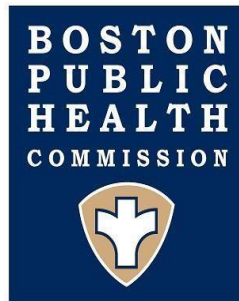


BOSTON PUBLIC HEALTH COMMISSION

Boston Emergency Medical Services



REQUEST FOR QUOTES

for

RECRUITMENT AND PROMOTIONAL MATERIALS

5/12/25

The Boston Public Health Commission (BPHC) is issuing a Request For Quotes (RFQ) from qualified respondents for RECRUITMENT AND PROMOTION-RELATED MATERIALS.

DEADLINE	
5/12/25 by 5:00 PM ET	RFP available online at boston.gov/bids
5/19/25 by 5:00 PM ET	Deadline to submit QUESTIONS about the RFQ via email to: Ayanna Lord Program Manager Lord_a@bostonems.org & RFR@bphc.org Subject Title: RFQ Questions – Recruitment and Promotional Materials
5/22/25 by 5:00 PM ET	Responses to questions received posted at boston.gov/bids
5/26/25 by 5:00 PM ET	Submit response via email to: Ayanna Lord Program Manager Lord_a@bostonems.org & RFR@bphc.org Subject Title: RFQ Submission – Recruitment and Promotional Materials
5/30/25 by 5:00 PM ET	Notification of selection is expected to occur on or before this date. BPHC has the discretion to extend this time period without notice to the proposers. All quotes shall remain valid and open for a period of one hundred twenty (120) days from the quote submission date, unless a proposer notifies BPHC of its withdrawal.
6/1/25 by 5:00 PM ET	Three Year (3) contract start date with selected respondent.

BACKGROUND

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities. Boston Emergency Medical Services (Boston EMS), a Bureau of the Boston Public Health Commission, is the City's municipal 911 pre-hospital provider. Boston EMS is always recruiting for new emergency medical technicians (EMTs), cadets (temporary employees that work while taking the EMT course (a pre-requisite for employment as an EMT), and scholarship candidates for 5 different EMT courses. In addition, Boston EMS attends over 80 community events per year as an extension of recruitment efforts, to teach CPR, first aid and other important skills, to visit schools or just to have a presence in the community.

BPHC is currently requesting quotes from qualified individuals or firms (“respondents”) for recruitment and promotional materials to include customizable materials (list of desired products included below).

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston’s living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) that includes; 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), Minority Non-Profit(MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses to apply to this RFQ.

SCOPE OF WORK

Responses submitted should address the respondent’s ability to provide all the following items, as well as the ability to change/add items as needed. The following items are examples of potential products, it is not intended to be all-inclusive, please provide pricing for the below:

Item	Unit of Measure or Minimum Qty	Price Range	Customizable with Color and inscription
EMS/EMT Coloring Book			
EMT Badge Sticker			
EMT temporary tattoos			
Bracelets			
Pen			
Pen with light			
Pencils			
Note Pad			
Magnets			
Hand Sanitizer			
Mini (travel) first Aid Kit			
Flashlights			
Sunglasses			
Heart Shaped Stress Balls			
Ambulance shaped stress balls			
Ambulance Key Chain			
Fidget Key Chain			
Lanyard			
Onesies			
Water Bottle with spout			
Ceramic Mugs			

Travel Mug			
Lunch Bags			
Reusable Bag			
Notepad holder			

Boston EMS anticipates a 3-year contract with two 1-year extension options, for a total of up to 5 years. Competitive pricing for 2nd through 5th years must be provided by March 31, three months prior to the start of the fiscal year.

SUBMISSION INSTRUCTIONS

Respondents must submit their response via email to:

Ayanna Lord
Program Manager
Lord_a@bostonems.org

Response format:

1. Submit response as a single document in PDF format
2. Include respondent's name and "RFQ Submission – Recruitment and Promotional Materials" in the PDF filename

Responses should include the items listed below:

1. A written description of how respondent will address all components outlined in the scope of work.
2. A full description of the qualifications of the respondent.
3. Three references

This RFQ is for planning purposes only and shall not be construed as a solicitation or as an obligation on the part of BPHC to award a contract or pay for preparations of any information submitted, however, this RFQ may result in the award of a contract to a qualified respondent.

All responses to this RFQ will be public record under the Massachusetts' Public Records Law, Mass. Gen. L. ch. 66 s. 10, regardless of confidentiality notices to the contrary.

Responses must be received no later than May 26, by 5:00 PM ET. Responses received after this date and time will not be considered.