



**Suicide Prevention, Response and Recovery**  
Request for Proposals

Division of Violence Prevention  
Bureau of Child, Adolescent and Family Health

5/6/2022

## 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.

The Boston Public Health Commission's Division of Violence Prevention works on preventing and responding to all forms of violence. Historically, the Division has not worked on responding to suicide. The purpose of this RFP is to make a one-time award of up to \$223,000 for the period of award through June 30, 2024, to develop a plan for the creation of an outreach team to support survivors of death by suicide. The plan should produce evidence-based protocols, include a debriefing and self-case protocol, identify potential responders, educate potential responders on suicide prevention and recovery, educate partners on suicide prevention and recovery, while placing the response work in a prevention framework. The scope of work below details the requirements of the contract.

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), Minority Non Profit(MNPO), Women Non Profit(WNPO), Minority Women Non Profit(MWNPO) and local businesses to apply to this RFP

## II. Scope of Work

Massachusetts residents die by suicide each year at 3-5 times the rate annually than those lost to death by homicide. The root causes of suicidal ideation and suicide attempts and the trauma that is caused by the loss expands to impact the families, neighborhoods, institutions, and communities of which the lost person was a member. The purpose of this RFP is to assess need and viability for primary prevention strategies at the community level and to assess need and viability of building a provider, team of providers or service to support families and/or communities surviving in the aftermath of death by suicide to reduce the negative health impacts on those impacted by suicide.

The provider(s) must be able to do the following:

### **Community and Stakeholder Engagement (40 points)**

- Demonstrate a strong ability to engage residents of Boston, particularly those in communities most impacted by violence and suicide and/or those who are currently not served well by available programming. A focus on the neighborhoods of Dorchester, Roxbury and Mattapan is desirable.
- Engage survivors in the leadership of the provider team.
- Demonstrate plans and ability to build the capacity of grassroots and survivor-led organization(s).
- Work with law enforcement agencies, first responder agencies, and the Medical Examiner to develop protocols and procedures appropriate to that agency's requirements.
- Engage a wide network of suicide prevention education partners.

**Plan and Implement Effective Logistics (30 points)**

- Be able to receive notifications of request for service and respond with a minimum of an acknowledgement of the request and a preliminary plan to respond within 24 hours of the request.
- Able to recruit responders and able to find roles others (including volunteers) who can support the effort.
- Detailed plans for debriefing responder team after each response deployment.
- Provide detailed plans for self-care and building culture of self-care for responder team.
- Recruit, onboard and manage responder team.
- Be able to manage the deployment of a responder team per established protocols.
- Must have an ability to compensate responders on a per diem basis
- Must be able manage the administrative and fiscal support of the project.
- Present a plan to develop protocols for receiving request for service, deployment of response team, warm hand-offs, and debriefing for response team.
- Develop support material for survivors of suicide.

**Engage Best Practices (30 points)**

- Provide professional clinical support for the response team.
- Integrate a primary prevention, trauma aware, and healing centered approach.
- Sustain the team in a manner that maintains high morale.
- Implement policies and practices that protect privacy of individuals and institutions impact by a death by suicide.
- Provide inclusive, high quality, and strategic suicide prevention education.
- Provide ongoing training for responder team to ensure the continued development of the team members and the team.

III. RFP Timeline

Tuesday, May 10, 2022	RFP Legal publication in the Boston Globe
Wednesday, May 11, 2022	RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 10:00 AM EST
Friday, June 17, 2022	Questions due in writing by 5:00 PM <b>EST</b> to: Vienna Rothberg <a href="mailto:Vrothberg@BPHC.org">Vrothberg@BPHC.org</a> Subject – Suicide Prevention, Response and Recovery
Wednesday, June 22, 2022	Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 5:00 PM EST
Friday, June 24, 2022	Proposal due via email by 5:00 PM EST: Subject – Suicide Prevention, Response and Recovery Email: <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a> <b>NO EXCEPTIONS TO THIS DEADLINE</b>

Friday, July 1, 2022	Eligible candidates will be notified of a Zoom interview by 5:00 PM EST
Friday, July 22, 2022	Notification of Decision: Selected candidate will be notified by or before of the award.

#### IV. Minimum Qualifications

Proposers must possess the following qualifications for each role and assignment as indicated:

- Knowledge of residents and neighborhoods most vulnerable to violence. Cultural and language knowledge and capacity to engage a diverse variety of Boston’s communities.
- Capacity to manage and administer a grant.
- Knowledge of best practices in suicide prevention and response.
- Capacity to meet requirements detailed in scope of work.
- **Must be authorized to receive federal funds and have a Unique Entity ID in SAM.gov**

#### V. Proposal Requirements

Please submit the following narrative and budget. Narrative not to exceed four pages, and budget not to exceed one page:

- Narrative outlining your skills and experience as they relate to the scope, using examples from previous work, including:
  - Examples of your typical process for design, assessment, prioritizing, planning and implementation.
  - Examples of strategies used to engage stakeholders to ensure equitable participation.
  - How you have used data and metrics in projects with a similar scope or outline how you would scale up previous experiences.
- Describe your comfort and experience with Zoom and other remote forms of engagement- and how you have successfully built trust with partners using these platforms or an outline of your plan and strategies.
- Please share 1-2 questions you have for our team as it relates to this scope.
- Proposed project budget, deliverables, and timeline
- Resume or C.V of all individuals who would be part your proposed leadership team
- Two references

#### VI. Proposal Scoring

Community and Stakeholder Engagement	(40 points)
Plan and Implement Effective Logistics	(30 points)
Engage Best Practices	(30 points)

Total Score: \_\_\_\_\_ points out of 100 points

#### VII. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through June 30, 2024, with opportunity to renew for year two depending on performance and availability of funds. May use subcontracts to manage partners, trainers, and consultants. All subcontractors must follow all federal funding guidelines. Up to \$223,000 is allocated.

#### VIII. Submission Instructions

Please submit your Proposal by—: Friday, June 24, 2022, 5:00 PM EST

Subject – Suicide Prevention, Response and Recovery

Submit via email to: [Procurement@bphc.org](mailto:Procurement@bphc.org)