



COVID-19 Long-Term Recovery Impact Assessment and Collaborative Plan

1/23/2023

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 mission of BPHC's Office of Public Health Preparedness (OPHP) is to enhance community, public health, and healthcare system resilience in order to prepare for, respond to, and recover from emergencies that impact health and access to healthcare.

The federally declared disaster, DR-4496-MA, hereinafter referred to as "COVID-19", has disproportionately affected Black, Latinx, Asian, Indigenous peoples, immigrants, and older adults. The City of Boston was identified by the Massachusetts Department of Public Health as one of twenty municipalities hardest hit by COVID-19.

OPHP seeks proposals from qualified vendors to support collaboration with citywide health and social services providers to understand the current and long-term impacts of the COVID-19 pandemic and develop and operationalize a comprehensive long-term recovery plan. The overarching purpose of this work is to address the long-term human impact of COVID-19. It is widely recognized that the long-term impacts of disasters fall disproportionately upon underserved communities. This project is undertaken in recognition that numerous community organizations, faith-based organizations, social service organizations, and residents have continually adapted their work to meet the needs of the community since the COVID-19 pandemic began. For this reason, it is essential that a long-term recovery planning process be undertaken with input and direction from community partners from the outset.

Additional information is available at: www.bphc.org and <http://delvalle.bphc.org>

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresented 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.

II. Scope of Work

OPHP is soliciting proposals to select one or more vendors, hereinafter referred to as “CONTRACTOR”, to coordinate a collaborative process with citywide health and social services providers.

The goals of this project are to:

- 1) Understand the current and long-term impacts of the COVID-19 pandemic.
- 2) Develop and operationalize a comprehensive long-term Health & Social Services recovery plan.

Such services will be provided by a team of consultants working under the direction of OPHP and may include, but are not limited to, managing a community needs assessment process, supporting collaborative planning with partners, drafting a written plan, gathering partner and resident feedback, publishing the final plan, and other recovery planning functions as needed. The CONTRACTOR must also agree to discontinue services with 30 days’ notice, at no extra cost.

The CONTRACTOR is required to work with community organizations under the direction of OPHP for this participatory and collaborative process. Funding for organizations to conduct community engagement activities will be included within this award and the contracted vendor is expected to pass through the funding to these organizations as part of this contract.

Services will include, but are not limited to, the items listed below. If the Proposer believes additional tasks are warranted, those tasks must be clearly identified in the Proposer’s proposal.

The scope of work shall be completed in accordance with the following guidelines:

1. Provide Project and Fiscal Management (Ongoing)

Duties include the following and any other that might be necessary to complete the scope of services:

- Create a project management plan and timeline
- Schedule and facilitate project management meetings with OPHP

Specific deliverables include:

- Project Management Plan and timeline
- Implementation of project management tools, including a process for sharing and managing all project-related documentation.
- Meeting agendas and notes
- Distribution of stipends to a minimum of ten (10) community partner organizations

2. Manage Program Planning (Approximately March 2023 – May 2023)

The CONTRACTOR will manage overall program planning for this work under the direction of OPHP and community partners. This program planning must include intensive partner engagement to develop processes and to shape the overall approach to the work. This program planning will include:

- Providing stipends to a minimum of ten (10) community organizations to participate in this work. The funding for the stipends will be included in this RFP and will be paid to the

CONTRACTOR to provide to the community organizations. A minimum of \$50,000 of the total proposal amount must be allocated to community organizations and residents to support engagement in the process.

- Co-designing a process to conduct a **Community Needs Assessment (CNA)** that collects and analyzes data about the current and anticipated impacts of COVID-19. The needs assessment will inform the overall Health and Social Services Recovery Plan and Operations.
 - The CNA process will:
 - Be informed by the CDC Community Assessment for Public Health Emergency Response (CASPER) process, FEMA guidance on long-term recovery planning, best practices demonstrated by other urban public health departments, and other equity-based practices for community input gathering.
 - Be participatory, including heterogeneous groups that provide the opportunity for residents, City staff, community organizations, and social service agency personnel to collaborate.
 - Be guided by OPHP, and by a stakeholder advisory group selected and convened by OPHP.
 - Include multiple appropriate methods of gathering data, such as use of focus groups, surveys, video testimony, and in-person community sessions to engage directly with residents and community organizations.
 - Incorporate needs assessments completed by local, community, and state partners.
 - Result in a knowledge base of research around resident needs within the scope of Health and Social Services.
 - Specific deliverables include:
 - A written process and project plan to conduct the Community Needs Assessment.
- Co-designing a process to draft the **Long-Term Health and Social Services Recovery Plan for the City of Boston**
 - The planning process will be informed by best practices in emergency management and public health planning.
 - Specific deliverables include:
 - A written process and project plan to conduct collaborative planning and draft the final plan.

3. Conduct a Community Needs Assessment (CNA) (Approximately April 2023 – June 2023)

The CONTRACTOR will manage a collaborative process to understand the current and potential long-term impacts of the COVID-19 pandemic on the health of Boston residents, including impacts to the health and social services infrastructure. This work includes but is not limited to:

- **Data Gathering and Analysis**
 - CONTRACTOR will gather quantitative and qualitative data related to COVID-19 impacts, as determined in the co-designed process. Data gathering will be conducted

via appropriate methods, such as surveys, key informant interviews, video testimony submission, focus groups, and large neighborhood/community input meetings.

- CONTRACTOR, with direction from OPHP, will ensure engagement of key stakeholders and residents; this may include use of small giveaway items, stipends, gift cards, etc. to bolster resident participation.
- CONTRACTOR will lead data review and analysis, along with assessment data collected from the partner network.
- CONTRACTOR will ensure that CNA findings are shared with partners and residents, and ensure that their input is included in the analysis process; and
- CONTRACTOR will provide administrative and logistical support for meetings and resident/partner convenings, including promotion, event space, food, language access, traditional and graphic facilitation, etc.
- Specific deliverables include:
 - Written records of all data collection tools used
 - All original data collected, both quantitative and qualitative
 - All data collected from partner assessments
 - Summary of methods used for data review and analysis
 - Written record of resources provided to residents for participation in the process
 - Itemized log of all meetings and convenings held, with costs associated for logistical and other support
 - Notes and summary write-up of all meetings and convenings
- **Produce CNA Report**
 - Draft a report summarizing the CNA findings, including summary of the process, data collected, and conclusions from the analysis
 - Specific deliverables include:
 - Full written CNA report in digital format
 - Original files used to compile the report, to support future publication online by OPHP, e.g., image files, video files, narrative text, etc.

4. Create a Long-Term Health and Social Services Recovery Plan for the City of Boston (Approximately June 2023 – end of contract)

The long-term Health and Social Services recovery plan is intended to ensure that resources are aligned and equitably delivered to address the long-term primary and secondary long-term impacts of the COVID-19 pandemic on the health of Boston residents. The CONTRACTOR will manage and implement all aspects of the participatory process to draft the long-term Health and Social Services Recovery Plan. This includes but is not limited to:

- **Hosting and Facilitating Input Sessions**
 - The CONTRACTOR, with direction from OPHP and its advisory group, will ensure that CNA findings are shared with partners and residents, to gather input used to identify and prioritize people-centered strategies to be incorporated into health and social services recovery operations.

- The CONTRACTOR will provide administrative and logistical support for partner and community meetings, including event space, food, language access, traditional and graphic facilitation, etc.
- The CONTRACTOR will support promotion and communications for community convenings
- Specific deliverables include:
 - Itemized log of all meetings and convenings held
 - Notes and summary write-up of all meetings and convenings
- **Drafting and Publishing Final Plan**
 - The CONTRACTOR, with guidance from OPHP and its advisory group, will incorporate CNA findings and community recommendations into the plan. The plan will include clear recommendations and strategies for its implementation, including recommendations for approaches and roles for various City and community stakeholders.
 - The collaborative planning process will culminate with a conference to be held in September 2023, with the purpose of “testing” the draft long-term recovery plan and gathering community feedback. While it is expected that the CONTRACTOR be involved in the conference for the purposes of carrying out the scope of work described herein, event management services for this conference are not included in the scope of this contract.
 - The CONTRACTOR, with guidance from OPHP, will draft the final plan in a format that aligns with traditional emergency management practices, and be written in a manner such that it provides guidance on how to operationalize the plan for the next 3 – 5 years.
 - Specific deliverables include:
 - A draft recovery plan for review by BPHC, due approximately August 2023
 - Participation in the recovery conference to present the draft plan to partners, September 2023
 - A final approved recovery plan, that can be published via both print and online methods to ensure its wide dissemination
 - Related documentation, such as photography and video gathered throughout the planning process to support publishing its components online

III. Minimum Qualifications

1. CONTRACTOR must have demonstrated experience working with local government, community organizations, and Boston residents.
2. CONTRACTOR must have experience leading and coordinating projects similar in size and scope as this one. The identified project manager and key personnel should have extensive experience for projects of similar size, complexity, and subject matter as this project.
3. CONTRACTOR must have demonstrated expertise in design and facilitation of community input processes.
4. CONTRACTOR must have expertise in managing quantitative and qualitative data gathering and analyses.

5. CONTRACTOR must have experience managing funding, including mini-grants and/or stipends, to community organizations and residents and must be able to maintain and provide adequate documentation of completed deliverables to BPHC as required.
6. Experience in emergency management, emergency planning, and/or disaster recovery is strongly desired.

Preference will be given to applicants that hire staff locally from the City of Boston.

Note: Proposals must provide evidence of Qualifications for all items listed above.

IV. Proposal Requirements

The CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services.

Please submit the following documents:

- a. **Qualifications, and Experience:** Please provide a description and brief history/background of your company including the date established, number of employees, qualifications, and the organization's experience and history related to this project. Also identify the qualifications and experience of the key team member(s) that will work on the project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of key team members will not be permitted without prior consultation with and approval of BPHC.
- b. **Brief description of two projects** of relevant experience related to this project (1 page), including samples of work
- c. **Work Plan and Timeline:** Please provide information on how you will conduct each task of the project, identification of deliverables for each task and a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task.
- d. **Itemized quote for services**, including a cost breakdown for each deliverable described above, and an hourly rate to apply to ad hoc work. Please provide information on how you will control project costs to ensure all work is completed within the negotiated budget for the project.
- e. A minimum of **three client references** with complete contact information – preferably from local government, public health, medical, or local educational institutions – for which similar services have been provided. References should include:
 - 1 Date of services provided
 - 2 Brief description of products and services
 - 3 Client/Institution name
 - 4 Current contact person
 - 5 Address
 - 6 Telephone number
 - 7 Email address
 - 8 Contract amount

V. RFP Timeline

Sunday, January 29, 2023	RFP Legal Notice publication in The Boston Globe
Tuesday, January 31, 2023	RFP available online at https://www.boston.gov/bid-listings by 5:00 PM
Friday, February 10, 2023	Questions due in writing by 5:00 PM EST to: Mea Allen – mallen@bphc.org and preparedness@bphc.org Subject – Questions: COVID-19 Long-Term Recovery Planning
Friday, February 17, 2023	Responses to questions available for viewing on https://www.boston.gov/bid-listings by 5:00 PM EST
Tuesday, February 28, 2023	Proposals are due via email by February 28 by 5:00 PM EST : Send the proposal and any supporting documentation to Mea Allen – mallen@bphc.org and preparedness@bphc.org procurement@bphc.org Subject: Response: COVID-19 Long- Term Recovery Planning – [Proposer’s Name] NO EXCEPTIONS TO THIS DEADLINE
Friday, March 17, 2023	Notification of Decision: Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers or cancel the RFP if is in the best interest of the BPHC. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.

VI. Period of Performance and Location

The effective date of providing the required product and services shall be for one year from contract execution, with one-year (2) options to renew contract at the sole discretion of BPHC. Options for renewal for up to two additional 12-month periods.

Location: Remote and occasionally in person at 785 Albany St. Boston MA. 02118, 1010 Massachusetts Avenue, Boston MA 02118 or other nearby locations within the City of Boston. Office hours for BPHC and the City of Boston are 9:00 to 5:00 PM EST.

VII. Project Budget

The not-to-exceed amount for this project is \$310,000.

VIII. Evaluation Process

An evaluation team will score the proposals received in accordance with the terms of this RFP in the following manner:

Qualifications, Experience and References: (60 Points)

Pricing / Rate Proposal: (20 Points)

Work Plan and Schedule: (20 Points)

IX. Submission Instructions

Proposals are due via email by February 28 by 5:00 PM EST.

Subject: Response: COVID-19 Long- Term Recovery Planning – [Proposer’s Name]

Send the proposal and any supporting documentation to Mea Allen – mallen@bphc.org and preparedness@bphc.org and procurement@bphc.org

NO EXCEPTIONS TO THIS DEADLINE