

CAPACITY BUILDING & TRAINING INITIATIVE – DIVISION OF VIOLENCE PREVENTION

In partnership with THE CENTER FOR BEHAVIORAL HEALTH & WELLNESS

REQUEST FOR PROPOSAL

*Training & Coaching Consultant
for Trauma-Informed & Equitable Learning Collaborative*



July 6, 2023

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 Capacity Building & Training Initiative (CBTI) based within the Division of Violence Prevention (DVP) at the Boston Public Health Commission (BPHC), is seeking proposals from consultant(s) to assist in the co-facilitation of a Learning Collaborative initiative focusing on trauma-informed & equitable training and systems changes amongst City of Boston programs.

CBTI prevents and addresses violence through strengthening trauma-informed and equitable approaches among providers and systems serving children, youth, adults, and families in Boston and beyond. This specific initiative is in partnership with BPHC's Center for Behavioral Health & Wellness, which aims to develop innovative prevention and response models to mental health, substance use, and wellness that address systemic inequities through a comprehensive, coordinated citywide response in Boston.

Previous CBTI Learning Collaboratives have reached mental and behavioral health providers and community-based youth programs, and we are excited to receive funding under the American Rescue Plan Act (ARPA) via the Center for Behavioral Health & Wellness to launch a new Learning Collaborative serving this crucial workforce population.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that include: 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.

II. Scope of Work

In partnership with the CBTI team, the Center for Behavioral Health & Wellness, and other key stakeholders, this consultant or consultant team will:

- Co-design trauma-informed and equitable training content and coaching tools (including slides, handouts, talking points for facilitators, etc.)
 - Review and incorporation of existing CBTI and/or related curricula and tools
 - Tailoring of existing content or creation of new content and tools to meet stakeholder needs, strengths, interests and identified learning and change goals

- Co-facilitate Learning Collaborative sessions, utilizing trauma-informed and equitable facilitation skills:
 - Including leading some training sessions on the intersection of behavioral health/TIC/racial equity/ community and/or individual trauma
 - This includes researching and presenting on key selected material as related to behavioral health
- Co-facilitation of coaching sessions, focusing on supporting participants in implementing trauma-informed and equitable practices within their respective programs
 - Examples of topics include: developing goals and action planning related to “small tests of change,” trauma-informed and equitable supervision, enhancing system of warm referrals, navigating generative conflict, creating trauma-informed and equitable program environments, training-of-the-trainer on specific topics, etc.
- Provide additional support to project team re: the administrative elements of the Learning Collaborative, for example, assisting in managing participant communication and scheduling (such as e-mails with materials following a training or following up with a participant to schedule a coaching session)
- Assist in explaining current behavioral health resources in MA (988, MA Behavioral Health Help Line, Community Behavioral Health Centers, etc) to City staff, in service of staff confidently providing warm handoffs of clients to MA behavioral health programs as needed
- Assist City staff in understanding their role and scope in responding appropriately to client behavioral health needs
- On an ongoing basis, review and incorporate evaluation data, including findings from advisory sessions, 1:1 stakeholder engagements, pre- and post-surveys, focus groups, and feedback surveys into planning and implementation activities

Please see below for a proposed timeline of activities.

Time Period	Anticipated Activities
September 2023	<ul style="list-style-type: none"> • Orientation meeting with project team • Collaborative planning meetings with project team and key stakeholders to review existing curricula, findings of baseline data collection, etc. • Setting up invoicing scheduling
September – December 2023	<ul style="list-style-type: none"> • Work with project team to co-design process and content of Learning Collaborative pilot • May include training, coaching, support with advisory group and/or related activities • Invoicing on a regular basis
January – June 2024	<ul style="list-style-type: none"> • Co-facilitation of Learning Collaborative pilot and related activities • Invoicing on a regular basis
July – December 2024	<ul style="list-style-type: none"> • Co-facilitation of Learning Collaborative and related activities • Invoicing on a regular basis
January – June 2025	<ul style="list-style-type: none"> • Potential wind down of Learning Collaborative pilot, including evaluation and sustainability planning <ul style="list-style-type: none"> ○ May include training-of-the-trainer with pilot participants • Planning for launch of next Learning Collaborative, incorporating lessons learned

	<ul style="list-style-type: none"> • Invoicing on a regular basis
July – December 2025	<ul style="list-style-type: none"> • Launching of next iteration of Learning Collaborative • Invoicing on a regular basis
January – June 2026	<ul style="list-style-type: none"> • Co-facilitation of Learning Collaborative • Initiate sustainability planning • Invoicing on regular basis
July – December 2026	<ul style="list-style-type: none"> • Co-facilitation and wind down of second Learning Collaborative • Sustainability activities • Final invoice

We aim to model a trauma-informed and equitable approach in all elements of this project and across all activities. This work will be done in ways that are participatory, recognizing the stressors experienced by individuals and systems, as well as their strengths and assets, and utilizing culturally and linguistically appropriate methods.

III. RFP Timeline

July 6, 2023	RFP Legal Notice publication in The Boston Globe
July 6, 2023	RFP available online at Bids and RFPs Boston.gov 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks
July 21, 2023	<p>Questions due in writing by 5:00 PM EST to:</p> <p style="text-align: center;">Bronwen White at bwhite@bphc.org</p> <p style="text-align: center;">Subject – RFP TIE Training and Coaching Consultant</p>
July 31, 2023	Responses to questions available for viewing on Bids and RFPs Boston.gov by 5:00 PM
August 7, 2023	<p>RFP due by 11:59 PM EST Submit via email to Procurement@bphc.org</p> <p>Subject line – RFP Trauma-Informed & Equitable Training and Coaching Consultant</p> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p>
August 14, 2023	Eligible candidates will be notified of a Zoom interview by 5:00 PM EST
August 28, 2023	Notification of Decision: Selected candidate will be notified by or before 5:00PM EST of the award.

IV. Minimum Qualifications

Proposers must possess the following qualifications:

- Strong teaching, training and group facilitation skills with adults, including experience in tailoring or adapting existing curriculum to meet community needs
- Strong understanding and background related to trauma-informed and equitable services, including related to vicarious trauma and supporting workforce well-being
- Previous experience (5+ years) in direct service roles (human services, social work, violence prevention, housing services, healthcare, education, youth work, etc.)
- Experience related to Learning Collaborative models, quality improvement, change management or related initiatives, such as providing technical assistance or coaching with human services organizations, programs, or systems around change
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work, including planning, content development and co-facilitation, and program coaching and technical assistance
- Skilled at working collaboratively with partners and stakeholders (including across roles such as direct care staff and managers/directors); experience working with City or governmental programs a plus
- Experience and comfort working with adults around sensitive topics such as trauma, mental health, substance and opioid use, different forms of violence, as well as responding appropriately to disclosures (e.g. of traumatic experiences)
- Experience in mental health, violence prevention, or related fields a plus
- Comfortable managing administrative tasks and providing logistical support to individuals, programs, and agencies
- Comfortable with delivering services remotely (e.g. via Zoom) and in-person
- Strong verbal and written communication skills, including development of accessible slides and other learning tools
- Bi- or multi-lingual is a plus (Spanish/English, Haitian Creole/English)

V. Proposal Requirements

Please submit the following documents:

- Resume or C.V.
- Brief (1-2 page) explanation of how your experiences and skills meet the scope
- Project budget and budget narrative
- If invited for an interview, please be prepared to deliver a 15-minute presentation on your approach and style to:
 - training with service providers
 - coaching with organizations / programs around change
- Two questions you have for the team

VI. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through December 30, 2026.

Location: On-site (Boston, MA) or remote (via Zoom, phone, e-mail, etc.), pending changes in public health guidance.

Total Budget: Up to \$75,000 (\$25,000/yr) of Federal ARPA funding is available through the Center for Behavioral Health and Wellness of the BPHC, to be managed by CBTI.

Selected vendor will be required to enter into the BPHC's Agreement and complete required forms (this includes a CORI) prior to the start day of the contract. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

VII. Submission Instructions

Please submit your Proposal by August 7, 2023 **11:59 PM EST**

Submit via email to Procurement@bphc.org

Subject line – RFP for TIE Training and Coaching Consultant

NO EXCEPTIONS TO THIS DEADLINE, August 7, 2023 by 11:59 PM EST