



Mayor's Office of Recovery Services

Request for Proposal
Implementing Harm Reduction and Community Engagement Strategies in Boston Businesses

October 14, 2021

RFP Timeline

October 18, 2021	RFP available online by 10:00 AM EST at www.bphc.org/RFP
October 20, 2021	All questions due by 12:00 PM EST to: Lindsey Kerins Community Prevention Program Manager lkerins@bphc.org Subject: Proposal for Implementing Harm Reduction and Community Engagement Strategies in Boston Businesses
October 22, 2021	All responses posted by 5:00 PM EST.
October 27, 2021	Proposal due via email by 5:00 PM EST to: Lindsey Kerins Community Prevention Program Manager lkerins@bphc.org Subject: Proposal for Implementing Harm Reduction and Community Engagement Strategies in Boston Businesses
November 1, 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 between its services and local businesses.

The City of Boston has recognized a need for training, technical assistance, and support for businesses that interact with individuals who use substances. In 2020, Boston saw 245 fatal overdoses, the highest number of overdoses on record for our city. Local businesses often serve Boston's most vulnerable residents but are not equipped to respond to the needs of their communities.

The Mayor's Office of Recovery Services is seeking organization(s) to conduct a series of trainings and community engagements to support local businesses in becoming recovery friendly. These trainings will provide best practices for working within their communities in a non-stigmatizing and non-judgmental manner. This organization will also provide information on resources available for supporting people with substance use disorder and/or homelessness in their communities.

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 chosen is expected to provide facilitated virtual trainings using the Zoom platform on the following topics:

- Supporting people to Change and Access Resources (Motivational Interviewing + Harm Reduction)
- Opioid Overdose Rescue
- Addressing Drug-Related Stigma and Bias
- De-escalation: Strategies for Business Owners

The organization will also assist in the planning and implementation of:

- Q and A events with local Boston businesses to understand what resources exist for those experiencing homelessness and SUD who may be frequenting their businesses

- Facilitated panel of business owners and people with lived experience to discuss ways that businesses can better support those who are experiencing SUD and/or homelessness

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:

- Co-branded marketing materials and session handouts
- Hands-on and digital materials for participants
- Certificates of Attendance for session attendees
- Zoom platform and Zoom tech expert
- Training and facilitation
- Post-session evaluation survey links and a summary of feedback to BPHC to inform future projects around business engagement
- 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 and with businesses
 - Quality of Deliverables (Services, Reports, etc.)
 - Performance Targets/Benchmarks (Quantities, Outcomes, etc.)
- Attendance at scheduled meetings.

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 businesses.
- Demonstrated expertise in providing harm reduction and overdose training.
- 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 November 5, 2021 through June 30, 2022, with the potential of an extension.

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

Submit proposals to:

Lindsey Kerins
Community Prevention Program Manager
lkerins@bphc.org

Proposals must be received no later than 5:00 PM on October 27, 2021.

There will be no exceptions to this deadline.