

CAPACITY BUILDING & TRAINING INITIATIVE – DIVISION OF VIOLENCE PREVENTION

*In partnership with* THE CENTER FOR BEHAVIORAL HEALTH & WELLNESS

## **REQUEST FOR PROPOSAL**

*Evaluation 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 qualified consultants to lead the evaluation 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 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

The Capacity Building & Training Initiative, in partnership with the Center for Behavioral Health and Wellness, is seeking a consultant or consultant team to support us in developing and implementing a program evaluation plan for our Trauma-Informed & Equitable Learning Collaborative model focusing on the City workforce.

Evaluation is a core element of the Boston Public Health Commission's work. During the planning phase of this initiative (July-December 2023) our team will co-design the Learning Collaborative itself, building from existing best practices and tailoring to the strengths and needs of City stakeholders. A

participatory, data-driven approach to this design process (including an Advisory Group, focus groups, key informant interviews, review of existing data, metrics and literature) will be essential to its success.

During the launch of the pilot Learning Collaborative in late 2023-early 2024, the ongoing collection and analysis of program data will be crucial in tracking trends and determining the impact of the initiative, and areas of improvement. Needs to collect additional data, as well as the creation or strengthening of data collection or management systems, may also arise during the implementation phase.

We aim to model a trauma-informed and equitable approach<sup>1</sup> in all elements of this project, including in our evaluation efforts. A priority for our team is for the program evaluation to be conducted via a intersectional, racially equitable lens. This includes methods and deliverables that are culturally and linguistically relevant, and recognizes the stressors experienced by individuals and systems, as well as their strengths and assets.

**Specific consultant activities include:**

- Work with the Capacity Building & Training Initiative and Center for Behavioral Health & Wellness teams and other key stakeholders to develop a detailed evaluation workplan
- Work with CBTI and key stakeholders to identify or develop specific evaluation questions and associated metrics related to:
  - Provider knowledge and preparedness related to trauma-informed and equitable approaches
  - Workplace programming, policies, protocols, and climate, and impact of these on staff and constituents
  - Current understanding of general, versus specific, behavioral health needs of clients served (ie- substance use issues, suicidality, trauma, etc.)
  - Behavioral health (BH) accessibility issues - especially as related to differences in demographic characteristics (ie- current BH waitlists or difficulties accessing BH services, reports of clients not being able to understand and/or navigate existing BH systems, etc.)
  - Current gaps in BH services and how these impact clients served (as well as staff morale, moral injury, etc.)
  - Whether/how trauma-informed and equitable training and coaching activities support staff and programs to be equipped and/or empowered in their roles, especially as related to handling client BH needs and related requests

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<sup>1</sup> The Boston Public Health Commission's Capacity Building & Training Initiative defines trauma-informed approaches as those which 1) recognize the impact of trauma and opportunities to respond, 2) promote physical and emotional safety, 3) foster positive relationships, 4) affirm individual and community strengths and resiliency, 5) builds a culture of self-care, and 5) support racial justice and health equity. By racial justice and health equity we mean practices, policies and environments that ensure individuals can experience full health potential and wellness as experienced and honored through one's many intersecting identities (race, sex & gender, sexuality, socio-economic status, ability status, immigration status, religion, and more), and that of their family and communities.

- The dose-response relationship between the proposed interventions and resultant changes within participating programs and systems, and/or what other characteristics or factors influence the likelihood of achieving the desired outcomes (such as readiness, morale, etc.)
- Other questions and metrics as determined during the planning process
- Based on these questions and metrics, work closely with CBTI and key stakeholders to develop focus group and individual interview guides, parameters for literature reviews, survey questionnaires, and other strategies for baseline data collection
- During the planning phase, support CBTI and key stakeholders in planning for and initiating standardized approaches to data collection and/or reporting to the Initiative during the implementation phase, including providing technical assistance as needed in the creation or strengthening of data collection tools or data management systems
- During the planning phase, lead collection of qualitative and quantitative data
- During the implementation phase, ensure timely collection, analysis, and synthesis of data reported by key stakeholders
- Produce clear and accessible reports on qualitative and quantitative findings to be shared back with CBTI and key stakeholders on a timeline agreed upon in the workplans
- Participate in phone calls, in-person meetings, and e-mail correspondence, with City, community and federal partners as needed.

Please see below for a proposed timeline of activities.

| Time Period             | Anticipated Activities   |
|-------------------------|--|
| July – September 2023   | <ul style="list-style-type: none"> <li>● Orientation Meeting with project team</li> <li>● Review of existing literature and data previously collected, draft evaluation metrics, project Logic Model</li> <li>● Creation &amp; presentation of evaluation plan for initiative</li> <li>● Co-facilitation of additional focus groups, key informant interviews, etc.</li> </ul> |
| October – December 2023 | <ul style="list-style-type: none"> <li>● Development and implementation of baseline evaluation measures</li> </ul>   |
| January – June 2026     | <ul style="list-style-type: none"> <li>● Monitoring and reporting on monthly basis</li> </ul>  |
| July – December 2026    | <ul style="list-style-type: none"> <li>● Planning for close-out report</li> <li>● Delivering of close out report</li> </ul>  |

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 <a href="#">BPHC RFPs and Bids   Boston.gov</a> <b>10: AM EST</b> . RFP will also be disseminated via e-mail to relevant networks  |
| July 21, 2023   | Questions due in writing by 5:00 PM EST to:<br><br>Bronwen White at <a href="mailto:bwhite@bphc.org">bwhite@bphc.org</a><br><br>Subject – Evaluation Consultant for Learning Collaborative                                     |
| July 31, 2023   | Responses to questions available for viewing on <a href="#">BPHC RFPs and Bids   Boston.gov</a> by 5:00 PM   |
| August 7, 2023  | RFP due by 11:59 PM EST Submit via email to <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a><br><br>Subject line – Evaluation Consultant for Learning Collaborative<br><br><b>NO EXCEPTIONS TO THIS DEADLINE</b> |
| August 14, 2023 | Eligible candidates will be notified of a Zoom interview by <b>5:00 PM EST</b>   |
| 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 for each role and assignment as indicated:

- Master’s or doctorate degree in public health, social work, education, psychology, sociology, or a related field preferred, or bachelor’s degree with 10+ years-experience in program evaluation design and implementation
- 3+ years’ experience leading or having major shared responsibility for conducting program evaluation or research projects related to mental health, trauma-informed care, youth development, violence intervention and prevention, social determinants of health and racial equity, or related topics
- 3+ years’ experience conducting evaluation in real-world operational settings through building effective rapport with diverse populations of both service providers and residents, such as: youth workers, clinicians, mental health providers, educators, recovery and housing services providers, family advocates, youth (10-18 years old), parents and caregivers, English Language Learners, those with low levels of literacy, systems-involved individuals (e.g. incarcerated or formerly incarcerated, child welfare, immigration), LGBTQ/T individuals, and those impacted by violence
- Demonstrated commitment to a strengths-based, participatory approach to evaluation, including: a collaborative, reflective work style; a racial and gender equity lens; a positive youth

development approach; and an awareness of the impact of trauma on individuals, communities and systems

- Possess software packages (e.g. Statistical Analysis System (SAS), Statistical Package for Social Sciences (SPSS), Excel, R, Epi Info, etc.) for quantitative data, and be able to verify, enter, analyze and interpret program data and present findings in an accessible format
- Possess software packages (e.g. Excel, Dedoose, NVivo) for qualitative data, be able to verify, enter, analyze and interpret qualitative data and present findings in an accessible format
- Ability to meet deadlines and reporting and invoicing requirements as required by BPHC
- Excellent written and verbal communication skills
- **Bilingual/bicultural applicants strongly encouraged to apply.** To learn more about the City of Boston's equitable procurement policy and how to become certified as a minority-, woman-, or veteran-owned small business, please visit: <https://www.boston.gov/get-your-business-certified>

## V. Proposal Requirements

Please submit the following documents:

- Resume or C.V.
- Explanation (2-3 pages) of how your experiences and skills meet the scope
  - Please attach 2 examples of previous work that is relevant to this work area (report, article, presentation, etc.)
- What are 1-2 challenges you anticipate in meeting the project scope? What are 1-2 areas you find particularly interesting, exciting or meaningful?
- Two questions you have for the project team
- Project budget and budget narrative

## 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 or Remote (via Zoom, phone, e-mail, etc.) or pending changes in public health guidance.

Total Budget: Up to \$135,000 (\$45,000/yr) of Federal ARPA funding is available through the Center for Behavioral Health and Wellness of the BPHC.

Selected vendor will be required to enter into the BPHC's Agreement and complete required form (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](mailto:Procurement@bphc.org).

Subject line – RFP Evaluation Consultant for Learning Collaborative

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