



Administration and Finance
Office of Performance Improvement
COVID-19 Community Healthy Equity Response

Request for Proposal

02/14/2023

Revised

Introduction

The Boston Public Health Commission (BPHC) is committed to protecting, preserving, and promoting the health and well-being of all Boston residents. To best serve its residents, BPHC is committed to advancing health equity through effective, coordinated, and efficient community engagement.

Throughout the COVID-19 pandemic, BPHC has led city-wide efforts around policies and practices to reduce the impact of COVID-19, including intensive efforts to address racial inequities in the pandemic such as seen in access to vaccination during the initial phase of the vaccine rollout.

Since the City's Declaration of the Public Health Emergency in March 2020, BPHC has collaborated with Community Health Center (CHC) partners to engage neighborhoods and communities highly impacted by COVID-19. These partnerships are vital to improving access to care and to strengthening healthy equity outcomes for Boston residents.

In addition, an unintended effect of the COVID-19 pandemic has been deferred care due to the temporary shutdown of healthcare services. CHC partners have been challenged by the need to reengage patients in critical medical care. Staffing attrition and shortages have exacerbated this issue. BPHC is committed to supporting CHC efforts to reengage patients in care who have been disconnected due to COVID-19.

In an effort to improve the COVID-19 community engagement response, the Boston Public Health Commission seeks CHCs to support and ensure resident reengagement in care, particularly for those who have been disconnected from care because of COVID-19, and to continue COVID-19 response efforts including vaccination, testing, and referral for treatment. BPHC invites CHCs to submit a request for proposal outlining a health equity and community engagement strategy if you meet the following criteria:

Currently serving and engaging in historically marginalized communities and populations identified as high-priority neighborhoods including Roxbury, Dorchester, Mattapan, Hyde Park, Roslindale, and East Boston as determined by three indicators, wastewater SARS-CoV-2 concentration, disparities in COVID-19 vaccination and disparities in COVID-19 testing.

Actively practicing equitable access interventions and demonstrating strong strategies to reduce health inequities within the service area of the health center organization

The COVID-19 Community Health Equity Response Grant will support the critical role of CHCs and further the City's ability to creatively respond to public health issues across Boston neighborhoods. These funds will support programming designed to increase access to and reengagement in care, such as community health worker or patient navigator programming and/or the development or enhancement of programming to support increased access to COVID-19 vaccination, testing and treatment.

Programs and services that address disparities among Black/African American, Latinx and Asian/PI populations, and other groups that have been impacted by systemic inequity, such as non-US populations or unsheltered individuals, will be highly considered. Engagement with local community organizations and/or faith-based leaders and with businesses to strengthen community health equity related to COVID-19 is highly encouraged.

The grantee will work with BPHC’s Director of Equitable and Strategic Initiatives, Bureau of Infectious Disease and Office of Public Health Preparedness to create a more coordinated approach to unique health despaired challenges historically impacted by social determinants of health such as the disproportionate impact of COVID-19 in BIPOC communities.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) that include; 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.

RFP Timeline

January 27th, 2023	RFP will be posted on the Boston Globe
January 27th, 2023	RFP available online by 10:00 AM EST at www.bphc.org/RFP
February 6th, 2023	Questions due in writing by 5:00 PM EST to: strategicpartnership@bphc.org & Procurement@bphc.org Subject – Proposal for COVID-19 Community Health Equity Response
February 7th, 2023	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST, February 7.
February 17th, 2023	Proposal due via email by 5:00 PM EST to: Melissa Hector Director of Equitable and Strategic Initiatives strategicpartnership@bphc.org & Procurement@bphc.org Subject – Proposal for COVID-19 Community Health Equity Response
February 28th, 2023	Notification of Decision: Desired date for notification of award to proposer however, BPHC has the discretion to extend this date without notice. The contract(s) results from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

Scope of Work

The organization(s) chosen will support engagement or reengagement in care, sustain, and/or implement COVID-19 services, programs including access to treatment and care.

The Community Health Center must commit to the following:

- Develop programming and/or enhance communications to increase engagement in care
- Increase COVID-19 vaccination, testing and treatment services
- Provide scheduled metrics and data reporting as directed by Director of Equitable and Strategic Initiatives. For example:
 - Number of interactions with individuals
 - Number of referrals to services or local resources
 - Organized mobile and/or testing efforts with community partners, businesses, if applicable. Tracking progress includes, for example:
 - Log of testing site locations, dates and times
 - Number of test performed
 - Number of vaccines administered
- Attendance at any potential scheduled meetings or any one on one to discuss relevant immediate COVID-19 adaptive measures based on BPHC discretion
 - Including participation/representation in the current bi-weekly COVID-19 Community Updates Meeting facilitated by BPHC Equitable and Strategic Initiatives.

The BPHC shall negotiate with contractors any requirements not set forth in the RFP.

Qualifications

Qualified organizations will demonstrate expertise in community engagement, public health, and creating access to COVID-19 prevention and intervention care as well as:

- Demonstrated expertise in administering COVID-19 testing (PRC/Antigen) and COVID-19 vaccination including primary, secondary and booster series.
- Demonstrate ability to create and sustain existing partnerships with community members, businesses and other stakeholder community-based organizations serving populations highly impacted by health disparities.
- Demonstrate expertise in communicating about public health issues using a social justice lens.
- Demonstrate knowledge of and network of relationships in respective neighborhood catchment area(s).
- Applicants may only apply for programs and services that run on an ongoing basis throughout the year. Funding will NOT be available for one-time events.
- Programs and services must serve Boston individuals.
- Programs and services must be free or low cost for participants.

Period of Performance

The contract will begin on or about March 1, 2023, through January 31, 2024, with potential to renew, depending upon performance. The BPHC Standard Contract or Subaward Agreement forms are required and must be fully executed before services can begin.

- Budgets should not exceed \$200,000 for the 12-month period.
- BPHC has the discretion to extend this deadline as needed without notice to the bidders. In addition, BPHC may cancel this bid if funding does not become available for the project.

Proposal Requirements

To be considered for funding, the proposal must include the following in this order:

1. Description of your proposed program, including justifications for this approach and your qualifications to complete the approach, no longer than one (1) page.
2. All proposals should include an anticipated timeline of the grantee's work.
3. Include description of all senior leadership, supervisors or main point of operations taking lead on the scope of work.
4. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service. (Indirect Costs/Administrative Costs are capped at 10% of your Direct Costs unless your organization has a Federally Negotiated Rate Agreement)
5. An example of relevant work conducted by the respondent, if applicable.
6. The response should not exceed five (5) written pages.

Submission Instructions

Submit proposals to:

Melissa Hector
Director of Equitable and Strategic Initiatives
strategicpartnership@bphc.org & Procurement@bphc.org

**Proposals must be received no later than 5:00 PM on February 17, 2023
There will be no exceptions to this deadline.**