



**Request for Proposal**

Child, Adolescent Health  
LGBTQIA+ Youth Peer Leadership Project

Child, Adolescent and Family Health Bureau  
Child, Adolescent Health Division

March 2024

## I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

The Boston Public Health Commission (BPHC) is pleased to announce this Request for Proposals (RFP) for **LGBTQIA+ Youth Peer Leadership** projects. The Boston Public Health Commission will fund youth organizations to develop LGBTQIA+ peer leaders who will positively influence other LGBTQIA+ youth, ages 13-24, to address health issues in their communities including mental health, sexual health, addictions, substance abuse, internet safety, cultural stigma and health issues related to homelessness. Organizations encouraged to apply for this funding are organizations located in Boston with experience serving young people who self-identify as LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and other marginalized gender and sexual identities).

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 Certified Unrepresentative Businesses Enterprises (CUBE) 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), Minority Non Profit (MNPO), Women Non Profit (WNPO), Minority Women Non Profit (MWNPO) and local businesses to apply to this RFP/RFQ/RFI/RFB.

## II. Scope of Work

### **Overview**

The Boston Public Health Commission (BPHC) is pleased to announce this Request for Proposals (RFP) for **LGBTQIA+ Youth Peer Leadership Projects**. The Boston Public Health Commission will fund youth organizations located in Boston with experience serving youth who self-identify as LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and other marginalized gender and sexual identities) to strengthen the health and leadership of LGBTQIA+ youth in the City of Boston.

Through this Request for Proposals, BPHC seeks to develop LGBTQIA+ peer leaders who will positively influence other young people, ages 13-24, to address health issues in their

communities, including mental health, sexual health, addictions, substance abuse, internet safety, cultural stigma and health issues related to homelessness. BPHC also seeks to strengthen relationships amongst groups serving LGBTQIA+ youth by convening a Learning Community to support each other's work. BPHC will distribute Between \$10,000-\$140,000 based on the number of proposals received and the quality of proposals received. The period of performance will be for one year with the possibility of renewed funding up to a maximum of 3 fiscal years. The periods for this proposal will be defined as follows: July 1, 2024 – June 30, 2025. Funding for future fiscal years will be dependent on the availability of funds.

### **Funding Amount**

Between \$10,000 - \$140,000 contingent upon the number of proposals and quality of proposals.

### **Eligible Organizations**

Youth Based organizations in Boston with a history of successfully running programs dedicated to Boston LGBTQIA+ youth, ages 13-24. Organizations should currently serve the population and have demonstrated experience working with the target population through a peer leadership and positive youth development approach.

Organizations must be a 501(C)(3) based in Boston or must apply via a 501(c)(3) organization that will act as the fiscal manager for the funds. Organizations may include grassroots community groups, faith-based organizations, tenant associations or established nonprofit organizations currently working with LGBTQIA+ youth between the ages of 13 and 24 years old in Boston. This RFP will refer to the selected grantees as grantees.

### **Background and Justification**

This Request for Proposals for LGBTQIA+ Youth Peer Leadership Projects is released by BPHC to increase the capacity of young people to become positive influencers, role models and leaders among their peers to address health issues among high-risk youth in their communities, particularly those youth who self-identify as LGBTQIA+ (lesbian, gay, bisexual, transgender, or queer). Research indicates that activities grounded in youth development principles that are designed to provide youth with the training, supports and resources necessary to adopt leadership roles that promote positive behavior change and result in improved health outcomes. This RFP seeks to fund activities that prepare young people to become peer leaders in health promotion and public health practice to positively influence the health behaviors and outcomes of high-risk youth in the LGBTQIA+ community.

### **Scope of Work/ Project Activities**

Projects must address one or more issues. All scopes of work must include activities focused on mental health and/or sexual health, specifically on STD prevention. In addition, submitting organizations may choose to include additional activities focused on one of the following issues of LGBTQIA+ youth health:

- a. LGBTQIA+ Homeless Youth-specific Issues

- b. Social Media Utilization and Literacy
- d. Eating Disorders/Body Image
- e. Cultural Stigma (e.g. being LGBTQIA+ in Asian American communities)
- f. Addictions & Substance Abuse

Projects must address these issues through a peer leadership model. The Boston Public Health Commission defines peer leadership as when young people bring their peers together and inspire them to achieve common goals. The types of Peer Leadership projects funded in this grant might include:

**Peer Education.** Peer Leaders share information (knowledge, skills, and motivation) with other LGBTQIA+ youth and act as role models to improve health outcomes. This can take the form of interactive and engaging workshops.

*Example: An organization decides to take on mental health issues amongst LGBTQIA+ youth by offering a special workshop series on the topic three times throughout the year. Each time, Peer Leaders hold a six-part workshop series (meeting for two hours a week) that educates, equips and motivates LGBTQIA+ youth to improve their mental health. Workshops include providing a safe space for questions, special speakers, visits by clinicians who provide confidential care for LGBTQIA+ youth, etc. At the end of the year, a group of participants (supported by the peer leaders) might be recruited to hold a public forum on the topic to raise further awareness.*

**Youth Organizing.** Peer Leaders bring together other LGBTQIA+ youth to identify a health problem that they care about and which directly impacts them. Together, they plan and carry-out a campaign to make strides to address the health problem, while also gaining collective influence to make other changes together in the future.

*Example 1: An organization decides to take on the challenge of tobacco companies targeting youth, specifically those in the LGBTQIA+ community, whose rates of tobacco use are higher than the general population. Peer Leaders bring together a team of 20 LGBTQIA+ youth and allies who come up with a campaign that mobilizes 100 Boston LGBTQIA+ youth and allies in a series of actions that gets more tobacco retailers to agree to place Other Tobacco Products out-of-sight (there are already over 6 such retailers).*

*Example 2: An organization supports Peer Leaders who organize for the improved health of Homeless LGBTQIA+ youth. Peer Leaders educate other youth on the particular health problems faced by homeless LGBTQIA+ youth and help to train them in community organizing skills. A group of 20 LGBTQIA+ youth and allies then conducts a campaign in which they gain agreement from 3 shelter administrators to adhere to an LGBTQIA+ - Youth Bill of Rights as well as require that all shelter staff participate in trainings held by the youth.*

**Proposed activities must achieve the following outcomes:**

1. A significant number of LGBTQIA+ youth (ages 13-24) develop and grow as leaders, demonstrating increased knowledge of the selected health issue(s), as well as demonstrating gains in at least one of the following key developmental outcomes: improved physical health, improved mental health, increased civic/social ability, a stronger sense of self-worth, belonging/membership, and responsibility/autonomy (from BEST Training Youth Development Outcomes).
2. An increase in youth participation – of Peer Leaders as well as youth engaged by activities (can be increased numbers of youth and/or depth of participation);
3. Participating LGBTQIA+ youth demonstrate an increased awareness of selected health issue(s) and resources for addressing them.
4. Demonstrated retention of participating youth – youth continue to stay engaged over time;
5. An increased awareness amongst the broader Boston community of the issues impacting LGBTQIA+ youth health through partnerships created or activities held in conjunction with a minimum of three non-LGBTQIA+ serving organizations.

**Additional Project Requirements**

In addition to the project activities granted organizations propose, grantees will be expected to meet these additional project requirements:

- Staff and youth attendance at 2-3 Learning Communities held during each grant period.
- Participation in a minimum of (1) site visit per calendar year.
- Submission of mid-term and final reports per funding period.
- Follow all fiscal requirements.
- Regular communication with BPHC staff.

**III. RFP Timeline**

March 29, 2024	RFP Legal Notice publication in The Boston Globe
March 29, 2024	RFP available online at <a href="https://www.boston.gov/bid-listings">https://www.boston.gov/bid-listings</a> by <b>10:00 AM EST</b> . RFP will also be disseminated via e-mail to <b>relevant</b> networks
April 8, 2024	Questions due in writing by email only <b>5:00 PM EST</b> to:  Anjali Nath, <a href="mailto:anath@bphc.org">anath@bphc.org</a> .  Subject – {Vendor Name} RFP LGBTQIA+ Youth Peer Leadership Project
April 15, 2024	Responses to questions available for viewing on <a href="https://www.boston.gov/bid-listings">https://www.boston.gov/bid-listings</a> by <b>4:00 PM EST</b>

April 26, 2024	RFP due by <b>5:00 PM EST</b> Submit via email to  <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> CC: <a href="mailto:anath@bphc.org">anath@bphc.org</a> .  Subject line – {Vendor Name} <b>RFP LGBTQIA+ Youth Peer Leadership Project</b>  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
May 10, 2024	Notification of Decision: Selected agencies will be notified by or before <b>5:00PM EST</b> of the award. BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.
May 13, 2024	Contract Packet(s) sent to vendor for signature
Monday, July 1, 2024	Contract begins
Monday, June 30, 2025	Contract Year 1 ends

**IV. Minimum Qualifications**

**Eligible Organizations**

Organizations encouraged to apply for this funding include grassroots community groups, faith-based organizations, tenant associations or established nonprofit organizations currently working with community residents. The organization must be based in Boston, preferably in the neighborhood proposed to work in. Organizations must have demonstrated experience in community organizing and advocacy; must have a mission statement that addresses systemic inequities or be willing to take on this mission; must be a 501(c)(3) based in Boston or must apply via a 501(c)(3) organization that will act as the fiscal manager for the funds.

**V. Proposal Requirements**

Complete a proposal of no more than 10 pages responding to the application questions. Responses should be double spaced, using a 12-point font with one-inch margins. A budget should also be included in the 10 pages. Please email a PDF version of the original proposal to [RFR@bphc.org](mailto:RFR@bphc.org), and cc [anath@bphc.org](mailto:anath@bphc.org).

The application will be reviewed and evaluated based on:

- Demonstration of your organization’s current or recent past experience managing peer leadership programs with a positive youth development approach that have resulted in increased positive behavior change among target population **(10 points)**;

- Fact-based evidence to demonstrate the need to address the selected health topic area(s) addressed in this proposal **(10 points)**
- Target population is appropriate and sufficiently large enough to make a genuine impact on the health issue(s) selected **(5 points)**
- Objectives are SMART (specific, measurable, attainable, relevant, and time based) **(5 points)**
- Clarity and thoughtfulness of how program activities will achieve objectives **(20 points)**
- Demonstration of ways your organization engages and supports youth to have leadership roles in the planning, implementation, and facilitation of the proposed activities **(10 points)**
- Demonstration of program activities and evaluation tools that are research-based, with measurable outputs and outcomes **(15 points)**
- Experience in employing effective outreach and retention methods and a clear plan for doing so for this program **(10 points)**
- Capacity to train and support youth peer leaders **(10 points)**; and
- Relevance of budget to project goals and activities **(5 points)**.

The Boston Public Health Commission will convene a review board comprised of Boston Public Health Commission staff. The committee will review all proposals and recommend the best candidates for selection by a designated official of BPHC.

**All proposals must be received at the Boston Public Health Commission by Friday, April 26, 2024, 5:00 PM EST. There will be no exceptions to this deadline.**

#### VI. Period of Performance and Location

The effective date of this partnership will be from July 1, 2024 – June 30, 2025.

#### VII. Submission Instructions

Please submit your Proposal before Friday, April 26, 2024 due by **5:00 PM EST** - Submit PDF only via email to [RFR@bphc.org](mailto:RFR@bphc.org) and cc [anath@bphc.org](mailto:anath@bphc.org).

Subject line – {Vendor Name} RFP **RFP LGBTQIA+ Youth Peer Leadership Project**

**NO EXCEPTIONS TO THIS DEADLINE, Friday, April 26, 2024, by 5:00 PM EST**