

**SMALL PURCHASE¹ CONTRACT OPPORTUNITY
REQUEST FOR BIDS**

Opportunity name	Organizational Development Consultant for Behavioral Health and Child Welfare System Connection Points
Department Seeking Services	<p>The Philadelphia City Fund (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect City priorities and seek to improve the quality of life for all Philadelphians.</p> <p>The Fund will serve as the fiscal administrator for this contract opportunity. The Managing Director’s Office will serve as the project manager for this effort on behalf of the Fund.</p> <p>The Managing Director’s Office (MDO) is a cabinet-level office with oversight of the City’s operating departments. The MDO works with these departments to create and successfully enact new policies, deliver efficient, effective, and responsive public services, and implement the mayor’s vision.</p>
Budget/Compensation	Target range from \$45,000–\$75,000, not to exceed \$87,999
Summary of Services	<p>Through this RFP, the Fund and the Managing Director’s Office are seeking a contractor to perform the following services:</p> <p>In connection with the implementation of the Crisis Access Link Model (CALM) program and other connection points between the behavioral health and child welfare systems, an organizational development consultant will be hired to address opportunities for system capacity building and strengthening. We seek a person or organization with robust experience to engage in thoughtful information gathering, analysis, and recommendation development (including around opportunities for capacity building, training, workflow changes, improved data sharing and interpretation, etc.). This process is meant to strengthen the behavioral health and child welfare system connection points, with the goal of improving youth and family stability and wellness.</p>

¹ The Philadelphia City Fund considers a “Small Purchase” to be between \$501 and \$87,999.

Response Deadline	<p>Please submit the bid materials outlined in the Opportunity Details below by October 27, 2023 at 5pm EST.</p> <p>All submissions should be addressed to Alexandra Lenihan and Josh Roper at Alexandra.lenihan@phila.gov and joshua.roper@phila.gov</p>
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OPPORTUNITY DETAILS:

A. Background:

The identification of the opportunity for this consultant is related to implementation of the Crisis Access Link Model (CALM). CALM is a behavioral health service that meets with youth and foster parents at the time a youth enters a new foster or resource home. The goal of the program is to stabilize child welfare placements by supporting the youth, completing assessments, providing the resource parent with psychoeducation on trauma, and connecting the youth to services within the City’s Community Behavioral Health network. Strengthening the connection points between the behavioral health and child welfare systems will strengthen CALM’s implementation and will have broader positive impacts on the youth and families involved in the child welfare system in Philadelphia.

B. Scope of Work:

Project Description

An organizational development consultant will be hired to identify opportunities for strengthening the collaboration between the behavioral health and child welfare systems in Philadelphia. This process is meant to strengthen the behavioral health and child welfare system connection points, with the goal of improving youth and family stability and wellness.

KEY DELIVERABLES

- Comprehensive needs assessment addressing connection points between the behavioral health and child welfare systems in Philadelphia
- Strategic direction plan
- Actionable recommendations and identification of opportunities (which may include funding opportunities) to strengthen connection points between the behavioral health and child welfare systems in Philadelphia

Activities

NEEDS ASSESSMENT

The consultant will conduct a needs assessment addressing connection points between the behavioral health and child welfare systems in Philadelphia. The deliverable will be a written report. The assessment should include a literature review and a comprehensive needs assessment in line with industry standards. Foci

of the needs assessment are expected to be as follows: communication and information sharing, opportunities to enhance staff's ability to digest and disseminate pertinent information (including when outside of area of expertise), workflow effectiveness, overall connection between the systems. The process will include research, a SWOT analysis, interviews and surveys with employees, and other activities as needed.

STRATEGIC DIRECTION & SET GOALS

The consultant will meet with agency leadership and staff. They will discover and document the collaboration goals of both agencies. This may include joint discussions as well as separate conversations with individuals. These interviews should produce a written document to report strategic collaboration goals for the agencies together.

DEFINE METRICS, TIMELINES, AND TRACKING

Using the needs assessment findings as well as strategic direction information, determine what metrics could be used to track progress toward goals or improvements. Determine an actionable way to track that progress.

COACHING BASED ON STAFF FEEDBACK, SURVEYS, AND INTERVIEWS, AND DEFINED METRICS

Using information gathered during analysis and the plan to address the current needs, meet with leadership and staff multiple times over the course of the contract to coach in any areas of opportunity.

RECOMMENDATIONS

The consultant will submit a written report of actionable recommendations to address gaps. Recommendations will pertain to but are not limited to the following: workflow changes, staffing enhancements, capacity building opportunities, and information sharing.

- C. Project Term:** The project team expects the work to take between 4-6 months.
- D. Goals and Objectives:** The overall goal of this consultant's work is to identify opportunities for capacity building and increased collaboration between the child welfare and behavioral health systems. Key deliverables and activities are defined above.
- E. Tasks, Milestones and Deliverables:** As referenced above, the key deliverables will include a needs assessment for agency collaboration, and a report containing information on strategic direction and concrete recommendations for trainings, capacity change, any new roles to be developed, workflow changes, and other matters as needed. We also expect that the report will include the identification of opportunities (e.g., for funding) that may be helpful in implementing recommendations.
- F. Organization and Personnel Requirements:**
Qualified applicants will be expected to meet the following criteria:

- Experience with child welfare and/or behavioral health systems, preferably both, with a strong preference for experience in Philadelphia
- Experience as an organizational development consultant or in a similar role

G. Technological Requirements:

Qualified applicants will be expected to meet the following criteria:

- Proficiency with professional office software; reliable internet access

H. Reporting Requirements:

The consultant will be expected to:

- Attend periodic meetings with City staff
- Submit periodic written progress reports

GENERAL DISCLAIMER

This Request for Bids does not commit the Fund or the City of Philadelphia to award a contract. This opportunity and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this Request for Bids shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City, at the discretion of the Fund or City.

SUBMISSION INSTRUCTIONS:

A. Submission Deadline: All Bids for this opportunity must be submitted by October 27, 2023 at 5pm EST. All submission materials must be sent to Josh Roper and Alexandra Lenihan at joshua.roper@phila.gov and Alexandra.lenihan@phila.gov.

B. Submission Requirements: To be considered for this opportunity, you must submit the following information:

1. Introduction
2. Organization or individual Profile
3. Organization or individual contact information
4. Proposed Scope of Work, addressing all items in stated in the "Scope of Work Sought" and describing how the Applicant will meet project requirements.
5. Proposed Schedule
6. Detailed Cost Proposal. Please include your hourly rate.
7. Project Personnel Statement of Applicant's Qualifications/Relevant Experience
8. References

REVIEW AND SELECTION PROCESS

The successful candidate will have the demonstrated experience, expertise, and skills necessary to perform the work effectively in Philadelphia systems.

Once the application period has closed, the project team may conduct interviews with a panel of representatives from City agencies in November 2023. The project team plans to make a decision on the consultant by the end of November.