengthen shared language and analysis within and across programs
- Build FJC's capacity to navigate conflict and challenges (including potentially facilitating early dialogues)
- Boston's declaration of racism as a public health emergency, as well as homelessness and addiction
- the experiences of vulnerable and marginalized population with 'systems', particularly the LGBTQ+ community
- the re-allocation of police funding to non-policing forms of public safety
- Development of evaluation metrics
- Review of Membership with the Alliance For Hope

Activities will be in-person, and remote (via phone, Zoom, or another platform), and online pending other public health guidance.

All activities will operate within the BPHC Racial Equity Standards and Frameworks. As assessment, planning, prioritization and piloting of changes occurs, the selected vendor will work with the planning team to ensure they align with and supports Bureau and BPHC-wide racial equity initiatives.

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

### III. RFP Timeline

November 15, 2021	RFP Posted
December 3, 2021	Questions due in writing to: Anne Marie Delaney at e-mail: <a href="mailto:amdelaney@bphc.org">amdelaney@bphc.org</a> Subject line - Strategic Planning Consultant/FJC/BPHC
December 10, 2021	Responses to questions provided
January 7, 2022	Proposal due by 11:00 PM EST Submit via email to <a href="mailto:amdelaney@bphc.org">amdelaney@bphc.org</a> Subject line – Strategic Planning Consultant/FJC/BPHC
January 12, 2022	Eligible candidates will be notified of interview
February 7, 2022	Notification of Decision: Selected candidate will be notified by or before 2/7/22

#### IV. Minimum Qualifications

Proposers must possess the following qualifications:

1. Familiar with organizational change processes & direct service experience
2. Ability to engage staff at different levels of readiness or interest in the collaborative work of the Coalition
3. Familiarity with participatory assessment practices and development of actionable program specific tools
4. Skilled in anti-racist practice and incorporating a racial and gender justice and health equity lens into all aspects of the work, including assessment, facilitation, planning, and deliverables
5. Strong training and group facilitation skills and collaborative approach to partnerships
6. Demonstrated ability in generative conflict strategies.
7. Experience working with or in human services, and an understanding of the compounding stressors of working in the field of violence prevention.
8. Clinical or adjacent background (experience with working with trauma survivors in workplace settings and supporting individual and group coping, healing, and relational practices)
9. Awareness of working with programs/staff who work closely with Boston community partners and residents
10. Demonstrated skill and comfort in delivering remote services
11. Experience w/government agencies/bureaucracies a plus

#### IV. Proposal Requirements

Please submit the following narrative and budget. Narrative not to exceed four pages, and budget not to exceed one page:

- Narrative outlining your skills and experience as they relate to the scope, using examples from previous work, including:
  - Examples of your typical process for design, assessment, prioritizing, planning and implementation;
  - Examples of strategies used to engage stakeholders to ensure equitable participation;
  - How you have used data and metrics in projects with a similar scope.
- Describe your comfort and experience with Zoom and other remote forms of engagement- and how you have successfully built trust with partners using these platforms.
- Please share 1-2 questions you have for our team as it relates to this scope.
- Project budget:
  - Estimated hours and hourly rate
- Resume or C.V of all individuals who would be part your proposed team
- 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 June 30, 2022, with opportunity to renew for Phase II, beginning FY '23, depending on performance and availability of funds. Up to \$16,300 is allocated for phase I, to be completed by 6/30/22.

#### VI. Submission Instructions

Please submit your Proposal by: **January 7, 2022** via email to [amdelaney@bphc.org](mailto:amdelaney@bphc.org)

Subject line – Strategic Planning Consultant-Dee Kennedy FJC-DVP-BPH