



Racial Justice and Health Equity Initiative Professional Development Series

REQUEST FOR QUOTES

DUE December 12, 2011, 10:00 AM

Race Justice Caucusing Facilitation

Background

The purpose of this request is to solicit quotes for individuals or organizations to facilitate race-based affinity group caucusing for a cadre of racial justice facilitators within the Boston Public Health Commission (BPHC). One caucus will be conducted for White facilitators, and one for facilitators of color.

Racial justice and health equity are priorities of the Boston Public Health Commission. To build our organizational capacity to reduce health inequities and advance racial justice throughout Boston, all BPHC staff will participate in a professional development series on racial justice and health equity, beginning October 2011.

The professional development series includes workshops, coaching, and dialogues focusing on racism, social determinants of health, health inequities, and strategies to advance health equity in all of BPHC's work. The Series is part of a larger Racial Justice and Health Equity Initiative, which aims to integrate health equity and racial justice principles and practices into all Commission work (internal and external) in order to measurably reduce inequities in Boston. Identified facilitators will facilitate the workshops and provide coaching to staff on the integration of skills.

Objective of Project:

To assist the Boston Public Health Commission in preparing workshop facilitators to facilitate discussion and respond effectively to questions on challenging topics by deepening individual and collective understanding of identity, power, privilege and oppression, and how these influence one's experience and personal biases.

Activities:

1. Facilitate race-based affinity group caucuses
2. Provide technical assistance to the RJHE Initiative development team

Selection Criteria:

Submissions will be reviewed on the basis of:

1. Documentation of your experience as a facilitator of racial justice/anti-racism learning, including experience in facilitating race-based caucusing
2. Range of groups for which you are qualified to facilitate racial affinity groups
3. Demonstrated experience working collaboratively with a client agency
4. Availability to plan and facilitate an initial session on December 2, 2011 in Boston, MA
5. Cost

BPHC will evaluate proposals and interview finalist applicants. The successful applicant(s) will be required to sign a Boston Public Health Commission standard contract.

Proposal Outline

1. Experience and Background (no more than 5 pages). If applying as an organization, indicate names and experience of specific staff that will perform work.
 - Describe your experience and work in undoing racism, addressing institutional racism/structural racism and team building, and the organizations with whom you have worked.
 - Describe your experience facilitating race-based caucusing.
 - Describe your relevant facilitation experience.
2. Affirm your availability to facilitate in Boston on a date to be negotiated in January 2012, and participate in collaborative planning (by phone or in person) prior to the session.
3. List 3 references with contact information
4. Attach resume
5. Proposed rate, inclusive of all expenses. Provide a daily rate for facilitation, and an hourly rate for technical assistance. BPHC will provide space and reasonable supplies and materials requested at least two (2) weeks in advance.

Inquiry and Submission Process:

Questions about this RFR may be referred in writing to Brad Cohen at bcohen@bphc.org.

All qualification submissions will be a matter of public record following awards.

Please submit a typed response to the proposal outline, a resume, a list of references, daily and hourly rates of delivery inclusive of all expenses, and a signed cover sheet. Responses will be accepted by email, with paper copies received within one week following the deadline. Responses must use 12 pt font, be double spaced, with minimum 1" margins. (NOTE: If submission is on behalf of a 501(c) (3) organization, an authorized signatory must sign the cover sheet).

Mail or hand-deliver the original submission to:
Brad Cohen, Director
Consortium for Professional Development
Boston Public Health Commission
785 Albany Street
Boston, MA 02118

All submissions **must be received by December 12, 2011 10:00 AM**. A decision will be reached within two weeks.

The Boston Public Health Commission reserves the right to cancel this RFR prior to an official award of qualification.



**BPHC Consortium for Professional Development
Racial Justice and Health Equity Initiative Professional Development Series
Facilitator Caucusing**

Request for Quotes Cover Sheet

Contact Information:

Name: _____

Address: _____ Zip Code: _____

Phone: _____ Email: _____ Fax: _____

Contact for Fiscal and Contract Information:

Name: _____

Address: _____ Zip Code: _____

Phone: _____ Email: _____ Fax: _____

Signature: _____ **Date:** _____