



Mayor's Office of Recovery Services

Request for Proposal  
Community Engagement

October 18, 2021

## RFP Timeline

October 18, 2021	RFP available online by 10:00 AM EST at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a>
October 22, 2021	Proposal due via email by 5:00 PM EST to: Michaela Jones Special Project Coordinator <a href="mailto:MJones@bphc.org">MJones@bphc.org</a> Subject: Proposal for Community Engagement
October 25, 2021	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).

## 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 the improved coordination, communication, and efficiency of workforce development and community engagement programs with a focus on equitable opportunities.

The Mayor's Office of Recovery Services is seeking organization(s) to operate a community engagement team for designated neighborhoods that have been determined as high need. Specific neighborhoods across the City have been disproportionately impacted by the COVID-19 pandemic, the war on drugs, and the opioid epidemic. To create stronger relationships within communities of need, we are seeking organization(s) to hire local community members to conduct regular outreach, and act as liaisons between the community at large and the City.

The Community Engagement Team will work to connect with community members, businesses and the City to create a more coordinated approach to dealing with the unique challenges of the chosen area(s). This team will be a resource to the businesses/residents and create consistent communication to address needs and challenges as they arise.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses 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), and Small Local Businesses Enterprise (SLBE) to apply to this RFP.

## Scope of Work

The organization(s) chosen will hire members of the community to be a part of an engagement team. The outreach members will be recruited through community-, faith-, and recovery-, based organization leaders.

The organization is expected to provide:

- Short-term (12 weeks) supported employment opportunities.
- A Supervisor that provides on-the-job supervision and training.
- Wrap-around employment services including, but not limited to job-readiness programming, resume building, and digital skills trainings.
- Trainings for engagement tactics, recovery coaching, resource navigation, and more.

- Reporting as directed by the Office of Recovery Services.

The Office of Recovery Services frequently interacts with local businesses and community-based organizations that have questions about the program. The organization will work collectively to prepare all employees on interacting with the local community, giving them information to disseminate on the program.

### **Deliverables**

This project will consist of the following deliverables:

- Operate a community engagement team program.
- Job Readiness Skills Training
  - Create opportunities for on-site workforce development for all individuals participating.
- Metrics on individuals in the program and the work that they are completing.
- Provide monthly reports on
  - Delivery (Services, Reports, Billing, etc.)
  - Number of interactions within the community
  - Quality of Deliverables (Services, Reports, etc.)
  - Performance Targets/Benchmarks (Quantities, Outcomes, etc.)
- Track stipends and hours worked by each individual.
  - Please note, if an individual receives payments that exceeds 60 days within a calendar year, they will need to file a 1099 NEC.
- Attendance at scheduled meetings.
- Coordinate a graduation ceremony.
- Coordinate with outside agencies to provide long-term employment opportunities to graduates that successfully complete the program.

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

### **Qualifications**

A qualified organization will demonstrate expertise in communication, workforce development, public health, and training facilitation.

- Demonstrated expertise in working with community members, business associations, stakeholders, and constituents.
- Demonstrated expertise in providing on-the-job training, including but not limited to motivational interviewing, resume development, trade training, technology training, and more.
- Demonstrated expertise in communicating with people experiencing homelessness, substance use and behavioral health disorders, community members, business owners, city employees, etc.
- Demonstrated expertise in creating and implementing training materials for individuals.
- Demonstrated expertise in communicating about public health issues using a social justice lens.

- Strong communication skills, time management, and skills in de-escalation.

### Period of Performance

The anticipated period of performance will be October 25, 2021 through June 30, 2022.

### Proposal Requirements

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

1. Description of the approach to the work, including justifications for this approach and qualifications to complete the approach, no longer than two (2) pages.
2. All proposals should include an anticipated timeline of the Vendor's work.
3. Resume or Curriculum Vitae (CV) for all supervisors taking lead on the project.
4. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service.
5. An example of relevant work conducted by the respondent, if applicable.
6. If you are an LLC, please provide the appropriate documentation along with your proposal.
7. Certified Vendors (CUBE) must submit a copy of certification along with your proposal.

### Submission Instructions

Submit proposals to:

Michaella Jones  
Special Project Coordinator  
[MJones@bphc.org](mailto:MJones@bphc.org)

**Proposals must be received no later than 5:00 PM on October 20, 2021.  
There will be no exceptions to this deadline.**