



Request for Proposal
Questions and Responses

Request for Proposal: Training & Coaching Consultant for Trauma-Informed & Equitable Learning Collaborative

Proposal Due Date: 8/7/2023 11:59pm

Q1: Could you clarify the scope of work for the consultant, particularly the expected number of training sessions and coaching sessions within the given timeline?

A: Generally, the scope is to develop and deliver training and capacity building sessions, see the RFP *Scope of Work* section, *Anticipated Activities*, (pgs. 2-3) for more details. More specifically, the number of training and coaching sessions will be variable based on participant learning needs and our team capacity. The consultant will co-facilitate with the ARPA Program Manager and other members of the BPHC team, and might not be in every training depending on availability and content (e.g. booster sessions on specific topics, scheduling needs, etc.). Broadly, we are aiming to train 600 people over three years, including 12 new trainers.

Q2: What are the key criteria that will be used to evaluate proposals for this RFP?

A: The key criteria for evaluation will be based on sections in the RFP: *Minimum Qualifications* (p. 5) and *Proposal Requirements* (p. 5).

Q3: Is there a preference for the consultant to be based in Boston, or is remote work also acceptable?

A: As trainings and coaching sessions will be held both in-person and remotely, the consultant will need to be able to travel to Boston for in-person trainings and/or coaching sessions when they arise.

Q4: How will the evaluation and measurement of success for the Trauma-Informed & Equitable Learning Collaborative be conducted?

A: We are working with an evaluation consultant who will be utilizing a participatory, mixed methods approach (e.g. survey questionnaires, focus groups, key informant interviews, document reviews, etc.) and partner closely with the training consultant and team to evaluate and measure the success of the Collaborative.

Q5: What resources and support will be provided to the selected consultant during the implementation of the Learning Collaborative?

A: CBTI's models a trauma-informed and equitable approach in our own internal process, which includes co-facilitation, time to get to know one another and co-develop content and practice, and reflection and debrief following sessions to further strengthen our practice. The consultant will work closely with the full-time ARPA Program Manager, and the CBTI and Center Directors will be available for support and consult as needed; we may be able to refer to our network of resources when possible/available.

Q6: Can you provide more information about the living wage ordinance and how it will impact the payment and compensation for the Training & Coaching Consultant?

A: The living wage for Boston is \$17.55. Any staff employed by a vendor awarded this RFP would need to be paid that rate at a minimum. This rate is required of any vendors awarded a contract of \$25,000 and above. If a vendor cannot meet the living wage threshold of \$17.55, they may apply for a waiver with the City of Boston living wage division. To learn more about the living wage please go to <https://www.boston.gov/worker-empowerment/living-wage-division>

Q7: How will the consultant be involved in the sustainability planning of the Learning Collaborative beyond the proposed timeline?

A: The quality improvement model we utilize focuses on ensuring that the trauma-informed and equitable systems changes continue beyond the Learning Collaborative; part of the role of the consultant will be to support programs in ensuring sustainability of learning and changes and will be part of conversations with the project team about sustainability more broadly.

Q8: Are there any specific themes or focus areas that the Center for Behavioral Health & Wellness is particularly interested in addressing during this Learning Collaborative?

A: Themes and focus areas are indicated in the *Overview* section of the RFP (p. 2)- (e.g. trauma-informed and equitable care, vicarious trauma and workforce well-being, mental and behavioral health and quality improvement, focusing on the City workforce).

Q9: Could you provide more information about the expected format of the 15-minute presentation that candidates will be required to deliver during the interview process?

A: Typically, we request candidates to deliver a presentation they have done previously that relates to the RFP scope, that demonstrates their approach to facilitation and understanding of relevant content.

Q10: Are there any additional supporting documents or references that the consultant should include in the proposal submission?

A: For finalists we will request references (i.e. name and contact information for those who have previously engaged consultant services for trainings/coaching). The initial proposal should be 1-2 pages.

Q11: How will the Center for Behavioral Health & Wellness and the CBTI collaborate with the selected consultant to ensure a trauma-informed and equitable approach throughout the project?

A: This typically involves planning meetings where we can utilize trauma-informed approaches to working together, set expectations for how we will work together, set goals for the project, discuss our own needs and strengths and how we can support one another as a team. This includes being explicit about navigating the ways our identities and experiences influence our work. We also will have time for debrief and reflection following trainings. We seek to model a “culture of care” and support work-life balance, while maintaining our ethical obligations to participants and our baseline fiscal responsibilities.

Q12: Could you provide further information on the specific stakeholders or target audience that the Trauma-Informed & Equitable Learning Collaborative will be designed to serve? Which programs, organizations, or systems in the City of Boston are expected to participate in this initiative?

A: The specific stakeholders will be City of Boston programs.