



Boston Public Health Commission

Storage Service Vendor

August 12, 2021

## RFP Timeline

Sunday July 25, 2021	RFP Legal Notice publication in The Boston Globe
Friday August 13, 2021	RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <b>10:00</b> AM EST. RFP will also be disseminated via e-mail to relevant networks
Friday, August 27, 2021	Questions due in writing by <b>5:00 PM EST</b> to:  Michaela Jones at <a href="mailto:MJones@bphc.org">MJones@bphc.org</a>  Subject: Questions for Storage Service Vendor RFP
Friday September 3, 2021	Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <b>5:00 PM EST</b>
Friday September 10, 2021	RFP due by 5:00 PM EST Submit via email to <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a>  Subject line – [Vendor Name] Proposal for Storage Service Vendor  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Wednesday September 22, 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).

**Note, this RFP was previously posted Sunday, September 25, 2021 but due to no response, it is being reposted for acceptance of new submissions.**

## The Project

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 addressing the impact of homelessness.

The Boston Public Health Commission is seeking a vendor to manage and operate a storage service for unsheltered individuals. This service will collect and safely store personal belongings for unsheltered individuals for up to 60 days. The Vendor will provide a space for storage, a vehicle for transportation of belongings, and logistics for how property will be sorted, collected, stored and returned to individuals.

The Vendor will work closely with the Boston Public Health Commission to create policies for the service, including but not limited to the following:

- **Property Parameters**
- **Transportation of Property**
- **Retrieval of Property**
- **Property Logs**
- **Complaint Procedures**
- **Communication Materials**

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.

## Deliverables

This project will consist of the following deliverables:

- Operate a storage facility that adheres to all relevant state and local laws and regulations
- Ability to respond to requests for pick-up of abandoned or unaccompanied property within four hours
- Operate and maintain a vehicle that will move belongings to the storage facility
- Maintain thorough logs for belongings coming in to and leaving the facility
- Develop a mechanism for individuals to retrieve their belongings
- Disposal of uncollected property after 60 days and ability to accurately document process
- Provide monthly reports on
  - Delivery (Services, Reports, Billing, etc.)
  - Number of City of Boston Inquiries
  - Quality of Deliverables (Services, Reports, etc.)
  - Billing for services rendered
  - Performance Targets/Benchmarks (Quantities, Outcomes, etc.)
- Attendance at scheduled meetings

The BPHC shall negotiate with contractors for any of the requirements not set forth in their proposal.

## Qualifications

A qualified Vendor will demonstrate expertise in storage, handling sensitive belongings, public health, and communications.

- Vendor must have a site for the storage of belongings.
- Vendor must own a vehicle for pick-up of property.
- Demonstrated knowledge of infection control policies.
- Lead staff will have advanced experience with handling personal belongings and property.
- Demonstrated expertise in communicating with people experiencing homelessness and behavioral health, community members, business owners, city employees, etc. preferred.
- Demonstrated expertise in creating and implementing marketing materials for distribution.
- 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 date of performance will be October 15, 2021 through June 30, 2021. Contract will be written with the possibility of a continued extension for 2 additional years, subject to the availability of funding

## 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 proposed personnel 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.
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

Please submit your Proposal due by Friday September 10, 2021 by 5:00 PM EST - Submit via email to

[Procurement@bphc.org](mailto:Procurement@bphc.org)

Subject line – [Vendor Name] Proposal for Storage Service Vendor

**NO EXCEPTIONS TO THIS DEADLINE: Friday September 10, 2021 at 5:00 PM EST**