



Career Coach Consultant Request for Proposal

Career Development
Consortium for Professional Development

05/01/2023

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. BPHC envisions a thriving Boston where all residents live healthy, fulfilling lives free of racism, poverty, violence, and other systems of oppression, and where all residents have equitable opportunities and resources, leading to optimal health and well-being.

The mission of the Consortium for Professional Development (Consortium) is to educate, train and inspire Boston's public, private and non-profit public health workforce by providing equitable opportunities and resources for all BPHC employees, specifically employees who identify as Black, Indigenous and Persons of Color who have historically been left out of professional development opportunities that lead to advancements in their careers and support optimal health and well-being.

BPHC defines racial justice as the creation and proactive reinforcement of policies, practices, attitudes, and actions that produce equitable power, access, opportunity, treatment, and outcomes for all people regardless of race. More information about the BPHC and its Racial Equity and Justice work and Anti-Racism Policy can be found at <https://bphc.org/RacismCrisis>.

The goals of the Consortium for Professional Development are to:

- Create a climate of continuous learning and professional advancement within the Boston Public Health Commission
- Create a culture of welcoming and connectivity across the BPHCs Bureaus, Public Health Service Centers and Offices.
- Increase competencies of the public health workforce to develop, deliver and sustain public health programming for residents of the City of Boston
- Provide consistently outstanding public health training and education services for the residents of Boston and those who serve them.

The Consortium is seeking to enhance its professional development programming to include Career Coaching Support to meet the professional development needs of the BPHC workforce. The vendor(s) will work with the Consortium to develop a Career Coaching Support program aligned with the BPHCs Mission and Anti-Racism policy. The vendor(s) will also support capacity building of Consortium Training staff, BPHC Training Collaborative, Human Resources and the Office of Racial Equity and Community Engagement employees through a train-the-trainer model and provision of short-term coaching.

Development of a Career Coaching Support program should support the career growth and ongoing learning of all 1200+ BPHC employees to ensure a strong and diverse public health workforce.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) 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. Massachusetts-based businesses can get certified for free. For more information about becoming a become certified, go to mass.gov/supplier-diversity-office and/or boston.gov/econdev.

II. RFP Timeline

May 1, 2023	Posted on BPHC.org by 10:00 AM EST
May 5, 2023	Questions due in writing by 5:00 PM EST to: Anissa Ray, Aray@bphc.org , & Procurement@bphc.org Subject – RFP Career Coaching Support Questions
May 10, 2023	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST
May 22, 2023	Proposal are due via email by May 22, 2023, by 5:00 PM EST: Subject – “Proposers Name” RFP Career Coaching Support Email: Procurement@bphc.org NO EXCEPTIONS TO THIS DEADLINE
June 2, 2023	Notification of Decision: Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers. 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.

The BPHC seeks qualified vendors (this can include institutions/organizations, individuals, or teams) that have demonstrated capacity and established methods of providing Career Coaching Support programs for a diverse public health workforce and implementing train-the-trainer models.

Curriculum Ownership

The Contractor shall at all times recognize BPHC as the sole owner of the curriculum. As the sole owner, BPHC shall at all times have complete control over the access, use, disclosure, and disposition of the information and all related materials.

Deliverables:

The Contractor shall work closely with the Consortium and other BPHC stakeholders to design a Career Coaching Support program that includes:

1. Curriculum that supports the three levels of professional development:
 - a. Core Skills
 - b. Management/Supervisor
 - c. Leadership
2. Train 30 BPHC employees and provide short-term coaching.
3. Deliver Career Coaching toolkit including guide, workbooks, resources, videos, etc.
4. Evaluation plan to evaluate the impact of the program.
5. Program design should include in-person and virtual engagement.

Vendor(s) should conduct a review of other similar curricula/training available.

The Contractor will:

- By Month 1 and throughout the project
 - By Month 1, provide summary of other similar Career Coaching Support programs available and an overview of proposed curriculum.
 - At least 1x per month meet with Consortium staff and other BPHC stakeholders.
 - Provide support and feedback to Consortium staff and other BPHC stakeholders.
- By Month 3
 - In consultation with the Consortium and stakeholders, provide a draft of designed Career Coaching Support program, toolkit, and evaluation plan.
- By Month 6
 - In consultation with the Consortium and stakeholders, hand-off designed Career Coaching Support program, toolkit, and evaluation plan.
 - Train 30 identified BPHC employees in implementation of the curriculum.
 - Provide coaching to trained staff.

IV. Minimum Qualifications

Proposers must possess the following qualifications for each role and assignment as indicated:

- Demonstrated success in developing Career Coaching Support programs for a diverse public health workforce.
- Familiarity with the history of racism in Boston and Massachusetts.
- Experience in adult learning and training methods.
- Experience facilitating inclusive, collaborative processes, including direct experience working with and engaging Seniors Leaders, staff, and other key stakeholders.
- Familiarity with the Boston Public Health Commission and the City of Boston preferred.
- Experience working with government agencies and non-profit organizations.

V. Application Instructions

Please submit the following documents:

Review will be based on responsiveness to the elements of the scope of work and qualifications. Proposal narrative not to exceed 10 pages, Times New Roman, 1.5-line spacing, 12-point font. The page limit does not include cover page and requested attachments (resume, budget sheet, etc.).

Selected vendor will be required to enter into the BPHC's standard contract and complete required forms (including a CORI) prior to the start of the contract.

- I. Organizational experience: Provide details of your organization's experience developing career coaching programming, specifically for the Public Health Workforce with a focus on BIPOC employees. Include experience incorporating Racial Justice and Health Equity into content (addressing biases in supervision and other systems of oppression that impact BIPOC employees). Also include experience developing and implementing effective evaluation of career coaching programming.
- II. Project plan, resumes, and examples of relevant work should address these elements:
 - a. Statement of Consultant's philosophy and approach to Racial Equity and Justice.
- III. Work plan of no more than 5 pages addressing qualifications, approaches, and strategies to the work.
- IV. Resume(s) for all proposed personnel for the project will not count towards the 10 pages.
- V. Timeline of activities/deliverables:
 - a. Including confirmation to work within the stated timeline.
- VI. Proposed Budget and narrative: (2 pages maximum - will not count toward 10-page limit for justification).
 - a. Detailed budget must include costs specific to activities and deliverables within the scope of work. Budget must include the hourly rate for deliverables and activities. Budget should not exceed \$100,000.
 - b. This will be funded by BPHC's CDC Health Disparities Grant.
- VII. Include a report, work plan, and examples of relevant work conducted by the applicant. Include two references for comparable work. (Does not count toward 10-page limit for justification).

VI. Submission Instructions

Please submit your Proposal by May 22, 2023, 5:00pm:

Email: Procurement@bphc.org

Subject line and Tile must be: "Prospect's Name" RFP Career Coaching Support