



Mayor's Office of Recovery Services

Request for Proposal
Neighborhood Engagement & Support

06/30/2022

I. Introduction

The City of Boston and the Boston Public Health Commission are committed to protecting, preserving, and promoting the health and well-being of all Boston residents, particularly those who are most vulnerable. To best serve its residents and close critical gaps, the City is dedicated to community engagement which is coordinated, communicative, efficient, and advances equity.

The Boston Public Health Commission seeks qualified vendors organization(s) to support community engagement teams for up to three neighborhoods identified as high need. Eligible neighborhoods include Roxbury, Dorchester, Mattapan, and East Boston as determined by three indicators, the CDC's social vulnerability index, the number of Boston EMS responses to opioid overdoses, and the number of 311 requests related to unsheltered individuals.

The grantee will work with the City to create a more coordinated approach to deal with the unique challenges historically impacted by the "war on drugs," the most recent increase in fatal overdoses among BIPOC men, and the disproportionate impact of COVID-19 in communities of color.

These proposed funds, supported by BPHC's American Rescue Plan Act (ARPA) funding, will support up to three communities in Boston and further the City's initiative to expand capacity building to creatively respond to the public health, public safety and quality of life issues impacted by alcohol and drug use across Boston neighborhoods. While the model may look different across neighborhoods, it should generally consist of local community organizations and/or faith-based leaders providing an opportunity for community members to engage with businesses, residents, and people experiencing substance use and homelessness issues. This can be accomplished by stipends, or a part/full time position depending on the awardee.

The neighborhood engagement person(s) will be a resource to the community:

- Leveraging their knowledge and presence within the neighborhood.
- Developing relationships with individuals spending time on the street and referring them to appropriate services.
- Providing consistent communication and support to businesses and residents around issues of public health, public safety, and quality of life in the area.
- Linking constituents to City and community services.

A coalition or advisory group consisting of local stakeholders from the community should guide and support the engagement team. The advisory group is a requirement for this project and will serve functions such as providing feedback to the team, identifying neighborhood needs, and broadly aligning the efforts of the community in addressing the needs of individuals experiencing substance use or homelessness.

Implementation of the project should cater to the strengths and needs of the community. Grantees are asked to convene an advisory group in the absence of one already existing that could fulfill the role (i.e., a neighborhood association). Some applicants may already employ candidates qualified for the engagement team, while other applicants will instead need to conduct a hiring. Additionally, prior to providing services each program should integrate a planning process on how to effectively implement the team (i.e., identifying specific geographical areas to engage). Previous needs assessments or strategic plans may fulfill this step, while other organizations may instead arrange a series of new community discussions.

Finally, all proposed programs should lead with a public health lens that supports a harm reduction approach and respects multiple pathways to recovery. For more information about harm reduction and how social services organizations can put the approach into practice, view our toolkit.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that include Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and Small Local Businesses Enterprise (SLBE) to apply to this RFP.

II. RFP Timeline

June 30, 2022	RFP available online by 10:00 AM EST at www.bphc.org/RFP
July 8, 2022	Questions due in writing by 5:00 PM EST to: Catrina at CCooley@bphc.org Subject – Proposal for Neighborhood Engagement Teams
July 12, 2022	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM, July 11th.
July 22, 2022	Proposal due via email by 5:00 PM EST to: Catrina Cooley Community Affairs Manager CCooley@bphc.org Subject – Proposal for Neighborhood Engagement Teams
August 1, 2022	Notification of Decision: Desired date for notification of award to proposer however, BPHC has the discretion to extend this date without notice. The contract(s) results from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

III. Scope of Work

The organization(s) chosen will provide compensation to members of the community to work in the role of neighborhood engagement specialist. Recruitment will be sourced through community-, recovery-, and faith-based organizations whose representatives sit on the advisory group.

The organization is expected to provide:

- A limited stipend or part-time employment for engagement specialists. Please note, if an individual receives payments that exceed 60 days within a calendar year, they will need to file a 1099 NEC.

- A Supervisor that provides on-the-job supervision and training.
- Trainings for motivational interviewing, de-escalation, trauma-informed care, cultural humility, harm reduction and overdose prevention.
- Convene stakeholders as part of an existing or newly formed advisory group to discuss needs and share resources within the community.
- Regular reporting as directed by the Office of Recovery Services.
- Support to engagement specialists for interacting with businesses, giving them information to disseminate about local resources.

IV. Deliverables

This project will consist of the following deliverables:

- Operate a community engagement team program.
- Either the creation of an advisory group or integration with an existing community group that meets at least monthly.
- Metrics on services provided, in accordance with a template established by the Office of Recovery Services, for example:
 - Number of interactions with individuals, businesses
 - Number of referrals to services or local resources
 - # Hours of recovery coaching if applicable
 - Organized trainings and/or events with community partners, businesses
 - Meetings attended
 - Trainings attended
- Work with ORS to provide quarterly reports
 - Service delivery (summarizing daily metrics)
 - Billing and expenses
 - Performance Targets/Benchmarks (ex. number of community interactions)
- Prepare for one site visit from ORS annually or as deemed necessary.
- Gather community feedback at the beginning and end of the funding cycle in order to measure program impact. The feedback process will be approved by the Office of Recovery Services.
- Track stipends and hours worked by engagement workers.
- Attendance at scheduled meetings, including participation in a learning group with the rest of the grantee cohort.
- A common uniform for engagement workers, such as nametags or other apparel.
- Within six months all staff are expected to receive training around the subjects of motivational interviewing, de-escalation, trauma-informed care, cultural humility, and overdose prevention. Alternatively, the grantee may submit a schedule of trainings for ORS' approval.

The BPHC shall negotiate with contractors any requirements not set forth in the RFP.

V. Qualifications

A qualified organization will demonstrate expertise in community engagement, public health, and training facilitation.

- Demonstrated expertise in providing on-the-job training.
- Demonstrated expertise in communicating with people experiencing homelessness, substance use and behavioral health disorders with a harm reduction approach,
- Existing partnerships with community members, businesses, city employees, etc.
- Demonstrated expertise in communicating about public health issues using a social justice lens.
- Demonstrated knowledge of and network of relationships in the respective neighborhood.
- Demonstrated understanding of harm reduction.
- Familiarity with 311, the City's constituent services system.

VI. Period of Performance

The anticipated period of performance will be August 1, 2022, through June 30, 2023. The grantees will be funded for a year initially with the opportunity to renew funding for up to two more years based on performance.

VII. Proposal Requirements

To be considered for funding, the proposal must include the following in this order:

1. Description of your proposed program, including justifications for this approach and your qualifications to complete the approach, no longer than one (1) page.
2. All proposals should include an anticipated timeline of the grantee's work.
3. Describe the advisory group which will support the project. Please include a breakdown of membership.
4. Resume or Curriculum Vitae (CV) for all supervisors taking lead on the project.
5. Detailed, itemized budget and budget justification for period of performance, including costs specific to activities and deliverables within the scope of service.
6. An example of relevant work conducted by the respondent, if applicable.
7. If you are an LLC, please provide the appropriate documentation along with your proposal.
8. Certified Vendors (CUBE) must submit a copy of certification along with your proposal.
9. The response should not exceed five (5) written pages.

VIII. Submission Instructions

Submit proposals to:

Catrina Cooley

Community Affairs Manager

CCooley@bphc.org

Proposals must be received no later than 5:00 PM on July 22, 2022

There will be no exceptions to this deadline.