



*Subcontract for the Boston Youth Resiliency & Recovery Collaborative to support
Promoting Youth Leadership and Education*

FY19 Opioid Affected Youth Initiative—Office of Juvenile Justice & Delinquency Prevention

Division of Violence Prevention - Capacity Building & Training Initiative
Child, Adolescent and Family Health

03/13/2021

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC was one of several sites nationally awarded approximately \$1M over a 36-month period (October 1, 2019 to September 30, 2022), under the FY19 Opioid Affected Youth Initiative, a cooperative agreement funded by the United States Department of Justice's Office of Juvenile Justice & Delinquency Prevention.

The Capacity Building & Training Initiative (CBTI) based within the Division of Violence Prevention (DVP) at the Boston Public Health Commission (BPHC), and our partner the Office of Recovery Services, is seeking proposals from **qualified youth-serving agencies to support youth leadership and education through the implementation of a peer-to-peer youth substance use prevention curriculum** and other activities as associated with the Boston Youth Resiliency & Recovery Collaborative (BYRRC).

For more information about the original grant solicitation please see [this link](#); for an overview of the Boston Youth Resiliency & Recovery Collaborative please see Appendix A, and for information about the Capacity Building & Training Initiative please see Appendix B.

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), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

II. Scope of Work

Based on the input of our community partners, youth, and other key stakeholders, BYRRC identified Supporting Youth Leadership and Education as an important strategy for preventing and addressing youth substance use. To achieve this, we plan to **fund three Boston-area youth programs over 2021-2022 to support them in the following areas:**

- 1) Adapting and implementing a **youth** substance use prevention curriculum using a peer-to-peer model for your agency and additional audiences such as other youth-serving sites, at schools, etc.
- 2) Participating in tailored training and technical assistance for **staff and leadership** related to trauma-informed and equitable services
- 3) Engaging in **BYRRC project** activities and evaluation, as well as collaborating with other BYRRC partners via Task Force meetings, referrals relationships, joint trainings, etc.

Please see below for a proposed timeline of activities. As much as possible we aim to integrate with program's existing activities; we anticipate project-specific activities will require between 3 and 10 hours of designated staff's time monthly.

Time period	Anticipated activities
April-May	<ul style="list-style-type: none"> • Orientation meeting, including an evaluation overview • Collaborative planning meetings to inform curriculum adaptations, staff trainings, technical assistance needs, referral interests, and evaluation metrics • Meeting with the evaluator to discuss program implementation plans, data systems and priorities
June	<ul style="list-style-type: none"> • Training of staff involved in delivering youth curriculum in core curricula content and all staff in foundational trauma-informed and equitable approaches • Technical assistance with staff and/or leadership related to areas identified during planning • Beginning of monthly evaluation calls and data collection
July-August	<ul style="list-style-type: none"> • Collaborative adaptation of core training content • Technical assistance with staff and/or leadership • Monthly evaluation call and data collection
September-December	<ul style="list-style-type: none"> • Training of youth peer leaders in adapted curriculum • Technical assistance with staff and/or leadership • Monthly evaluation calls and data collection
January-May	<ul style="list-style-type: none"> • Youth peer leader delivery of adapted curriculum to other young people • Technical assistance with staff and/or leadership • Monthly evaluation calls and data collection • Refresher foundational training for all staff

Please see below for what selected agencies can expect from the BYRRC project team and what is expected from the funded youth-serving agencies. **Recognizing the stressors faced by many agencies we aim to work collaboratively to meet agency, youth and programmatic needs and honor and expand upon existing strengths and expertise.**

BYRRC Project Team Expectations	Youth-Serving Agency Expectations
<ul style="list-style-type: none"> • To fund each agency \$25,000 annually to support their participation the project. • To provide free ongoing training and technical assistance to support agency staff and leadership • To support collaborative adaptation of evidence-based curriculum to meet needs and strengths of agency, youth and communities served • To provide BYRRC staff time to co-facilitate youth curriculum training as needed • To collaboratively develop evaluation measures, methods of data collection, and support evaluation activities, as well as share back findings for use by the agency in their own grant writing, quality improvement, etc. • To ensure data collected is aligned with program priorities and does not cause undue burden on agency staff. • To facilitate organizational capacity building related to data systems and data sharing. 	<ul style="list-style-type: none"> • To dedicate at least two agency staff to participate in preliminary planning meetings • To dedicate at least four hours of all agency staff time to a preliminary foundational training and an additional two hours for agency staff involved in implementing curriculum • To dedicate at least one staff person to consistently participate in monthly evaluation call • To commit to participating in ongoing technical assistance as determined during planning phase and during project • Participate in the program evaluation and work with evaluation team, staff and youth to ensure accurate and timely collection of data • Establish data-sharing agreements for de-identified data. • To provide at least twice monthly supervision for youth workers involved in delivering curriculum

<ul style="list-style-type: none"> • To support programs in continuing to deliver services remotely to ensure COVID-19 safety or until there is other public health guidance • To support programs in addressing areas of staff wellness and resiliency, for example in building supervision capacity, maintaining healthy ratios, and other considerations. • To facilitate connection of agencies to other BYRRC project partners for the purposes of collaboration, shared learning and referral networks 	<ul style="list-style-type: none"> • To maintain staff-to-youth ratios that support staff well-being e.g. <10 youth to staff. • To commit to providing remote services and following other public health guidance to ensure the safety and well-being of staff, youth and their families and communities. • To engage in BYRRC collaborative activities as possible, for instance, presenting at a Task Force meeting, or discussing a referral relationship with another agency.
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III. RFP Timeline

Friday March 12, 2021	RFP Legal Notice publication
Saturday March 13, 2021	RFP available online at http://www.bphc.org/RFP 10:00 AM EST . RFP will also be disseminated via e-mail to relevant networks
Wednesday March 17, 2021	<p>Questions due in writing by 5:00 PM EST to:</p> <p style="text-align: center;">Bronwen White at bwhite@bphc.org</p> <p style="text-align: center;">Alyssa Benalfew abenalfew@bphc.org</p> <p>Subject – CBTI Promoting Youth Leadership & Education Subcontract</p>
Friday March 19, 2021	Responses to questions available for viewing on http://www.bphc.org/RFP by 5:00 PM EST
Friday April 2, 2021	<p>RFP due by 5:00 PM EST Submit via email to Procurement@bphc.org</p> <p>Subject line – [Vendor Name] CBTI Promoting Youth Leadership and Education Subcontract</p> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p>
Tuesday April 6, 2021	Eligible candidates will be notified of a Zoom interview by 5:00 PM EST
Friday April 16, 2021	Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award.

IV. Minimum Qualifications

Proposers must possess the following qualifications:

- Work exclusively or primarily with Boston young people who identify as Black and/or Latinx, ages 14-18
- Experience facilitating peer-to-peer learning models and supporting youth leadership
- Experience in facilitating curricula with groups of young people
- Consistent group of at least 10-15 young people engaged in services (can be in addition to more drop-in programming)
- Comfortable delivering services remotely (e.g. via Zoom)
- Interest to participate in opportunities to connect with BYRRC's partner referral network
- Familiarity with delivering and/or adapting pre-developed curricula or lessons with young people co-adapting an evidence-based/evidence-informed curriculum and subsequent tools or activities
- Availability for youth worker and youth training in preparation to deliver this content
- Open to expanding reach (participants, youth leaders, youth workers)
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work, including planning, content development and co-facilitation, and program coaching and technical assistance
- Interest in receiving technical assistance and coaching as it relates to opioid use disorder/substance use disorder (OUD/SUD) prevention and intervention, trauma-informed and equitable approaches, etc.
- Agencies with capacity to serve bi- or multi-lingual youth and families are a plus (Spanish/English, Haitian Creole/English)

IV. Proposal Requirements

Please submit the following documents:

- Brief (1-2 page) explanation of how your agency and program offerings meet the scope
 - How you have adapted curriculum before to be relevant to your site?
 - How have you adapted during COVID-19?
- Project budget
- Examples of peer-to-peer offerings and ways your agency maintains engagement

V. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through September 30, 2021 with opportunity to renew to complete scope.

Location: Remote (via Zoom, phone, e-mail, etc.) or pending changes in public health guidance.

VI. Submission Instructions

Please submit your Proposal before by **Friday April 2nd 5:00 PM EST** - Submit via email to Procurement@bphc.org

Subject line – [Vendor Name] CBTI Promoting Youth Leadership and Education Subcontract

NO EXCEPTIONS TO THIS DEADLINE, Friday April 2nd by 5:00 PM EST