



Boston Youth Resiliency & Recovery Collaborative

Subcontract to support Promoting Youth Leadership and Education

FY22 Opioid Affected Youth Initiative—Office of Juvenile Justice & Delinquency Prevention

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

3/1/2023

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 FY22 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 FY22 funding, **BYRRC is seeking proposals from qualified youth-serving agencies to support youth leadership and education through the implementation of polysubstance prevention education for Black and Latinx LGBTQ youth and allies using a peer-to-peer youth substance use prevention curriculum.**

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

March 1, 2023	RFP Legal Publication in the Boston Globe
March 1, 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.
April 21, 2023	All questions due by 5 pm in writing to: Bronwen White at bwhite@bphc.org and Dishon Laing dlaing@bphc.org _Subject – RFP Promoting Youth Leadership and Education

April 25, 2023	Responses publicly available online at Bids and RFPs Boston.gov by 10 AM EST.
May 5 2023	RFP due by 11:59 PM EST Submit via email to Procurement@bphc.org Subject – Promoting Youth Leadership and Education NO EXCEPTIONS TO THIS DEADLINE
May 12, 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 the input of our community partners, youth, and other key stakeholders, BYRRC identified Supporting Youth Leadership and Education as an important strategy for preventing and addressing youth substance use. Through this initiative, we expect to reach **75 youth of color in an adapted Botvin LifeSkills workshop series, with two additional modules tailored to LGBTQ youth and allies and on polysubstance use.**

The BYRRC project team expect applicants to achieve the following:

- 1) Implement the BYRRC youth substance use prevention curriculum using a peer-to-peer model for your agency and additional audiences such as other youth-serving sites, at schools, etc.
- 2) Participate in tailored training and technical assistance for staff and leadership related to trauma-informed and equitable services, especially those who identify as BIPOC and LGBTQ+ and engage in polysubstance use.
- 3) Engage in BYRRC project activities and evaluation, as well as collaborating with other BYRRC partners via Task Force meetings, referrals relationships, joint trainings, etc.

To achieve this, we plan to fund up to three Boston-area youth programs over 2023-2024 between \$51,000 and \$77,500 total, depending on the number of awarded proposals. Funds can be utilized for youth and staff time, program materials, and other costs associated with grant activities.

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

Time Period	Anticipated Activities
April 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 evaluation plan (e.g. data entry schedule)
May 2023	<ul style="list-style-type: none"> • Provide tailored training and capacity building to staff related to substance use, youth development, and LGBTQ+ engagement • Review BYRRC curriculum & tools • Establish reporting requirements and submissions

	<ul style="list-style-type: none"> • Monthly evaluation call & data collection
June 2023	<ul style="list-style-type: none"> • Provide training and capacity building to youth related to substance use and facilitation skills (if needed) • Establish implementation plan for summer 2023 • Monthly evaluation call & data collection
July 2023-August 2023	<ul style="list-style-type: none"> • Youth programs initiate first round of curriculum implementation • Monthly evaluation calls & data collection
September 2023	<ul style="list-style-type: none"> • Evaluate first round of BYRRC curriculum implementation • Adapt additional modules as needed • Monthly evaluation calls & data collection
October 2023-September 2024	<ul style="list-style-type: none"> • Complete up to two additional rounds of BYRRC curriculum implementation • Monthly evaluation calls & data collection • Reconcile all outstanding stipends to youth and invoices to BPHC

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.

IV. Minimum Qualifications

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

Agency qualifications:

- Work exclusively or primarily with Boston young people who identify as Black and/or Latinx, ages 14-18
- Experience facilitating peer-to-peer learning models and supporting youth leadership.
- Experience in facilitating curricula with groups of young people.
- Consistent group of at least 10-15 young people engaged in services (can be in addition to more drop-in programming)
- Familiarity with delivering and/or adapting pre-developed curricula or lessons with young people co-adapting an evidence-based/evidence-informed curriculum and subsequent tools or activities.
- Comfortable delivering services remotely if need be (e.g., via Zoom)
- Interest to participate in opportunities to connect with BYRRC’s partner referral network.
- Skilled or open to learning in incorporating a racial and gender justice & health equity lens into all aspects of the work, including planning, content development and co-facilitation, and program coaching and technical assistance.
- Agencies with capacity to serve bi- or multi-lingual youth and families are a plus (Spanish/English, Haitian Creole/English)

Executive Leadership Qualifications:

- Able to commit 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.
- Commitment to workforce well-being, including:
 - Engaging staff who will be involved in project deliverables in decision-making regarding project activities (e.g., involvement in planning, scheduling, etc.) and soliciting feedback throughout project on ways to support staff.
 - Ensuring staff involved have realistic workloads, including pausing other activities or redistributing tasks, and are compensated for their time on the project.
 - Capacity to recognize and address signs of burnout and/or secondary trauma amongst staff, or openness to learning.
- Can identify a designee (e.g., another manager or director) who can be point of contact and have decision-making authority for higher-level requests regarding grant-related activities.
- Ensuring that all members of the project team involved in implementation (e.g., supervisors, youth workers, director) are involved in planning meetings to ensure oriented to role, expectations, and can ask questions / concerns.

Lead project team qualifications:

- 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.)
- 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

IV. Proposal Requirements

Please submit the following documents:

- Resume or C.V. of lead project team members
- Brief (1-2 page) explanation of how your agency's experiences and skills meet the scope
 - Please indicate in writing:
 - two individuals who will be designated points-of-contact delegated higher-level responsibilities during the project (e.g. Executive Director and one other individual)
 - that all members of the lead project team have reviewed the RFP
- Two questions for the project team
- Project budget

V. 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 (the period of performance). Proposal budgets should align with the period of performance for this contract (9/30/2024 end date); however, BYRRC intends to submit a no-cost extension for one year to September 30, 2025 and if awarded there is 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.

VI. Submission Instructions

Please submit your Proposal before due by **May 5, 2023, 11:59 PM EST** - Submit via email to Procurement@bphc.org

Subject line – RFP For Promoting Youth Leadership and Education

NO EXCEPTIONS TO THIS DEADLINE May 5, 2023, by 11:59 PM EST