



Boston Youth Resiliency & Recovery Collaborative

BYRRC Youth Curriculum Writer Consultant

Request for Proposal

FY21 Opioid Affected Youth Initiative—Office of Juvenile Justice & Delinquency Prevention

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

2/22/2023

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 awarded another 3-year grant for FY21 and are excited to expand our current activities. Through FY21 funding, **BYRRC is seeking proposals from a qualified consultant to expand our existing youth peer-to-peer prevention curriculum with two additional modules focused on polysubstance use and LGBTQ+ youth and substances.**

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. RFP Timeline

February 22, 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.
March 1, 2023	All questions due by 5 pm in writing to: Bronwen White at bwhite@bphc.org and Dishon Laing dlaing@bphc.org Subject – BYRRC Youth Education Consultant
March 6, 2023	Responses publicly available online at Bids and RFPs Boston.gov by 5 PM EST .

March 10, 2023	RFP due by 11:59 PM EST Submit via email to Procurement@bphc.org Subject line – RFP for BYRRC Youth Education Consultant NO EXCEPTIONS TO THIS DEADLINE
March 17, 2023	Eligible candidates will be notified of a Zoom interview by 5:00 PM EST
March 31, 2023	Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award.

III. 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 through increasing access to positive coping skills and safe and supportive adults, peers and environments. **Peer-to-peer evidence-based or evidence-informed prevention education can serve as a key protective factor for youth made most vulnerable**, and thus the expansion of BYRRC’s existing prevention curriculum is the focus of this funding.

The BYRRC Youth Curriculum Writer consultant selected through this competitive process will be required to 1) draft two additional modules related to polysubstance use & LGBTQ+ youth and substance use 2) build the capacity of BYRRC staff to support implementation with subcontracted site partners and 3) provide resources for referrals as needed (e.g. youth disclosure during training).

Key activities (up to 18 months or completion of deliverables):

1. Ongoing collaboration, training and coaching with BYRRC team:
 - a. Engage in regular meetings, trainings, coaching and other activities with the BYRRC project team related to project deliverables
2. Peer-to-Peer Curriculum Modules Development & Facilitation:
 - a. Review of existing peer-to-peer curriculum and support BYRRC team in basic needs assessment to ensure enhancements are relevant
 - b. Draft two modules related to Polysubstance Use & LGBTQ+ Youth and Substance Use to add to existing curriculum
 - c. Co-facilitate modules with subcontracted sites, including providing additional technical assistance and support with resource referrals as needed
3. Fiscal and administrative:
 - a. Invoice for all BYRRC-funded activities monthly
 - b. Timely reporting of data associated with deliverables (e.g. # of youth and adult participants in training-of-trainer activities with sites) for biannual reporting

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.

Budget details:

\$25,000 total will be awarded to the selected proposal to meet deliverables outlined in scope of work. The effective date of providing the required product and services shall be from date of contract execution through September 30, 2024 and/or completion of deliverables, with opportunity to amend budget to complete scope permitting funding availability (the BYRRC team intends to request an extension through September 30, 2025).

IV. Minimum Qualifications

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

- Experience (5+ years) working with young people in variety of settings (e.g. teaching/education, out-of-school-time programming, youth organizing, advocacy, case management, etc.)
- Strong teaching, training and group facilitation skills with youth and adults, including experience in tailoring or adapting existing curriculum to meet community needs
- Knowledgeable of best practices related to substance use prevention and trauma-informed care
- Demonstrated commitment to youth education that is culturally relevant and affirming of Black, Indigenous and People of Color (BIPOC) LGBTQ+ youth
- Experience collaborating with youth-serving agencies
- Comfortable with delivering services remotely (e.g. via Zoom) and in-person
- Experience coordinating events and hosting programming, workshops, or training series virtually or in-person
- Comfortable managing basic administrative tasks and providing logistical support to individuals, programs, and agencies
- Experience and comfort working with youth and youth workers around sensitive topics such as trauma, substance and opioid use, different forms of violence, as well as responding appropriately to youth disclosures
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work, including planning, content development and co-facilitation, and program coaching and technical assistance
- Strong verbal and written communication skills; collaborative and participatory approach to all aspects of the work
- Knowledge or willingness to learn about prosocial positive youth development with a systems and contextual analysis
- Bi- or multi-lingual is a plus (Spanish/English, Haitian Creole/English)

V. Proposal Requirements

Please submit the following documents:

- Resume or C.V. of lead project team members
- Brief (1-2 page) explanation of how your experiences and skills meet the scope
- Two questions you have for the BYRRC team
- Project budget
- 2 references

VI. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through September 30, 2024, with opportunity to renew to complete scope permitting funding availability (the BYRRC team intends to request an extension through September 30, 2025).

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: Remote and/or on-site, pending changes in public health guidance.

VI. Submission Instructions

Please submit your proposal before due March 10, 2023, **by 11:59 PM EST.**

Submit via email to Procurement@bphc.org

Subject line – RFP For BYRRC Youth Education Consultant

NO EXCEPTIONS TO THIS DEADLINE MARCH 10, 2023, by 11:59 PM EST