Request for Proposal
Mattapan VIP Lead Agency

Division of Violence Prevention:
Violence Intervention & Prevention (VIP) Initiative
Child, Adolescent and Family Health Bureau

December 15, 2020
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 is seeking a lead agency to develop, implement and sustain the Mattapan VIP Neighborhood Coalition. VIP Neighborhood Coalitions can be newly established or can be launched from an existing neighborhood coalition that will embrace the goals of the VIP Initiative. This RFP will distribute $288,000 for the period of March 1 – June 30, 2021 to the Mattapan VIP lead agency and $82,000 per year (July 1 – June 30) thereafter.

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

BPHC’s Violence Intervention & Prevention Initiative is seeking a lead agency to develop, implement and sustain the Mattapan VIP Neighborhood Coalition. Known as “Village in Progress” in many neighborhoods, VIP’s mission is to prevent violence through building and sustaining strong communities where residents are knowledgeable about the root causes of violence and empowered to address them. VIPs over-arching goals are to:

- Build Knowledge
- Build Capacity
- Build Community
- Provide Tools
- Improve Access

VIP neighborhoods are micro-neighborhoods of about 900 households that were selected because they have high rates of gun violence and a strong community infrastructure. The Boston Public Health Commission’s VIP Initiative works to strengthen these neighborhoods’ capacity to develop community initiatives that prevent violence over the long term. Through this unique approach to violence prevention, the coalitions work to shift the expectation of violence and to address persistent social and environmental issues that contribute to elevated levels of violent incidents. VIP uses a trauma-informed community building approach which creates multiple ways for residents to participate in activities accessible to all community members.

VIP Coalitions deepen the level of resident engagement in community building, increase social cohesion and organize community members around a set of positive and supportive goals that, over the long term, increase informal social controls and reinforce a culture of non-violence and social and racial justice. VIP coalitions work with residents and other community leaders to address five violence prevention goals:

1) Each Resident-led VIP Neighborhood Coalition recognizes and mobilizes neighborhood assets as it determines needs and issues of the neighborhood.
2) Children and youth are engaged in positive activities, developing leadership skills and taking leadership roles in the neighborhood.

3) Residents have equitable access to resources necessary for physical and emotional wellness.

4) The physical environment of the neighborhood encourages outdoor activity and social connection.

5) When incidents of violence occur, community members lead public actions that shift norms and expectations about violence and promote community building.

Central to the VIP Initiative is coalition building. Community mobilization through resident-led coalitions can increase a neighborhood’s social connectedness and efficacy which have been found to be protective factors, inversely associated with crime rates at the community or neighborhood level. VIP is a partner in the Neighborhood Trauma Teams Network and provides outreach and action opportunities in the aftermath of shootings in the neighborhood. For many residents who have experienced violence in their neighborhoods the opportunity to engage in community actions to prevent violence allows them to regain a sense of control and can help prevent the development of traumatic symptoms.

Through this RFP VIP will fund a community-based organization as lead coordinator of the coalition in Mattapan. Coalitions meet monthly and are made up of residents, social service organizations, representatives from City agencies, business sector and faith communities. Each coalition is staffed by a VIP Neighborhood Coalition Coordinator employed by the lead agency and will stipend residents to be Block Captains and support coalition building. The coalition and Boston Public Health Commission will work together to ensure that VIP neighborhood residents have access to public health services and supports.

Each VIP coalition designs and implements a Neighborhood Violence Prevention Plan (VPP). The plan describes the nature and extent of violence in the community and identifies goals, objectives and outcomes, including increasing youth access to leadership development and practice and improving the physical environment in the neighborhood. The coalitions design and implement community actions in response to shootings and homicides in their communities in order to help residents change the expectation of violence in their neighborhoods and communicate the message that violence is not acceptable.

Scope of work:
The Mission of the VIP Initiative is to prevent violence through building and sustaining strong communities where residents are knowledgeable and empowered. VIP seeks to reduce street violence in city neighborhoods through increased mobilization of community-based organizations and neighborhood residents, increased coordination of city agencies, and increased knowledge of city resources in those neighborhoods. Through this unique approach to violence prevention, VIP works to shift the expectation of violence and to address persistent social, environmental and structural issues that contribute to elevated levels of violent incidents.
The Mattapan VIP Initiative will:

1. **Dedicate one full-time staff person** to coordinate the VIP Neighborhood Initiative. Coordinators will:
   - Attend monthly VIP Work Group meetings (2nd Wednesday, 11:30 am – 1:00 pm).
   - Attend monthly VIP Coordinator trainings (last Thursdays, 11:00 am – 2:00 pm).

2. Stipend at least 1 neighborhood resident as a Block Captain, Youth Organizer or other support personnel. Block Captains will:
   - Get to know all residents in their neighborhoods.
   - Bring new residents to meetings, events, etc.
   - Host at least 1 event/gathering during each grant cycle.
   - Attend monthly VIP Block Captain trainings (3rd Tuesdays, 5:30 – 8:00 pm).

3. Engage residents and other stakeholders in the Initiative through monthly meetings and other events/activities:
   - Coordinators must sponsor or co-sponsor at least one Monthly VIP Meeting.
   - Meetings must go beyond crime reports and announcements. They must include opportunities to deepen resident understanding of the roots of community violence and get involved in actions to address them.
   - Residents must take on meaningful roles in the meetings and actions stemming from them.
   - Meeting participation should be comprised of at least 51% neighborhood residents. Other local stakeholders should also be involved.
   - In some cases, VIP partners may opt to ‘join’ existing monthly meetings, rather than creating a competing meeting. This is allowable if a) it is discussed with VIP Program Director; b) VIP Coordinators plays an active, collaborative role in the meetings and actions stemming from them (i.e., VIP must be an identifiable co-convener of the meeting); and c) meetings meet the above requirements.

4. Implement community actions in response to incidents of violence.
   - Work with BPHC Associate Program Director to develop and implement a neighborhood action plan.
   - Implement a public action in response to all shootings (not just homicides).
   - When applicable, coordinate with local Neighborhood Trauma Teams (NTTs), recognizing that VIP must still convene VIP actions spelled out in this scope.
   - Promote positive neighborhood activities in order to change perception of neighborhood.

5. Advisory Board representative must participate in Advisory Board meetings.

6. Submit the Monthly VIP Data & Progress Report on the 7th of each month. If the 7th falls on a weekend, the following Monday is the submission deadline.

7. Submit invoices by the 7th of each month. If the 7th falls on a weekend, the following Monday is the submission deadline.

8. Advisory Board members must review budgets with VIP Coordinators. VIP funding must prioritize expenses in direct support of the VIP Coordinators implementing the scope of this contract.
9. Meet the language needs of the community, including but not limited to translating materials and having staff on hand to work with residents in need of interpreters during outreach and community events.

10. Partner with other activities and initiatives of the Boston Public Health Commission, such as Start Strong, Healthy Baby-Healthy Child, Mayors Healthline, Neighborhood Trauma Teams, etc., to increase neighborhood access to resources and services.

11. Actively participate in all training and capacity building and technical assistance sessions throughout the grant period.

12. VIP Neighborhood Partners and Initiative members are expected to join and promote VIP community wide.

13. Use VIP name and logo in accordance with branding policy on all VIP materials, announcements, flyers, etc.

14. VIP Coordinator and Block Captains must identify themselves as VIP **AND** part of the partner agency at any public events, meetings, etc. This includes during collaborations with NTT.

**Boston Public Health Commission will:**

1. Dedicate a staff person as a point of contact for the VIP neighborhood initiatives.

2. Dedicate an Associate Program Director to support VIP Initiatives in the aftermath of a violent incident in VIP neighborhoods.

3. Provide technical assistance to VIP neighborhood coalitions to develop and execute violence prevention plan, as well as outreach and engagement plan.

4. Use data from monthly reports to develop and share quarterly cumulative reports and bi-annual progress assessment.

5. Promote the work of the neighborhood VIPs and partner agencies to other City agencies, service providers and others.

6. Partner with VIP neighborhood initiatives in order to ensure that City government actively joins the VIP neighborhood initiatives to problem solve and address challenges in the community.

7. Ensure active, accurate and consistent communication between the Boston Public Health Commission and the VIP neighborhood coalitions.

8. Work with VIP neighborhood initiatives to support the development of a data collection process that accurately tracks VIP neighborhood coalitions’ activities, including using a set of common indicators that will be collected across the VIP neighborhoods.
### III. RFP Timeline

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, December 14, 2020</td>
<td>RFP Legal Notice publication in The Boston Globe</td>
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<tr>
<td>Tuesday, December 15, 2020</td>
<td>RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks</td>
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<tr>
<td>Monday, December 21, 2020</td>
<td>Questions due in writing by email only 5:00 PM EST to: Tania Mireles, <a href="mailto:tmireles@bphc.org">tmireles@bphc.org</a> Subject – Mattapan Lead Agency RFP</td>
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<tr>
<td>Monday, December 28, 2020</td>
<td>Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 4:00 PM EST</td>
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<tr>
<td>Monday, January 25, 2021</td>
<td>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} RFP For Mattapan VIP Lead Agency</td>
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<tr>
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<td><strong>NO EXCEPTIONS TO THIS DEADLINE</strong></td>
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<tr>
<td>Monday, February 1, 2021</td>
<td>Eligible agencies will be notified of a virtual interview by 5:00 PM EST</td>
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<tr>
<td>Friday, February 19, 2021</td>
<td>Notification of Decision: Selected agency will be notified by or before 5:00PM EST of the award.</td>
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<td>Monday, March 1, 2021</td>
<td>Program begins</td>
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<td>Wednesday, June 30, 2021</td>
<td>Contract Year 1 ends</td>
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<tr>
<td>Thursday, July 1, 2021</td>
<td>Contract Year 2 begins</td>
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<td>Thursday, June 30, 2022</td>
<td>Contract Year 2 ends</td>
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IV. Minimum Qualifications

Eligible Neighborhood
There are currently 6 VIP neighborhoods in Roxbury and Dorchester. This current Request for Proposals is for a lead agency to implement the VIP Initiative in one or two micro-neighborhoods in Mattapan. The designated neighborhood should be consistently identified as a “hotspot” for gun violence from 2014 to 2019 by the Boston Police Department. In addition, the neighborhood should also have significant community assets such as schools, community centers, faith-based organizations, community-based organizations, resident associations and/or health centers that can collaborate and support the neighborhood VIP Initiative. The target area must be contiguous and include 900 to 1000 residences or households.

*Please note that areas proposed will be reviewed by Boston Public Health Commission and grantees prior to approving and finalizing the proposed area.

Eligible Organizations
Organizations encouraged to apply for this funding include grassroots community groups, faith-based organizations, tenant associations or established nonprofit organizations currently working with community residents in the VIP target neighborhood, Mattapan. The organization must be based in Boston. Organizations must have demonstrated experience in community organizing and advocacy; must have a mission statement that addresses the health, safety and positive youth development of the neighborhood residents or be willing to take on this mission and initiatives as part of a pre-existing group; must be a 501(C) (3) based in Boston or must apply via a 501(c) (3) organization that will act as the fiscal manager for the funds.

IV. Proposal Requirements

Complete a proposal of no more than 20 pages, consisting of double spaced; 12 font typed responses with one-inch margins to the application questions and a budget. Due to COVID-19 restrictions, please email a PDF version of the original proposal to: Procurement@bphc.org

All proposals must be received at the Boston Public Health Commission by Monday, January 25, 2021, 5:00 PM EST. There will be no exceptions to this deadline.

Proposal Narrative
Please answer the following questions by responding in the order in which they appear (maximum of 17 double spaced pages).

1) Please describe the mission of your organization and services you provide in your community. (2.5 pts)

2) Please identify the specific boundaries (streets) of the target area for which you are applying and justify the selection by describing the community need and your ability to reach and engage residents. Please utilize data and be as specific as possible. (15 pts)

3) Briefly describe the demographics, community assets and challenges of the neighborhood. (5 pts)
4) Please describe the nature, extent, and impact of violence in the neighborhood. What are your current and previous efforts to address violence in your community? (7.5 pts)

5) Create a plan of action for how the Coalition will engage and recruit residents, youth, faith-based organizations, community-based organizations, police, other city agencies and local businesses to participate in coalition meetings, events, and other activities. In addition, please address the following: (20 pts)
   a) Describe a new and innovative engagement tool or strategy that you have or would utilize to continue to engage all the above-mentioned stakeholders?
   b) How would you sustain continuous resident engagement at coalition meetings and events?
   c) How would you use social media and text messaging to recruit and engage residents?
   d) How would you engage hard to reach residents?

6) Describe how your organization serves and engages the youth in your community. (10 pts)
   a) Please give detailed information on the youth in your neighborhoods including ages, grade levels etc.
   b) Please describe previous experiences providing services and working with youth in your community?
   c) Please describe how you will actively engage youth in the coalition and what their role would be.

7) Please briefly describe the process your organization will use to develop the Violence Prevention Plan. Please address: (15 pts)
   a) What you think will be the key components of your plan? This could include but is not limited to needs assessment, awareness and education, advocacy, policy work, structural needs, etc.
   b) How your organization will engage residents, diverse partners, and youth in the Violence Prevention Plan development process and implementation.
   c) How will you measure the progress and success of your VPP?

8) Describe your organization’s past and current efforts in addressing: (20 pts)
   a) Physical disorder
   b) Addressing youth access to employment and leadership opportunities
   c) Taking action to address the causes of violence in the community
   d) Health and social service referrals. Who are your partners and what are some outcomes from each of these efforts?

9) Please briefly describe how your organization will be able to support the VIP Neighborhood Coordinator and their work. Please include: (10 pts)
   a) The organization’s ability to convene and support a monthly meeting
   b) Where the Coordinator will be placed in your organization
   c) To whom the Coordinator will report and that person’s ability to serve on the VIP Advisory Group. (Typically meets every other month; we’ve been meeting monthly during COVID-19 emergency.)
d) Your ability to complete a monthly data collection process that accurately tracks VIP neighborhood activities that includes common indicators across VIP neighborhoods.

e) Commitment to attend all VIP/BPHC meetings

10) Applications should include budgets for 2 grant periods: November 1, 2020 to June 30, 2021 and July 1, 2021 to June 30, 2022. The first budget should be up to $56,000. The second budget should be up to $82,000. You may also indicate any in-kind contributions your organization will add to the initiative. Funds may be used:

- To pay the salary of one full time VIP neighborhood coordinator
- To pay a stipend of at least minimum wage to a minimum of 1 resident block captain.
- To pay for a Block Captain Outreach budget to support house parties, door knocks, etc. facilitated by the block captains.
- To pay for subcontracts with partner youth organizations
- To pay for trainings
- To pay for space
- To pay for supplies, refreshments and materials

Funds will be paid on a cost reimbursement basis. Funds cannot be used for costs incurred before the date of the contract on March 1, 2021 or after the contract date on June 30, 2022 (unless the contract is extended).

V. Period of Performance and Location

The effective date of this partnership will be from March 1, 2021 – June 30, 2022. Thereafter, the partnership will be renewed annually contingent upon satisfactory completion of terms and continued funding from the City of Boston.

Location: Mattapan, Boston, Ma

VI. Submission Instructions

Please submit your Proposal before Monday, January 25, 2021 due by 5:00 PM EST - Submit PDF only via email to Procurement@bphc.org

Subject line – {Vendor Name} RFP For Mattapan VIP Lead Agency

NO EXCEPTIONS TO THIS DEADLINE, Monday, January 25th, 2021 by 5:00 PM EST