



LGBTQ+ Health Assessment Consultant Request for Proposals

The Boston Public Health Commission

October 5, 2022

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 July 2021, BPHC began the Boston Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations, funded by the Centers for Disease Control and Prevention.

Despite increased acceptance and organizing for equity for Lesbian, Gay, Bisexual, Transgender, and Queer+ (LGBTQ+) individuals, there continue to be limited overall health resources for this population. Rather, LGBTQ+ health interventions are often restricted to HIV and other sexually transmitted diseases, despite research indicating that LGBTQ+ health concerns and disparities are more widespread and include persistent sadness and anxiety¹, heightened use of e-cigarettes, marijuana, prescription drugs and alcohol², higher rates of sedentarism (reduced physical activity) compared with heterosexual youth, and a greater risk of homelessness. Many disparities are even more pronounced among populations historically marginalized by government such as LGBTQ+ people of color¹.

Additionally, the COVID-19 pandemic has caused additional challenges for LGBTQ+ populations as they are more likely to have chronic conditions that increase the risk of severe COVID-19, are more likely to work in the food service, restaurant, and entertainment industries, and were already more likely to be socially isolated prior to the need to physically distance.³ The emergence of Monkeypox starting in May 2022 has caused additional issues among LGBTQ+ populations throughout Boston and further complicated health disparities related to COVID-19, including the increase of stigma in an already stigmatized population⁴.

Community partners have made significant strides to improve the health of LGBTQ+ residents. However, there has not been a sufficient consolidated effort in the city of Boston to address LGBTQ+ specific health issues and disparities.

The purpose of this Request for Proposals (RFP) is to address these needs through a comprehensive LGBTQ+ Health Assessment for the City of Boston. The selected vendor will conduct an assessment and develop a workplan to improve the health of LGBTQ+ citizens of Boston. The goal of the RFP is to identify a plan to reduce health inequities in the LGBTQ+ community with priority on LGBTQ+ individuals of color and other groups historically marginalized by public funding when designing and building prevention and care services.

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.

1 2019 Community Health Needs Assessment. (2019). Boston CHNA-CHIP Collaborative.

2 2020 Community Health Improvement Plan. (Dec. 2020). Boston CHNA-CHIP Collaborative.

3 Cahill, Sean. Coronavirus, COVID-19, and Considerations for People Living with HIV and LGBTQIA+ People." (2020). The Fenway Institute.

4 <https://www.boston.gov/government/cabinets/boston-public-health-commission/infectious-diseases/infectious-diseases-z/monkeypox>

II. RFP Timeline	
Wednesday, October 5, 2022	Posted on the Boston Globe
Wednesday, October 5, 2022	RFP available online at www.bphc.org/RFP
Wednesday, October 19, 2022	Questions due by 5:00 PM EST to Procurement@bphc.org
Friday, November 4, 2022	Proposals due by 5:00 PM EST to Procurement@bphc.org Email Subject: "Company Name – LGBTQ+ Health Initiative Consultant Support"
Monday, November 21, 2022	Notification of Decision The desired date for notification of award to the vendor. This date may be extended without notice. The contract resulting from this RFP shall be in effect when all necessary documentation is fully executed by both parties.

A summary of BPHC current and past initiatives focused on the LGBTQ+ community or in partnership with LGBTQ+ serving providers will be provided to guide this scope.

III. Scope of Service

The BPHC is seeking vendor(s) with extensive knowledge and experience working with Boston’s diverse communities to develop with engagement, input, and review by the LGBTQ+ community of Boston, a culturally competent strategic public health plan for the LGBTQ+ population of Boston.

The key elements of the deliverables are described below.

1. Develop a comprehensive work plan and timeline for all key deliverables in collaboration with BPHC Executive Office staff.
2. Develop a comprehensive budget for all activities under this proposal, not to exceed a total sum of \$50,000.
3. Create and convene a Working Group on LGBTQ+ Health for Boston that will meet on a regular basis throughout the project period. This working group will include representation from BPHC, as well as community members and key community-based organizations. The vendor will work with the Working Group to accomplish the following:

- Identify critical health disparities and gaps in public health specific to the Boston LGBTQ+ community, with particular focus on LGBTQ+ individuals of color and other groups historically marginalized by public health and healthcare programs.
 - Identify a series of recommendations and strategies to address gaps and disparities experienced by LGBTQ+ individuals in Boston.
4. Write a report with the following sections:
 - Summary of the health status of Boston LGBTQ+ community, including a section on the impact of the COVID-19 on the LGBTQ+ Boston community and with a focus on the racial and ethnic disparities experienced by the LGBTQ+ community. This report should include a summary of what has been learned through recent assessments, as well as additional quantitative and/or qualitative data gathering to fill gaps and include all relevant findings from the Working Group.
 - Recommended evidence-based public health strategies to address gaps and disparities experienced by LGBTQ+ residents of Boston.
 - Funding opportunities to support projects with the goal of improving health and health equity of LGBTQ+ Bostonians.
 5. The activities covered under this proposal will be supported using Federal funding. All activities must comply with regular Federal reporting requirements as identified by Executive Office staff.
 6. Selected vendor will be required to enter the BPHC's standard contract and complete required form (this includes a CORI) prior to the start day of the contract.

IV. Minimum Qualifications

Applicants must demonstrate the following in their proposal:

Knowledge of and experience working with LGBTQ+ Boston community-based organizations and providers. extensive experience working with LGBTQ+ persons, particularly LGBTQ+ people of color and other groups historically marginalized by public health and healthcare services. ability to use equitable community engagement principals to include LGBTQ+ individuals in the development of their workplan.

Experience implementing community-based needs assessments, participatory planning processes, and strategic plans, with a particular focus on LGBTQ+ health needs.

Ability to implement the scope of work within the timeline and proposed budget.

V. Proposal Requirements

Proposal narrative and budget should be no longer than 8 pages, 12-point Times New Roman font, single-spaced, with standard 1-inch margins. Attachments (such as Curriculum Vitae, budgets, etc. should not be included in the page length).

1. Provide detailed description on how the vendor will support the scope of service. Proposal sections are as follows:

Organizational Experience

Workplan/Approach/Deliverables/Timeline of Activities

Community Engagement Plan

Staffing Plan

Budget and Budget Justification

2. Provide a detailed budget and budget justification for the cost(s) of services pertaining to the scope of service. Include personnel, consultant costs, other direct costs, any additional fees. Indirect costs for administrative costs relating to overseeing this subaward must also be included, either at a Federally Negotiated IDC rate or the federal de minimis rate of 10% In addition to the budget, provide a budget justification explaining the rationale for each of the line items in the budget. Note that the budget and budget justification are not included in the page count.
3. Attach Curriculum Vitae (CV) of the lead consultants participating in work. Lived experience a plus.
4. List of three business references pertaining to the scope of service.
5. Certified Underrepresented Business Enterprises Certification (if applicable).

VI. Period of Performance and Funding Amount

The anticipated start date of services shall be performed on or about Tuesday, December 1, 2022, through May 31, 2023. The scope of work must be completed by this time.

The budget for this proposal is not to exceed \$50,000.

VII. Proposal Scoring

The following scoring will be used to assess proposals:

- Organizational Experience (20)
- Workplan/Approach/Deliverables/Timeline of Activities (30)
- Engagement and Outreach Plans (20)
- Staffing Plan (10)
- Budget and Budget Justification (20)
- Total Points (100)

VIII. Submission Instructions

Qualified vendors may submit required documents in one PDF file by Email to:

Procurement@bphc.org

Subject of the email must contain “company/vendor name - LGBTQ+ Health Assessment Consultant”

Note: Any risks associated with the electronic transmission of responses to this RFQ is assumed by the vendor

Questions for this RFP must be received no later than 5:00 pm EST on Wednesday, October 19, 2022.

Proposals must be received no later than 5:00 PM EST Friday, November 4, 2022