



Boston Public Health Commission

Request for Proposal
Transportation Vendor

July 5, 2023

RFP Timeline

July 5, 2023	RFP available online by 10:00 AM EST at www.bphc.org/RFP
July 12, 2023	All questions due by 12:00 PM EST to: Gerry Thomas Director, Homeless Services Bureau GThomas@bphc.org Subject: Transportation Vendor
July 14, 2023	All responses to questions posted by 5:00 PM EST.
July 21, 2023	Proposal due via email by 5:00 PM EST to: Gerry Thomas Director, Homeless Services Bureau GThomas@bphc.org Subject: Transportation Vendor
July 28, 2023	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).

The Project

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 addressing the impacts of substance use disorders, mental health and homelessness.

The Boston Public Health Commission is seeking a Vendor to manage, operate and oversee transportation service for unhoused individuals to and from day programs throughout Boston.

The transportation service will safely transport individuals voluntarily seeking assistance to get to and from available programs. The Vendor will provide a suitable vehicle for transport of 2 – 10 persons at a time. Current pick up and drop off sites include, please note more may be added.

- Boston Living Center, 29 Stanhope St, Boston
- Rosie's Place, 889 Harrison Ave., South End
- St Francis House, 39 Boylston Street, Boston
- Women's Lunch Place, 67 Newbury St, Boston
- Southampton Street Shelter, Atkinson St
- Woods Mullen Shelter 794 Mass Ave
- Whittier Street Health Center 1290 Tremont St

The Vendor will work closely with the Boston Public Health Commission to create policies and procedures for the program, including but not limited to the following:

- **Hours of operation**
- **Tracking individuals riding the van**
- **Maintain communication between the sites.**
- **Comply with all current public safety and public health guidance.**
- **Procedures for payment**

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.

Deliverables

This project will consist of the following deliverables:

- A) Transportation Service
 - Operate at least 8 hours each day Monday - Friday.
 - Ability to respond to requests for pick-up individuals within one hour.
 - Operate and maintain a vehicle that has a currently registered and inspected in the state of Massachusetts.
 - Maintain adequate liability insurance.
 - Provide weekly reports on
 - Rides provided.
 - Number of individuals served totals and unique users.
 - Complaints or concerns
 - Billing for services rendered.
 - 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 Vendor will demonstrate expertise in storage, handling sensitive belongings, workforce development, handling stipends, public health, and communications.

- Vendor must own or have access to a vehicle.
- Ability to comply with infection control practices.
- Lead staff will have advanced experience with customer service and driving in the city of Boston.
- Demonstrated expertise in communicating with people experiencing homelessness and behavioral health, community members, business owners, city employees, etc. preferred.
- Strong communication skills, time management, and skills in de-escalation.

Period of Performance

The anticipated period of performance will be July 1, 2023, through June 30, 2024, with possibly for continuation in subsequent years based on available funding.

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. Resume or Curriculum Vitae (CV) for all proposed personnel on the project.
3. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service.
4. An example of relevant work conducted by the respondent.
5. If you are an LLC, please provide the appropriate documentation along with your proposal.
6. Certified Vendors (CUBE) must submit a copy of certification along with your proposal.

Submission Instructions

Submit proposals to:

Gerry Thomas
Director, Homeless Services Bureau
GThomas@bphc.org

Proposals must be received no later than 5:00 PM, July 21, 2023. There will be no exceptions to this deadline.