



Request for Proposals of Program Development Consultant

Boston REACH Grant
Community Initiatives Bureau

05/31/24

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

The U.S. Centers for Disease and Prevention (CDC) granted BPHC a Racial and Ethnic Approaches to Community Health (REACH) 2023 award to reduce racial and ethnic health disparities in chronic disease through specific policy, systems, and environmental change strategies. One of these strategies is to increase local level Early Childcare and Education policies and activities that improve, nutrition, physical activity, and breastfeeding standards. Boston has elected to focus on the update and redesign of the Boston Healthy Childcare Initiative (BHCCI) Learning Collaborative.

The BPHC seeks a consultant to co-create a culturally and linguistically informed BHCCI Learning Collaborative in English and Spanish. The consultant will work with BPHC to identify stakeholders at the state and local level and inform a working group to inform the creation of the learning collaborative. The final materials should include a facilitation guide, participants guide, and a series of learning collaborative sessions ranging from 60 to 90 minutes. These should have handouts and activities that align with each session - the number of sessions to be determined by BPHC and the working group.

II. Background

The Boston Healthy Childcare Initiative (BHCCI) is a program in The Division of Chronic Disease Prevention and Control at the Boston Public Health Commission. BHCCI's goal is to promote policy, systems, and environmental change strategies in childcare settings to increase the number of childcare programs that provide access to healthy food and beverages, physical activity and breastfeeding opportunities and to decrease screen time. The BHCCI Learning Collaborative is offered in English and Spanish to Early Childcare programs in Boston. In-home family childcare programs and center-based programs are eligible to participate. Educators participate in group learning and action-planning sessions to create goals and action steps to ensure a healthy environment for children and themselves.

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), 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.

Massachusetts-based businesses can get certified with no cost. For more information on how to become a CUBE, click on the following links [mass.gov](https://www.mass.gov) and/or [boston.gov](https://www.boston.gov)

III. Scope of Work

The consultant will work with BPHC to identify stakeholders at the state and local level to form a working group to inform the creation of the learning collaborative. The final materials should include

a facilitation guide, and participants guide, and a series of learning collaborative sessions ranging from 60 to 90 minutes with handouts and activities that align with each session - the number of sessions to be determined by BPHC and the working group.

- Support the formulation and ongoing facilitation of the BHCCI working group between July 2024 and April 2025. Provide technical and administrative support to two working group co-chairs selected by BPHC and support a 10-member Working Group. The group will consist of Family and Child Care Educators, The Office of Early Childhood, CACFP representative, Strong Start Professional Development Center for Early Education, and Parents.
- Facilitate minimum of 10 monthly meetings between July 2024 and April 2025. Meet with co-chairs, prior to and after meetings to support development of committee, facilitate creating meeting agendas and desired outcomes. Prepare materials for meetings including slide decks, facilitated activities, other background documents
- Facilitate shared decision making by committee members and BPHC
- Develop a BHCCI Nutrition and Breastfeeding Learning Collaborative.
 - By September 2024, Support BPHC to complete a Boston ECE landscape assessment by engaging with the working group to collect TBD information for the assessment.
 - By September 2024, Produce a draft outline of the learning outcomes for the learning collaborative.
 - September- December 2024: Create the Learning Collaborative PowerPoint presentations sessions and identify resources for the toolkit that include nutrition posters, books and toys related to the topics in the Learning Collaborative.
 - January 2025, share draft Learning Collaborative presentations with workgroup and begin to incorporate feedback.
 - By March 2025, create a draft Participants guide and a Facilitation guide.
 - By end of April 2025, incorporate feedback from BPHC and working group to produce final Learning Collaborative sessions, toolkit, participant and facilitation guide.

IV. Minimum Qualifications

Respondents must possess the following qualifications:

- a. At least 5 years of experience facilitating, developing, documenting, implementing trainings for adult learners. Experience with creating norms for professional learning and knowledge of strategies to increase access to healthy food a plus.
- b. Knowledge of racial justice and health equity analyses and frameworks. Knowledge of racial and ethnic inequities pertaining to the Early Childcare setting.
- c. Demonstrated experience working with Black or African American communities, and Hispanic or Latino communities (preferably in the city of Boston).
- d. Demonstrated experience facilitating and working collaboratively with diverse stakeholder groups. Experience working with Early Childcare Educators or systems preferred.

- e. Effective communication and project management skills to keep tasks moving forward in the most expedient manner possible, while at the same time being able to clearly explain issues, solutions, and best practices to BPHC staff.
- f. Demonstrated experience creating slide decks, creating agendas, minutes and writing reports that is organized and in plain language.

V. RFP Timeline

Thursday, May 30 th , 2024	RFP Legal Notice publication in The Boston Globe
Friday, May 31 st , 2024	RFP available online at www.boston.gov/RFP by 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks
Monday, June 10 th , 2024	Questions due in writing via email by 5:00 PM EST to: Boston REACH Project REACH@bphc.org and Sonia Carter at socarter@bphc.org Subject – BHCCI RFP Questions
Thursday, June 13 th , 2024	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST
Friday, June 28 th , 2024	Proposals due by 5:00 PM EST Submit via email to: Procurement@bphc.org and REACH@bphc.org Subject line – RFP for Program Development Consultant NO EXCEPTIONS TO THIS DEADLINE
Friday, July 5 th , 2024	Eligible candidates will be notified of a Zoom video interview by 5:00 PM EST
Monday, July 15 th , 2024	Notification of Decision: All candidates will be notified by or before 5:00PM EST of the award

VI. Period of Performance, Contract and Location

The anticipated period of performance for this project is Monday, July 22nd, 2024 – April 30, 2025. The first contract period (Year 1) will be Monday July 22nd, 2024- September 29, 2024. Subject to BPHC being awarded additional funds, the second contract period (Year 2) will be September 30th, 2024-April 30th, 2025. Option to extend beyond April 2025 subject to future project needs and funding.

Performance Location: BPHC project staff are located at 1010 Mass Ave., Boston, MA 02118. Office hours 9:00 to 5:00 PM EST and occasional weekends. Most meetings will take place virtually via Teams or Zoom, with the option to hold some In Person meetings with community partners and REACH team. Consultancy proposals from outside Boston, MA area are welcomed, please budget for occasional travel to Boston throughout the project period.

VII. Proposal Requirements

Contract Award: The contract award is up to \$30,000 for Year 1 (July-Sept 2024) and up to an additional \$50,000 for Year 2 (Oct 2024-April 2025). Should more funding become available, the project can be extended.

Budget Guidance:

- Submit a detailed, itemized line budget and justification with two budget periods. Period 1 is July-Sept 2024, and period 2 is Oct 2024-April 2025. Allowable costs include salaries and wages, fringe benefits, travel, equipment, supplies, indirect cost capture (overhead).
- Budget submission must include all expected costs associated with the facilitation of the BHCCI Working group and the design of the Nutrition and Breastfeeding Learning Collaborative between July and Sept 2024, and between Oct 2024-February 2025.
- Indirect Cost Capture is capped at 10% of Modified Total Direct Cost (MTDC) Base unless the vendor has a Federally Negotiated Rate Agreement. If you have a Federal Rate Agreement, please submit it with your proposal. *MTDC Base definition: Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment costing \$5,000 or more for an individual piece of equipment, capital expenditures of \$5,000 or more, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*
- 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>.

VIII. Application Instructions

Please submit the following documents:

Cover Sheet: Limit 1 Page

- a. Applicant Name and Logo
- b. Proposal/Content Contact Name, Address, Telephone, Email
- c. Fiscal/Contracts Contact Name, Address, Telephone
- d. Applicant website and social media handles (if applicable)
- e. Federal Tax ID #
- f. Proposed Budget Total

Proposal: Limit 12 Pages

- a. Description of applicant's background and related experience
- b. Examples of recent past (1) stakeholder facilitation experience and (2) program development process including examples/sample(s) of relevant work and outcomes. Examples of presentations created in plain language for adult learners, facilitation guides and training toolkits are encouraged.
- c. Scope of work and timeline for period of performance (approximately July 24, 2024 – April 30, 2025)
- d. Two Itemized budgets: 1 for Year 1 (July-Sept) and one for Year 2 (Oct 2024- April 2025.) Include hourly rates and unit costs for activities and deliverables.
- e. Budget narrative describing how expenses in budget support goals and deliverables of RFP.
- f. Number all pages

Appendix: Limit 12 Pages

- a. Resumes/ CVs and descriptions of roles/responsibilities for all involved in the consultancy
- b. At least two professional references from clients who have contracted with applicant for services similar to those defined in this RFP
- c. Any relevant additional work samples not included in the proposal
- d. Number all pages

VIII. Submission Instructions

Please respond *on or before* **Friday, June 28th, 2024**, by 5:00 PM EST.

Submit proposal and appendix as separate PDF documents in a single email to Procurement@bphc.org and copy REACH@bphc.org

Subject line – RFP for BHCCI Consultant

**RESPOND BY Friday, June 28th, 2024, 5:00 PM EST
NO EXCEPTIONS TO THIS DEADLINE**