



# **FY 2025 Black Male Advancement Equity Study for City of Boston (Phase I) Request for Proposals Frequently Asked Questions**

## **Background**

### **Why are we issuing this RFP?**

A 2021 ordinance established the Black Men and Boys Commission (“The Commission”) in the City of Boston. Made up of 21 Black males with experience, knowledge and expertise on issues pertaining to Black men and boys in the City of Boston, the Commission serves as an advisory board for the Mayor and Mayor’s Office of Black Male Advancement. Among the Commission’s duties is studying the social and economic conditions of the City’s Black men and boys. Based on community listening sessions, monthly Commission meetings, FY 2024 policy recommendations, working sessions with various city agencies, and meetings with Mayor Michelle Wu, the Commission recommended the City conduct an equity study to assess, quantify, and evaluate the prevalence, significance (degree and weight) and scope of inequities by the City of Boston, if any, against Black men and boys. This RFP assists with the first phase of the equity study by seeking a consultant and research team to conduct a comprehensive assessment of data associated with City of Boston policies, programs and services.

### **Haven’t Black men and boys in Boston been studied before?**

Yes, definitely. There are a number of reports demonstrating what we know about Black men and boys in Boston. The Office of Black Male Advancement (“The Office”) is not just interested in chronicling what we know—we want to discover what we don’t and where there are data gaps creating barriers to our understanding. This is why we are asking for a review and assessment of current City policies, programs, and services before proceeding with our study.

A comprehensive review of the City’s data on Black men and boys, how, and where it is collected is important because undertaking rigorous research studies serve as a source of



information that may inform how the Office and the City builds and delivers its programs and services.

That being said, there's already amazing work happening in the City and in the community. We hope that this work can create opportunities for all our residents to engage with Black men and boys in a variety of ways.

## **What's the timeline for this request? How long will it take to write the report?**

The deadline to submit applications for the report is September 20, 2024 at 5pm. We hope to select a team by October. The contract for this RFP will be for nine months, with the option to extend for an additional three months. That means the report could be finished anywhere from June 2025 to September 2025.

## **Where do I go to apply for the RFP online?**

Applicants should navigate to the City of Boston Supplier Portal (<https://www.boston.gov/departments/procurement/how-use-supplier-portal>) to submit their application online. More information on submitting included below!

## **Scope of Work**

### **What do we know about the report?**

We're leaving specific details of what each section of the report will cover to the team we end up awarding the contract to, but the RFP outlines a basic suggested structure for the report in Section 1.2.2. We've divided the report into four sections: Black Men and Boys Support Ecosystem and Engagement, Data Collection, Data Analysis, Comparative Research.

### **Which tasks do we expect to be completed during Phase I?**

The Office of Black Male Advancement encourages applicants to share their own unique research design and methods, which may include all, some, or none of the activities and deliverables listed in the RFP. As noted in Section 1.2.3, the Office does expect applicants to



submit an original analysis in written form and present their work publicly at a Black Men and Boys Commission meeting.

## **What if I'm already working on a project with a similar subject matter?**

If you are already working on a project of a related or similar subject matter and would like to use material, research, etc. from that project for your proposed project, you absolutely can use that for your proposal submission. While we are certainly looking for partners to do unique work for the contract awarded, that work need not be siloed from ongoing projects – and if awarded a contract, we look forward to understanding how to integrate work while still maintaining the integrity of the projects as separate endeavors.

## **Submitting Proposals**

### **How should I submit my proposal? Are there any requirements?**

Full instructions on how to submit your proposal can be found on pages 34-38 of the RFP. If you plan to submit the proposal online, you can navigate to the following link on how to use Boston's supplier portal for step-by-step instructions on how to register on the portal: <https://www.boston.gov/departments/procurement/how-use-supplier-portal>. Upon logging in under your account, look for BAIS EVENT EV00014652. Submit your materials according to the instructions on the proposal. The Technical Proposal must be submitted independently from the Price Proposal.

Please note modifications may not be made to your proposal once submitted to the portal. Please ensure your proposal is complete and accurate prior to your submission.

Vendors submitting a hard copy must submit a complete Technical Proposal in a sealed envelope along with one (1) digital copy (thumb drive), and a Price Proposal in a separate sealed envelope along with one (1) digital copy (thumb drive). The envelopes should be clearly marked as follows:

Black Male Advancement Equity Study for City of Boston RFP

RFP Number: BAIS EVENT EV00014652

**TECHNICAL PROPOSAL**

Submitted by: [Name of Vendor]



City of Boston  
Black Male  
Advancement

[Date Submitted]

Black Male Advancement Equity Study for City of Boston RFP

RFP Number: BAIS EVENT EV00014652

**PRICE PROPOSAL**

Submitted by: [Name of Vendor]

[Date Submitted]

And delivered or mailed to:

Frank Farrow  
Executive Director  
Office of Black Male Advancement  
City Hall, Room 806  
1 City Hall Square  
Boston, MA 02201

## **Evaluating and Awarding Contracts**

### **How will evaluation work? Who will be evaluating proposals?**

The City will award the contract to the proposal that is the most advantageous overall from the pool of responsible and responsive vendors, taking into consideration both price and comparative evaluation criteria. Each proposal will be evaluated utilizing the same evaluation criteria.

All proposals received by the City will be reviewed by a review committee to determine whether the Proposal meets all minimum criteria identified in the RFP. Minimum criteria are found in the Checklist for Submitting Proposal (Section 5.1). Proposals that have met all minimum evaluation criteria will be evaluated according to the following comparative evaluation criteria: Proposal Quality, Work Plan, Company/Organization Profile & Past Projects, Municipal Experience, Community-Engaged Methods, Timing, Staffing, and Interviews (IF NEEDED). Please see Section 2.2 for detailed evaluation criteria definitions.

Price proposals will be evaluated separately from the technical proposals. The review committee will not see the price proposals until after the technical evaluations are



complete. Each evaluation category will be given equal weight towards the overall assessment of an application.

## **How will interviews work?**

If conducted, interviews will take place within the first two weeks of review. All interviews will be remote, and will be conducted by a subset of the review committee. Proposers will be asked the same set of questions across interviews, to ensure standardization of evaluation of interview performance. Detailed information on interview evaluation criteria is available in Section 2.3.

## **How should we approach the price proposal?**

The expected budget for the project is \$80,000. However, proposers should write the total cost of the service they expect they will render, including the labor required to perform the research and writing services, which are central to the RFP. We encourage proposers to provide the full price required to ensure all members of the team represented by the proposal (even if the team is composed of a single individual) are sufficiently compensated for services. Of course, proposers should also provide a thorough accounting of other resources/expenses that the proposer will need to access to deliver services as noted in Section 4.

-----  
If you have any further questions, please feel free to contact [bma@boston.gov](mailto:bma@boston.gov). Looking forward to hearing from you.