



Request for Proposal

Boston Youth Resiliency & Recovery Collaborative

Subcontract to support BIPOC LGBTQ+ Youth Mentorship

Division of Violence Prevention - Capacity Building & Training Initiative
Child, Adolescent and Family Health

6/21/2022

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 Youth Resiliency and Recovery Collaborative (BYRRC) is an initiative co-chaired by two BPHC programs: the Capacity Building & Training Initiative (CBTI) based within the Division of Violence Prevention (DVP) and the Office of Recovery Services. BYRRC activities under this RFP are funded via the FY21 Opioid Affected Youth Initiative (more info about OAYI [here](#)).

BYRRC aims to prevent youth substance use and violence by catalyzing positive community and systems change; we do this through bringing together City and community stakeholders serving Boston's youth and families to 1) inform Division of Violence Prevention and Recovery Services programming and priorities; 2) connect and share resources across sectors; and 3) provide opportunities for dialogue and building of shared language and knowledge. BYRRC's work supports a key strategy of Boston's Youth Substance Use Prevention Strategic Plan—carrying out “holistic, cross-discipline youth wellness efforts with other youth serving programs, including prevention of substance use, violence, dating violence, commercial sexual exploitation and other efforts.”

Via FY19 Opioid Affected Youth funding, BYRRC distributed over \$300,000 to community-based organizations and residents to deliver innovative prevention curriculum, strengthen equitable access to mental and behavioral health services, and promote cross-sector collaboration. BYRRC was recently awarded another 3-year grant for FY21 and are excited to expand our current activities. Through FY21 funding, **BYRRC is seeking proposals from qualified youth-serving organizations to increase equitable access to high quality mentoring opportunities for Black, Indigenous and People of Color (BIPOC) LGBTQ+ young people.** Specifically, via this funding and associated supports BYRRC is seeking to enhance the selected organization's capacity to provide trauma-informed and equitable mentoring programming and to reach a greater number of Boston's BIPOC LGBTQ+ youth over a three-year period.

This RFP was created in response to 1) the inequitable rates of substance use among BIPOC LGBTQ+ youth in Boston, 2) the important role of positive adult relationships in youth substance use prevention and 3) the need for more high-quality mentoring programming that is affirming and inclusive of BIPOC LGBTQ+ youth in Boston. Additionally, this activity supports Boston's Youth Substance Use Prevention Strategic Plan by: (1) developing and disseminating educational materials 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.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses, including: 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

Based on input from Boston Youth Resiliency and Recovery Collaborative stakeholders and recent City of Boston data, funding via the FY21 Opioid Affected Youth Initiative has a focus population of Black, Latinx and LGBTQ children and youth ages 11-24 and will address polysubstance use and associated risk behaviors (e.g., social isolation, low self-efficacy, self-harm, suicidality, weapon carrying, and commercial sexual exploitation) through increasing access to positive coping skills and safe and supportive adults, peers and environments. Community-based youth-serving organizations, mentoring programming, and trauma-informed and equitable youth services can serve as key protective factors and thus their expansion is the focus of this funding.

The organization selected through this competitive process will be required to 1) implement an evidence-based or evidence-informed mentoring program focusing on reaching BIPOC LGBTQ+ youth 2) engage in ongoing training and capacity building with the BYRRC team to ensure the application of a trauma-informed and equitable framework throughout.

Key activities (over 3-year period):

1. Ongoing training and capacity building with BYRRC team:
 - a. Engage in an interactive planning process with the BYRRC team to identify existing strengths and areas of support related to trauma-informed and equitable youth mentoring programming focusing on BIPOC LGBTQ+ youth
 - b. Engage in regular meetings, training, and coaching to build and implement a trauma-informed and equitable framework to be used throughout the mentor project (e.g. recruitment, matching, staff and mentor supervision, monitoring, program evaluation, etc.)
 - c. Engage in confidential evaluation activities for ongoing internal quality improvement (e.g. identifying and addressing potential racial inequities)
2. Mentoring program implementation:
 - a. Work with BYRRC Project Coordinator and project team to identify up to 20 adult mentors who reflect and connect to the focus population. Partner Organization to verify eligibility of mentors
 - b. Engage up to 40 BIPOC LGBTQ-identified youth and young adults 14-24 in an evidence-based or evidence-informed mentorship program within a 24-month period
 - c. Plan and deliver at least two annual BIPOC LGBTQ+ youth-focused events
3. Fiscal and administrative:
 - a. Invoice for all BYRRC-funded activities monthly
 - b. Collecting aggregate, non-identifiable data (e.g. # of youth served during reporting period) on a monthly basis for biannual reporting

The subcontracted site will receive:

- Direct program funding: \$5,000 for year 1 (until September 30th, 2023), \$30,000 for years 2 and 3 (\$65,000 total) available to cover staff time, stipends, food, program materials and other

Department of Justice [allowable costs](#); contract may be increased if additional funding becomes available to achieve scope.

- BYRRC staff time: ~75% of the BYRRC Project Coordinator’s time will be dedicated to training and capacity building with the subcontracted youth site. Other BYRRC team member’s may dedicate up to 10% of their time to specific requests relevant to their area of expertise.

Please see below for a proposed timeline of activities. As much as possible we aim to integrate with program’s existing activities and tailor as needed to a program’s strengths and needs; we anticipate project-specific activities will require approximately 10 hours of staff time per week.

Time Period	Anticipated Activities
August 2023	<ul style="list-style-type: none"> • Orientation meetings (all staff + project team) • Collaborative planning meetings to assess program strengths and needs, determine training and capacity building priorities • With support of BYRRC team establish fiscal plan (e.g. invoicing schedule) and plan for data collection
September 2023	<ul style="list-style-type: none"> • Agency staff/staff representatives participate in CBTI/BYRRC trauma, resilience and racial equity training institute • Agency shares process for screening and onboarding of mentors • BYRRC team provides list of potential mentors with contact information for review and screening by agency • Agency begins recruitment of young people for mentoring program (mentees can be from their existing youth programming) and screening of mentors • Monthly invoicing & data collection begins
October 2023	<ul style="list-style-type: none"> • Agency complete onboarding of mentors • BYRRC facilitates foundational mentor training and establishes monthly mentor check-in and coaching sessions • Agency completes recruitment of youth mentees • Baseline evaluation of mentors + youth • Monthly invoicing & data collection
October – November 2023	<ul style="list-style-type: none"> • Launch of mentorship program, including first LGBTQ+ event • Youth will participate in at least two (2) monthly mentorship activities • BYRRC Project Coordinator will host initial monthly mentor meetings • BYRRC Project Coordinator and team provides coaching as needed • Monthly invoicing & data collection
November 2023 - January 2024	<ul style="list-style-type: none"> • BYRRC Project Coordinator will host initial monthly mentor meetings • BYRRC Project Coordinator and team provides coaching as needed • Monthly invoicing & data collection
January 2024- April 2024	<ul style="list-style-type: none"> • Host second annual LGBTQ+ youth event • BYRRC Project Coordinator will host initial monthly mentor meetings • BYRRC Project Coordinator and team provides coaching as needed • Monthly invoicing and evaluation
April-June 2024	<ul style="list-style-type: none"> • Compile data for biannual report
July 2024-October 2024	<ul style="list-style-type: none"> • Reflection, review of evaluation findings and lessons learned, identification of training and capacity building needs

	<ul style="list-style-type: none"> • Reconcile all outstanding stipends to youth and invoices to BPHC • Sustainability planning • Launch of next mentorship cycle
--	--

We aim to model a trauma-informed and equitable approach in all elements of this project and across all activities. This work will be done in ways that are participatory, recognizing the stressors experienced by individuals and systems, as well as their strengths and assets, and utilizing culturally and linguistically appropriate methods.

III. RFP Timeline

June 20, 2023	RFP Legal Publication in the Boston Globe
June 21, 2023	RFP available online at Bids and RFPs Boston.gov at 10 AM EST . RFP will also be disseminated via e-mail to relevant networks.
June 28, 2023	All questions due by 5 pm in writing to: Bronwen White at bwhite@bphc.org , Dishon Laing dlaing@bphc.org and D McMillion-Williams dmcmillionwilliams@bphc.org _Subject – BIPOC LGBTQ+ Youth Mentorship
July 5, 2023	Responses publicly available online at Bids and RFPs Boston.gov by 5 pm EST .
August 4, 2023	RFP due by 11:59 PM EST Submit via email to Procurement@bphc.org Subject line – RFP for BYRRC BIPOC LGBTQ+ Youth Mentorship NO EXCEPTIONS TO THIS DEADLINE
August 9, 2023	Eligible candidates will be notified of a Zoom interview by 5:00 PM EST
August 25 2023	Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award.

IMPORTANT: These grants are being made with Federal Funding and their use for Lobbying or Advocacy work is strictly prohibited. All expenses submitted for reimbursement on this project are subject to the Cost Principles and Audit Requirements of the Uniform Grant Guidance (2 C.F.R. 200).

IV. Minimum Qualifications

Proposers must possess the following qualifications based on role and responsibilities associated with this scope of work:

Executive leadership and agency qualifications:

- Experience with youth mentoring programming AND/OR willingness to commit to a radical pedagogy focused on BIPOC LGBTQ issues and mentorship
- Able to dedicate at least 6 hours to foundational training with all staff (senior leadership, middle management, direct care staff) and 12 hours of additional training with specific groups (new staff, supervisors, leadership) at some point during period of performance
- Have experience engaging in at least one participatory planning processes to inform agency's programming or other initiatives (e.g. youth advisory board, staff surveys that inform programming, parent focus groups, etc.), or willingness to do so
- Willingness to engage in at least monthly 1 hr. coaching or project management meetings
- Willingness to engage in trauma-informed and equitable quality improvement activities that address any identified racial and other inequities impacting BIPOC LGBTQ+ staff, mentor and mentee well-being
- Demonstrated experience (5+ years) serving LGBTQ+ youth and understanding of issues impacting LGBTQ+ youth
- Experience managing subawards and contracts and/or willingness to receive support to ensure timely invoicing and reporting
- Willingness to dedicate adequate staff and youth time to ensure project-related deliverables (e.g. ensuring twice annual event is incorporated into agency event calendar) and adjust other activities as needed to ensure sustainable workload for staff involved (e.g. shifting responsibilities)
- Must have appointed project lead staff person and an appointed "second-in-command".

Lead project team qualifications:

- Experience (5+ years) working with young people and at least 2+ years in mentoring or related programming
- Demonstrated experience (5+ years) serving LGBTQ+ youth and understanding of issues impacting LGBTQ+ youth
- Experience or willingness to learn approaches to co-facilitating training with adult mentors
- Capacity to dedicate at least 5 hours monthly to project management activities (e.g. planning training and events, co-facilitating trainings, integrating trauma informed and equitable approach into project related activities, etc.)
- Willingness to engage in trauma-informed and equitable quality improvement activities that address any identified racial and other inequities impacting BIPOC LGBTQ+ staff, mentor and mentee well-being
- Experience coordinating events and hosting programming
- Comfortable managing basic administrative tasks (e.g. data entry)
- Experience and comfort working with youth and adults around sensitive topics such as trauma, substance and opioid use, different forms of violence, as well as responding appropriately to youth disclosures, or willingness to learn
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work or willingness to learn
- Strong verbal and written communication skills; collaborative and participatory approach to all aspects of the work

V. Proposal Requirements

Please submit the following documents:

- Resume or C.V. of:
 - Project lead
 - “Second-in-command”
 - Any additional staff involved
 - *Please verify all members of team have reviewed the RFP*
- Brief explanation of how your agency’s experiences and skills meet the scope, including answering the following questions:
 - How would you describe the culture around change / growth within your organization? Please share a couple of examples of recent areas of growth or learning for your team, new initiatives, etc.
 - What does youth engagement currently look like or will look like at your agency?
 - What protocols are in place in your organization currently or will be implemented related to safety between youth and adults? This includes how you approach the screening process for adults/mentors/staff involved in your program as well as when they are participating in the program.
 - Your internal capacity related to the issues addressed in this RFP, including any potential limitations and where you might need additional support from the BYRRC team.
- Two questions you have for the BYRRC team
- Project budget

VI. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through October 1, 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.

VII. Submission Instructions

Please submit your Proposal due by August 4th, 2023, **11:59 PM EST** - Submit via email to Procurement@bphc.org

Subject line – RFP For BIPOC & LGBTQ+ Youth Mentorship Program

NO EXCEPTIONS TO THIS DEADLINE August 4, 2023, by 11:59 PM EST