



TOBACCO CONTROL POLICY EDUCATION CONSULTANT

BOSTON TOBACCO PREVENTION AND CONTROL PROGRAM  
COMMUNITY INITIATIVES BUREAU

03/26/2021

## I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

The Boston Tobacco Prevention and Control Program is seeking a qualified consultant to visit permitted tobacco retailers and educate management and staff on the newly implemented amended Tobacco Sales Regulation and Law. During the retailer visit, survey data is collected on an online platform.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses and individuals 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 and individuals to apply to this RFP.

## II. Scope of Work

The Boston Tobacco Prevention and Control Program is looking for a vendor who can conduct up to 400 in-person educational visits at permitted tobacco retailers during the months of April-June 2021.

- Participate in a training on tobacco sales and use regulations and policies
- Participate in a training on tobacco databases and data entry protocols
- Visit all the assigned tobacco retailers (up to 400 locations) during their regular business hours
- Re-visit any retailer that was not open at the time of the initial visit
- Educate retail management/staff on the amended tobacco sales regulations and law
- Record visit and any findings in online database
- Distribute materials to retailers including required signage and educational material
- Conduct survey of product availability and record findings in online database
- Provide bi-weekly updates to Tobacco Control Director on findings including: potential store closures, change of ownerships, violations or requests for follow-up

### III. RFP Timeline

Friday, March 26, 2021	RFP available online at <a href="http://www.bphc.org/RFP">http://www.bphc.org/RFP</a> 3:30PM EST. RFP will also be disseminated via e-mail to relevant networks
Wednesday, March 31, 2021	Questions due in writing by 5:00 PM EST to:  Nikysha Harding at email <a href="mailto:nharding@bphc.org">nharding@bphc.org</a>  and  Migdalia Mercado at email <a href="mailto:mimercado@bphc.org">mimercado@bphc.org</a>  Subject – [Vendor Name] Questions for Tobacco Consultant RFP
Friday, April 2, 2021	Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 5:00 PM EST
Friday, April 9, 2021	RFP due by 5:00 PM EST Submit via email to <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a>  Subject line – [Vendor Name] RFP For Tobacco Control Policy Education Consultant  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Tuesday, April 13, 2021	Eligible candidates will be notified of a zoom web call or phone interview by 5:00 PM EST
Friday, April 16, 2021	Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award.

#### IV. Minimum Qualifications

Proposers must possess the following qualifications:

- a. High school diploma or equivalent
- b. Basic understanding of public health practice and of legislation defining tobacco control activities
- c. Excellent organizational skills with the ability to meet deadlines
- d. Demonstrated cultural competence with diverse ethnic, cultural and socio-economic groups
- e. Excellent interpersonal and communication skills
- f. Able to follow directions and work harmoniously with staff and clients
- g. Computer literacy required. Strong written and verbal skills required
- h. Demonstrated ability to educate merchants required. Bilingual (Spanish) and/or cultural competence strongly preferred

#### IV. Proposal Requirements

Please submit the following documents:

- a. Scope of Work with calendar activities related for three months related to period of performance April – June 2021
- b. Brief description of one project of relevant experience related to this project.
- c. Two professional references related to this project.
- d. Budget break down for the total project timeline – three months.

#### V. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through June 30, 2021.

Location: 1010 Mass Ave. Boston MA. 02118. Various days and hours depending on the hours of operation of the assigned tobacco retailers.

#### VI. Submission Instructions

Please submit your Proposal before Friday, April 9, 2021 due by **5:00 PM EST** - Submit via email to [Procurement@bphc.org](mailto:Procurement@bphc.org)

Subject line – RFP For Tobacco Control Policy Education Consultant

**NO EXCEPTIONS TO THIS DEADLINE, Friday, April 9, 2021 by 5:00 PM EST**