



Request for Proposal (RFP): Consultant for Behavioral Health Education and Employment Roundtable

Purpose of the RFP

The Behavioral Health Education and Employment Roundtable is seeking an experienced consultant to guide and support our steering committee to lead quarterly discussions and facilitate the work of our three subcommittees. The selected consultant will play a key role in ensuring these meetings are productive, goal-oriented, and collaborative. This work will help us strengthen the alliance between academia and behavioral health employers, addressing workforce gaps, enhancing educational pathways, and advancing specialized training opportunities.

Background

The Behavioral Health Education and Employment Roundtable is a coalition bringing together representatives from high schools, colleges, and behavioral health employers. Our goal is to foster a resilient, well-prepared workforce through collaborative initiatives that support career pathways and professional development in behavioral health. We meet quarterly, with three dedicated subcommittees focused on specific goals: *Continued Connections*, *Robust Workforce*, and *Trainings*.

Our vision statement is: Building Bridges, Empowering Futures: A Collaborative Alliance between Academia and Behavioral Health Employers to bridge workforce gaps and cultivate a resilient and robust workforce

Subcommittee Goals

1. **Continued Connections Subcommittee**
 - **Goal 1:** Improve connection and maintain continuity between academia and behavioral health employers.
 - **Goal 2:** Enhance affiliation agreements to streamline pathways from education to employment.
2. **Robust Workforce Subcommittee**
 - **Goal 1:** Foster collaboration between academic institutions and employers in the behavioral health sector.
 - **Goal 2:** Build pipeline opportunities to support students entering the behavioral health workforce.
 - **Goal 3:** Encourage professional development and networking opportunities to help sustain and grow the workforce.
3. **Trainings Subcommittee**



- **Goal 1:** Increase students' knowledge in behavioral health topics through specialized training opportunities.
- **Goal 2:** Connect behavioral health service providers with training focused on Diversity, Equity, and Inclusion (DEI) to enhance workforce preparedness and inclusivity.

Scope of Work

The selected consultant will:

- Facilitate the Behavioral Health Education and Employment Roundtable quarterly meetings, helping to guide productive discussions that align with the Roundtable's goals.
- Work closely with the leaders of each subcommittee to set agendas, support goal achievement, and manage deliverables.
- Provide expertise in collaborative problem-solving to address the specific goals of each subcommittee.
- Help design and lead discussions around strategy, action planning, and resource sharing.
- Develop and implement feedback mechanisms to assess the effectiveness of the meetings and subcommittees.
- Support ongoing communication strategies to maintain engagement and connection among participants between meetings.

Qualifications

The ideal candidate will possess:

- Experience in facilitating collaborative meetings and discussions with diverse stakeholder groups.
- Expertise in workforce development, particularly in the behavioral health or education sectors.
- A track record of working with academic and industry partners to bridge gaps between education and employment.
- Strong organizational and communication skills to guide subcommittee leaders and promote effective teamwork.
- Familiarity with Diversity, Equity, and Inclusion (DEI) principles as they relate to workforce training and development.



Proposal Requirements

To be considered, proposals must include:

1. **Introduction** – Briefly introduce yourself or your organization, including relevant experience.
2. **Approach** – Describe your approach to facilitating roundtable meetings and supporting subcommittee work, particularly addressing strategies for engagement, continuity, and communication.
3. **Experience** – Outline relevant experience, including specific examples of work with similar groups or objectives.
4. **DEI Experience** – Detail experience in incorporating DEI principles into training or workforce development initiatives.
5. **Pricing** – Provide an estimated cost for services, broken down by quarterly meetings and ongoing support for subcommittees.
6. **References** – Include at least two references from clients for whom you have facilitated similar engagements.

Submission Instructions

Please submit your proposal by **December 31st, 2024** to Lisa Albert lalbert@nbhp.org. Shortlisted candidates may be asked for a brief interview to discuss their experience and approach.

We look forward to your proposals and to selecting a consultant who will be instrumental in advancing the goals of our Behavioral Health Education and Employment Roundtable.