



Mayor's Office of Recovery Services

Request for Proposal  
Workforce Development and Community Engagement

September 22, 2021

## RFP Timeline

Tuesday September 21, 2021	RFP announcement in The Boston Globe
Wednesday September 22, 2021	RFP available online by 10:00 AM EST at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a>
Wednesday September 29, 2021	All questions due by 12:00 PM EST to:  Michaela Jones Special Project Coordinator <a href="mailto:MJones@bphc.org">MJones@bphc.org</a>  Subject: Proposal for Workforce Development and Community Engagement
Monday October 4, 2021	All responses posted by 5:00 PM EST.
Friday October 8, 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 Workforce Development and Community Engagement
Friday October 15, 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 workforce development programs that provide members of the community and individuals re-entering Boston communities from federal probation with supported employment.

A gap has been identified for supported employment in neighborhoods throughout the City that have been disproportionately impacted by racism and the opioid epidemic. Creating wrap-around supportive employment opportunities offers a coordinated approach to workforce development, while targeting specific areas of need, providing unique solutions to each individual neighborhood.

Individuals receiving this supportive employment will receive on-the-job training, digital skills trainings, wellness supports, substance use and mental health services and support, relationship building workshops, and more. Creating these opportunities will help the City to accomplish its goal of creating healthier, more equitable communities, giving Boston's marginalized individuals opportunities for success.

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 and/or individuals re-entering from federal probation in a time limited supported employment training program, providing a wide array of wrap-around supports, detailed below.

The organization is expected to provide:

- Short-term supported employment opportunities.
- A Supervisor that provides on-the-job supervision and training.
- Wrap-around wellness services including mental health and substance use programming.
- Wrap-around employment services including, but not limited to job-readiness

- programming, resume building, and digital skills trainings.
- Workshops for emotional and behavioral support, such as understanding how to build healthy relationships.

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 short-term, workforce development 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 of \$600.00 or more 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 individuals returning from incarceration.
- 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 18, 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 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 unrepresentative Vendors 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)

Subject: Proposal for Workforce Development and Community Engagement

**Proposals must be received no later than 5:00 PM on October 8, 2021.  
There will be no exceptions to this deadline.**