



Request For Proposal
Of
Professional Career Coach Consultant

Career Development
Consortium for Professional Development Office

03/21/2024

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*. 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.

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 purpose of the Consortium for Professional Development (Consortium) is to design, develop, and deliver impactful, equitable, and inclusive learning opportunities for the public health workforce community. Our goal is to inspire and promote personal growth and career advancement to address the public health challenges of our time.

The Consortium is seeking to offer professional career coaching to BPHC employees seeking support and guidance to advance their careers. Professional Career Coaching will be an added component to the existing Consortium professional development programming. The vendor(s) Proposers/Bidders should have familiarity with the BPHC, the BPHC Mission, Anti-Racism policy and Core Values. The selected vendor should also have a deep understanding of the issues Black and Indigenous people of Color face in the workplace. The BPHC employes a diverse workforce of 1300+ employees, the vendor should reflect the staffing within the BPHC.

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 CUBE, go to mass.gov/supplier-diversity-office and/or boston.gov/econdev.

II. RFP Timeline

Tuesday, April 16 th , 2024	Posted on The Boston Globe
Thursday, April 18 th , 2024	RFP available online at 10:00 AM EST at boston.gov/rfp
Monday, April 22 nd , 2024	Questions due in writing by 5:00 PM <u>EST</u> to: Anissa Ray, Aray@bphc.org , & Procurement@bphc.org Subject – RFP Career Coaching Support Questions
Friday, April 26 th , 2024	Responses to questions available for viewing on boston.gov/rfp by 5:00 PM EST
Thursday, May 2 nd , 2024	Proposal is due via email to RFR@bphc.org Subject: “Proposers Name” - RFP Career Coaching Support NO EXCEPTIONS TO THIS DEADLINE
Monday, May 20 th , 2024	Notification of Decision: Desired date to award. BPHC has the discretion to <u>extend this time period without notice to the applicants</u> . All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless an applicant notifies BPHC that they are withdrawing their application.

III. Scope of Work

The BPHC seeks qualified vendors (this can include institutions/organizations, individuals, or teams) that have demonstrated capacity and established methods of providing Professional Career Coaching for a diverse public health workforce. Applicants should be proven, highly effective coaches who specialize in working with Black, Indigenous, and people of color (BIPOC) at all career levels.

The identified vendor will provide one-on-one coaching to BPHC employees. Employees should gain skills to navigate their career and potential transitions with confidence, providing concrete next steps for participants to advance their careers and move from a place of uncertainty and confusion to clarity and momentum. Many employees are returning to the office after the onset of the pandemic, and need support navigating remote / hybrid workplace settings, considering employee/leader burnout, work-life balance, as well as the presence of racial and/or workplace trauma.

The one-on-one career coaching sessions are expected to be 60-minute sessions, private, and confidential. These sessions may be scheduled at a time convenient for both the BPHC employee and coach.

Team and Group coaching will be 90-minute sessions and confidential amongst the Team or Group. Teams and Groups should gain skills that foster an inclusive and supportive environment for all BPHC employees that align with the BPHCs Core Values. BPHC employees should also gain skills and confidence in managing hybrid teams, conflict resolution, and work-life balance. These sessions will be scheduled in collaboration with the Team or Group leaders and the coach.

All career coaching sessions may cover a range of topics, including career goal setting, management skills, team management, conflict resolution, leadership and executive presence, time and stress management, communication skills, career planning and mapping, navigating racism in the workplace, and self-advocacy. The exact content of the coaching sessions will be determined based on the precise situation, needs, and goals of each BPHC employee, Team and/or Group.

IV. Deliverables

The Contractor shall work closely with the Consortium and other BPHC stakeholders to provide in-person and virtual Professional Career Coaching to the following BPHC employees:

1. Employees enrolled in an Emerging Leaders program (*approximately 60 employees) will have two group and three 1:1 coaching sessions.
2. Employees enrolled in the Supervisor/Manager training (*approximately 60 employees) will have two group and two 1:1 coaching sessions.
3. Employees who are assigned one-on-one coaching by Human Resources to address an identified area of growth (*approximately 60 employees).
4. Leadership team coaching sessions for Bureaus (6), Offices (8), and Public Health Service Centers (5) will receive three team coaching sessions.

**Estimated numbers of employees based on length of contract.*

V. Contractor Obligations timeline

- By Month 1 and throughout the project
 - Provide a schedule for professional career coaching sessions for each of the identified groups.
 - Schedule of bimonthly meetings with the Consortium Director, Chief People Officer and other BPHC stakeholders.
 - In consultation with the Consortium Director, design a reporting process to inform both parties of assigned staff, missed session, and other logistical information to support employees actively engaging with assigned coaching sessions.
 - In consultation with the Consortium and Human Resources, provide a draft of an evaluation plan and tool.
- By Month 2
 - In consultation with the Consortium and Human Resources, provide a final evaluation plan and tool.
 - Provide 10% of professional career 1:1 and 10% of group sessions.
- By Month 6
 - Provide 65% of professional career 1:1 and 65% of group sessions.
 - Share collected evaluations.
- By Month 9
 - Provide 100% of professional career 1:1 and 100% of group sessions.
 - Share collected evaluations.

Note: for the above deliverable items, please provide a timeline table with all planned activities and objectives until fully completed by month 9.

VI. Minimum Qualifications

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

- Demonstrated success in providing Professional Career Coaching for a diverse public health workforce, with at least 3 years of experience.
- Familiarity with the Boston Public Health Commission and the City of Boston preferred.
- Familiarity with the history of racism in Boston, Massachusetts, and the US.
- Experience in adult learning and emotional intelligence.
- Experience with personality assessments (Lumina, Strength Finders, etc.), disseminating, collecting, and discussing results with coaches, utilizing the results to support career advancement.
- Experience working with government agencies and non-profit organizations.

V. Submission 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(s) will be required to enter 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 providing professional career coaching, specifically for the Public Health Workforce with a focus on BIPOC employees. Include experience incorporating 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 \$150,000. Including Overtime and indirect cost
 - 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).

Final Reminder:

Email complete packet in PDF file with Subject: “Company name” - RFP
Career Coaching Support to RFR@bphc.org