

BOSTON PUBLIC HEALTH COMMISSION

YOUTH PREVENTION –BUREAU OF RECOVERY SERVICES

REQUEST FOR PROPOSAL

Boston MassCALL3 – Evaluation Consultant



The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. Public service and access to quality healthcare is the cornerstone of our mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

July 14, 2022,

Overview:

The Youth Prevention Program based within the Bureau of Recovery Services (BRS) at the Boston Public Health Commission (BPHC), is seeking proposals from qualified consultants to draft and support data collection and evaluation activities with the Massachusetts Collaborative for Action, Leadership, and Learning (MassCALL3), an initiative funded by the Bureau of Substance Addiction Services at the Department of Public Health.

The Youth Prevention Program was established in 2018 by the Boston Youth Substance Use Prevention Strategic Plan. For more information on the Boston Youth Substance Use Prevention Strategic Plan please see Appendix A. This program leads all activities related to the Boston Youth Substance Use Prevention Strategic Plan by: (1) developing and disseminating educational material and media messages to youth and families, (2) promoting health education that addresses substance use and social-emotional learning, (3) supporting expansion of engagement opportunities accessible to all youth population, and (4) increasing coordination of prevention efforts between public, private, and non-profit sectors.

The MassCALL3 initiative is intended to replace and build upon the foundation established through previous BSAS Prevention grants, including the Substance Abuse Prevention Collaborative (SAPC) and Massachusetts Opioid Abuse Prevention Collaborative (MOAPC) grant programs. The goals of the initiative are the following: (1) reduce/reduce use and misuse of substances of first use among youth, (2) increase the number of municipalities implementing a systematic public health planning process and adopting a comprehensive approach to substance use, (3) increase utilization of evidence based prevention program, policies, and practices, and (4) increase and enhance the collection and utilization of local data sources to assist in the assessment, planning and evaluation of substance use prevention strategies.

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.

Proposed Need:

The Massachusetts Collaborative for Action, Leadership, and Learning (MassCALL3) grant is a multi-year grant project that will take the foundational work conducted by the team who released the 2018 Youth Substance Use Prevention Strategic Plan and expand on it through a restorative prevention framework. Data collection, the use of a strategic prevention framework, and evaluation are core elements of the MassCALL3 grant.

Looking at previous data collection efforts, there is space to explicitly consider how race, ethnicity, and systemic racism exacerbate youth substance use issues around the City of Boston. Therefore, there is a need to apply a racial equity framework to the planning, delivery, monitoring, and evaluation of all prevention programming through the adoption of the following eight principles: (1) Racial equity, (2) Trauma-informed service provision, (3) Positive youth development, (4) intersectionality, (5) Cultural humility, (6) Restorative justice, (7) Collective impact, and (8) building and sustaining the leadership of people of color.

During the entirety of this grant, there are a total of 5 phases: (1) Planning & Assessment, (2) Capacity-building, (3) Strategic planning, (4) Implementation, and (5) Evaluation. The implementation and evaluation phases will not be carried out until **after** the approval of the strategic plan. We expect the consultant to assist the Program Manager in all phases of the grant as it is described below.

For the purposes of the grant, the neighborhoods in the City of Boston are divided into two cluster communities, the North and South clusters. The North cluster is comprised of the following neighborhoods: North End, East Boston, Charlestown, Allston/Brighton, Back Bay/ Beacon Hill, Chinatown, Fenway/Kenmore, South End, and South Boston. The South Cluster is comprised of the following neighborhoods: Jamaica Plain, Roxbury, Dorchester, Mattapan, Roslindale, Hyde Park, and West Roxbury.

During the planning phase, tools will be created to help key stakeholders collect data within their communities on current youth & family substance use trends, assets, use of resources, and perceived harms. This includes both qualitative and quantitative tools. Training and guidance will also be given to key stakeholders in order to build their capacity for data collection.

During the assessment phase, data will be collected in each community to identify areas of strength and the gaps in knowledge described above. Data will then be analyzed and used to inform our capacity-building efforts. The consultant will be key in helping analyze and collect the data.

During the capacity building and strategic planning, an addendum for the Boston Youth Substance Use Prevention Strategic plan will be created utilizing the existing and new data received through a community participatory process. The data collected will assist in informing recommendations that can be implemented to help address youth substance misuse across the City of Boston.

During the implementation phase, the new strategies will be published and released for city-wide dispersal. The consultant will support the City of Boston Recovery Services Youth Prevention team on any initiatives that are to be city-owned or city-led. This may include building the capacity for future program evaluations.

During the evaluation phase, the new programs and initiatives will undergo an evaluation to assess effectiveness. The consultant will help lead and oversee these efforts.

We aim to model a trauma-informed and equitable approach in all elements of this project, including in our evaluation efforts. Data collection and evaluation will be done in ways that is participatory, recognizes the stressors experienced by individuals and systems as well as their strengths and assets, and utilizes culturally and linguistically appropriate methods.

Scope of Service:

1. Work with the Youth Prevention Program Director, Prevention Program Manager, and key stakeholders to develop a detailed data collection and analysis work plan for the planning and assessment phases
2. Have the capacity to work with both clusters as described above or with another consultant
3. During the planning phase, assist the Prevention Program Manager in helping build capacity within the stakeholders for data collection and prevention work through trainings and modules
4. Work with key stakeholders to identify or develop data collection tools that can encapsulate the following information from each community:
 - a. the nature and scope of youth substance use in Boston and how race, ethnicity, and racism has affected BIPOC youth and families;
 - b. the current assets within the communities interacting with children, youth and families, and their impact;
 - c. barriers to treatment or prevention within BIPOC communities and other perceived needs;
 - d. local and state policies that impact youth substance and the nature of that impact.
5. During the assessment phase, help lead and serve as a resource for key stakeholders during data collection.
6. Ensure timely collection, analysis, and synthesis of data reported by key stakeholders
7. Help analyze newly collected data as well as current available data such as the Youth Risk Behavior Survey, Hospital data, and other large surveys
8. During the strategic planning phase, help synthesize and contextualize data for publication in the strategic plan; this includes producing clear and accessible reports on qualitative and quantitative findings to be shared on a timeline agreed upon in the workplan
9. During the implementation and evaluation phases, help lead the implementation of new strategies. This includes ensuring they are implemented with fidelity and in a timely matter
10. Help build the capacity for evaluation and ensuring that data collection metrics are set in place and done in a routinely matter
11. Participate in phone calls and in-person meetings, as well as e-mail correspondence

Qualifications:

- Master's or doctorate degree in public health, social work, education, psychology, sociology, or a related field
- 3+ years' experience leading or having major shared responsibility for conducting program evaluation or research projects related to substance use disorders, youth development, social determinants of health, or related topics

- 3+ years' experience conducting evaluation in real-world operational settings with diverse populations of both service providers and residents, including but not limited to: clinicians, law enforcement, educators, community health workers, recovery and housing services providers, family advocates, youth (10-18 years old), parents and caregivers, English Language Learners, those with low levels of literacy, systems-involved individuals (e.g. incarcerated or formerly incarcerated, child welfare, immigration), LGBTQ/T individuals, and those impacted by substance use disorders and multiple forms of violence
- Demonstrated commitment to a strengths-based, participatory approach to evaluation, including: a collaborative, reflective work style; a racial and gender equity lens; a positive youth development approach; and an awareness of the impact of trauma on individuals, communities and systems
- Possess software packages (e.g. Statistical Analysis System (SAS), Statistical Package for Social Sciences (SPSS), Excel, R, Epi Info, etc.) and be able to verify, enter, analyze and interpret program data and present findings in an accessible format
- Ability to meet deadlines and reporting and invoicing requirements as required by BPHC
- Excellent written and verbal communication skills
- **Bilingual/bicultural applicants strongly encouraged to apply.** To learn more about the City of Boston's equitable procurement policy and how to become certified as a minority-, woman-, or veteran-owned small business, please visit: <https://www.boston.gov/get-your-business-certified>

Application Instructions:

Please prepare a proposal with the following information. Proposals should be no longer than 3 typed pages, 1.5 space, 11-point font, standard 1-inch margins (not including the resume/CV, references, budget justification and examples of previous work).

1. How would you describe your overall approach when working with clients to meet deliverables?
2. Please describe specific skills and experiences that prepare you to meet the project scope.
3. What are 1-2 challenges you anticipate in meeting the project scope? What are 1-2 areas you find particularly interesting, exciting or meaningful?
4. Please attach 1-2 examples of previous work (report, article, presentation, etc.)
5. Resume or CV
6. Two references
7. Quote for 12 months of service (July 2022-June 2023), including a budget justification. Current budget is set for \$160,000. Budget may shift depending on availability of funds.

Timeline and Deadlines:

RFP Timeline

Monday, July 18- 2022	RFP Legal Notice publication in The Boston Globe
Monday, July 18, 2022	RFP available online at www.bphc.org/RFP . RFP will also be disseminated via e-mail to relevant networks
Monday, July 25, 2022	<u>Questions due in writing by 5:00 PM EST to:</u> Dishon Laing at email dlaing@bphc.org Subject – Evaluation Consultant for Boston MassCALL3 Initiative
Tuesday, July 26, 2022	<u>Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM</u>
Friday, July 29, 2022	RFP due by 5:00 PM EST Submit via email to Procurement@bphc.org Subject line – RFP For Evaluation Consultant for Boston MassCALL3 Initiative NO EXCEPTIONS TO THIS DEADLINE
Tuesday, August 2, 2022	Eligible candidates will be notified of an in-person, phone, or virtual interview by 5:00 PM EST
Wednesday, August 10, 2022	Notification of Decision: Selected candidate will be notified by or before 5:00PM EST of the award.

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 to complete scope permitting funding availability. In the event the scope of work is not met as determined by the contract and vendor is not amenable to proposed strategies to address, BPHC reserves the right to terminate contract as appropriate to ensure resources will be distributed equitably to achieve the goals of this funding.

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

Submission Instructions

Please submit your Proposal by July 29, 2022 **11:59 PM EST** - Submit via email to

Procurement@bphc.org

Subject line – RFP For Evaluation Consultant for Boston MassCALL3 Initiative

Questions can be directed to:

Dishon Laing (pronouns: him/his)

Youth Prevention Program Director

Office of Recovery Services – Boston Public Health Commission

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[Appendix A](#)