

Request for Qualifications

Health and Human Services Workforce Advisory Council

Commonwealth Corporation

Background

In early 2024, the Executive Office of Health and Human Services (EOHHS) plans to establish an Advisory Committee to the Workforce Skills Cabinet. The purpose of the Committee will be to:

- Address the workforce shortages in health and human services across Commonwealth and across sectors (public, private, and non-profit), particularly focused on (but not limited to) workforce pipelines
- Serve as a forum for bi-directional communication with the Workforce Skills Cabinet
- Share updates and planning (from all sectors) about work (policy and process changes, investments, etc.) and provide input to and collaborate with each other to enhance implementation effectiveness.
- Receive input of suggestions from employers and educational institutions re: work being done in Massachusetts
- Brainstorm ways the public, private, and non-profit sectors sector can partner more effectively to address these shortages

The Advisory Council's membership is anticipated to be made up of representatives of trade associations or other organizations that represent range of stakeholders and constituencies, including:

- Health and human services trades
- Educational institutions
- Health Insurers
- Public Workforce System
- State government agencies

The Advisory Council is expected to meet 2-4x per year for 60-90 minutes (depending on the agenda). The setting will be virtual.

The Advisory Council builds on work previously done by the Massachusetts Healthcare Workforce Collaborative, which between 2019 and 2021 convened 100+ stakeholders across government, industry & non-profit to prioritize a first wave of solutions for acute shortages in direct care, behavioral health, and nursing workforce.

Scope of support

The Workforce Skills Cabinet is seeking project management support to help create the meeting deliverables (agenda, presentation slides, and pre-read material) and coordinate communication and scheduling with the advisory group members. The project manager will report to Joanne Marqusee and Patricia Yu at EOHHS.

The Project Manager will be expected to summarize meetings and to follow up on relevant information coming out of the meetings. The project manager will coordinate as needed the sharing of information with the Board of Higher Education Nursing Advisory Council, Department of Higher Education, and Department of Elementary and Secondary Education (DESE) to support nursing and healthcare related secondary and post-secondary pathways as well as EOHHS agencies' workforce development priorities and initiatives.

The project manager will be expected to prepare for and facilitate at minimum the following meetings:

- At the onset of this consulting engagement, a meeting with EOHHS to set the overall meeting agenda and invitee list for the Advisory Council
- 2 to 4 Advisory Council meetings per year
- Prior to each Advisory Council meeting, a meeting with EOHHS to review the meeting agenda and “pre-read” slides to be shared with Workforce Skills Cabinet secretaries
- Following each Advisory Council meeting, a meeting with EOHHS to debrief on the meeting and any follow-up action items coming out of the meeting
- As needed, meetings with Advisory Council members to gather information and prepare for Council meetings

All functions will be completed in coordination with the EOHHS project managers.

The duration of this part-time contract is **two years**, with initial work expected to begin as soon as March 4th, 2024.

The estimated budget for this project is **\$67,500**.

Through this Request for Qualifications we are asking proposals for consultants with project management experience, ideally in the healthcare workforce development field, ideally with experience in the direct care workforce.

Deadline for submission: **Monday, February 12th, 2024**

Interested applicants should submit a proposal that includes:

- ✓ Resumes of staff that will be assigned to work on this project
- ✓ At least one reference of organizations for which you have provided consulting services similar to those being requested in this RFQ
- ✓ A narrative of three pages or less that responds to the following questions:
 - **Project Management experience: A Description of Your Experience in Providing Project Management Experiences to Organizations or Initiatives similar to the Healthcare Collaborative**
 - a. Please describe your approach to project management, and how you would apply your approach to this initiative.
 - b. Please provide a specific example of an organization or initiative that you partnered with to provide project management services. Please describe how you have project managed several different workstreams to achieve a set of deliverables.
 - **Healthcare and Human Service Workforce Experience: A description of your experience working on topics related to the healthcare workforce or direct care roles**
 - a. Please describe your experience or expertise with the healthcare workforce or direct care roles.
 - **Hours, Rates & Timeline**
 - a. Please provide us with an estimate of the hours that you anticipate to spend on a project this size
 - b. Please provide us with information about your hourly rates OR a proposed deliverable-based payment schedule
 - c. Please confirm that staff is available to work on the project between approximately March 2024 through February 2026

Submission Instructions:

- **Deadline for Submission:** No later than 5:00 p.m. on Monday, February 12th
- **Acceptable forms of delivery:** E-mail
- **Send complete proposal to:** mjacobson@commcorp.org
- **Please direct any questions to:** Molly Jacobson by email at mjacobson@commcorp.org

RFQ Timeline

Date	Activity
Tuesday, January 30 th , 2024	RFQ released
Tuesday, February 13 th , 2024	Deadline for submission of responses to the RFQ
Monday, February 26 th , 2024	Selection of vendor
March 4 th , 2024	Vendor begins to implement scope of work
February 2026	End of contract

In deciding which proposal should be approved, the Committee will consider the thoroughness and completeness of the response, the consultant's experience, references, and any other relevant factor.

Commonwealth Corporation reserves the right to contact applicants for clarification or negotiation, to extend or revise any deadline, and to reject any and all proposals, in whole or in part, if deemed to be in the best interest of the Commonwealth. CommCorp may negotiate the terms of the contract prior to issuing the grant award.