



Boston Youth Resiliency & Recovery Collaborative
Consultant to Support 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

3/8/2021

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), funded 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 BPHC is seeking proposals from qualified consultants to support youth-serving agencies in adapting and delivering a substance use prevention curriculum with youth peer leaders at their sites and to additional youth audiences; and other activities as associated with the Boston Youth Resiliency & Recovery Collaborative (BYRRC), previously titled as the Opioid Affected Youth Initiative.

For more information about the original grant solicitation please see [this link](#), for more information about BYRRC goals and activities, see Appendix A, and for more information about the Capacity Building and Training Initiative, see Appendix B.

Given the evolving COVID-19 pandemic, work on this project will be conducted remotely (e.g. phone, videoconferencing, e-mail, etc.) until further notice.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage underrepresented businesses, including; 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 delivering adapted, evidence-based/evidence-informed prevention and intervention curriculum within their existing peer-to-peer youth programming. The BYRRC Youth Leadership and Education Consultant will support subcontracted youth programs by:

- Supporting them in **adapting the curriculum and preparing youth workers and youth leaders to train** and hold conversations with young people on healthy coping strategies, opioid use disorder/substance use disorder (OUD/SUD) prevention, and other relevant topics, in developmentally appropriate and strengths-based ways.
- **Co-facilitating the curriculum** with youth worker and youth leaders to various youth audiences (possibly within other youth-serving organizations, Boston Public Schools, learning pods, etc.). There may be opportunities to utilize the co-adapted curriculum to develop workshops for broader audiences, including middle school-aged youth, caregivers, and other providers.

- Coordinating with the BYRRC project team, youth agencies and partners related to **any potential technical assistance or referral needs** that arise during this process that will increase the youth program's internal capacity to respond effectively to OUD/SUD

Specific activities include:

- Coordinating with the CBTI, BYRRC project team, and selected youth program sites to schedule meetings and trainings.
- Work with CBTI, the BYRRC project team, Recovery Services staff, and the selected youth sites to assess needs and strengths and co-adapt the selected curriculum to the population they serve, paying special attention to uplifting a prosocial and positive youth development lens while incorporating trauma-informed and equitable approaches.
- Co-facilitating preliminary sessions with youth/program staff content to multiple audiences, including preparation and de-brief with youth and program staff facilitators.
- Assisting youth program sites in basic data collection activities with direction from BYRRC evaluator.
- Coordinating and supporting BYRRC team to provide technical assistance to partner agency leadership to address identified needs as it relates to being trauma-informed, using an equity lens, and prioritizing youth and caregiver voice. This may also include thought-partnership in navigating challenges related to engaging young people during COVID-19.
- Tasks associated with this role may shift slightly as needed, as directed by the project team or funder, as well as constraints within youth programs relating to COVID-19 and other issues.

We aim to model a trauma-informed and equitable approach in all elements of this project and across all activities. This work will be done in ways that are participatory, recognizing the stressors experienced by individuals and systems, as well as their strengths and assets, and utilizing culturally and linguistically appropriate methods.

III. RFP Timeline

Friday March 5, 2021	RFP Legal Notice publication (Boston Globe)
Monday March 8, 2021	RFP available online at www.bphc.org/RFP by 10:00 AM EST . RFP will also be disseminated via e-mail to relevant networks
Friday March 19, 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 at abenalfew@bphc.org</p> <p style="text-align: center;">Subject – [Vendor Name] RFP CBTI Promoting Youth Leadership Consultant</p>
Tuesday March 23, 2021	Responses to questions available for viewing on 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] RFP CBTI Promoting Youth Leadership Consultant</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 for each role and assignment as indicated:

- Experience (5+ years) working with young people in variety of settings (e.g. teaching/education, out-of-school-time programming, youth organizing, advocacy, case management, etc.)
- Strong teaching, training and group facilitation skills with youth and adults, including experience in tailoring or adapting existing curriculum to meet community needs
- Comfortable with delivering services remotely (e.g. via Zoom)
- Experience collaborating with youth-serving agencies
- Experience in substance use prevention, mental health, violence prevention, or related fields a plus
- Experience doing outreach and collaborating with community-based organizations and non-profits
- Experience coordinating events and hosting programming, workshops, or training series virtually or in-person
- Comfortable managing basic administrative tasks and providing logistical support to individuals, programs, and agencies
- Experience and comfort working with youth around sensitive topics such as trauma, substance and opioid use, different forms of violence, as well as responding appropriately to youth disclosures
- 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
- Strong verbal and written communication skills; collaborative and participatory approach to all aspects of the work
- Knowledge or willingness to learn about prosocial positive youth development with a systems and contextual analysis
- Bi- or multi-lingual is a plus (Spanish/English, Haitian Creole/English)

IV. Proposal Requirements

Please submit the following documents in PDF format:

- Resume or C.V.
- Brief (1-2 page) explanation of how your experiences and skills meet the scope
- Two questions you have for the BYRRC team
- Project budget
- 2 references
- Any examples of relevant previous work (slides, videos, testimonials, etc.) [can exceed page limit]
- If invited for an interview, please be prepared to deliver a 10-minute presentation on one's approach and style to training with young people

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 permitting funding availability.

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

VI. Submission Instructions

Please submit your Proposal by **Friday, April 2, 2021 5:00 PM EST** - Submit via email to Procurement@bphc.org

Subject line – [Vendor Name] CBTI Supporting Youth Leadership Consultant

NO EXCEPTIONS TO THIS DEADLINE FRIDAY 4/2/2021 by 5:00 PM EST