

CITY of **BOSTON**

REQUEST FOR PROPOSALS: BCYF Youth Arts Project Facilitation



Office of Human Services & Office Arts & Culture
José F. Massó and Kara Elliott-Ortega
EV00013853

PROJECT SUMMARY:

Youth who are members at Boston Centers for Youth & Families community centers lack access to high-quality arts programming. This procurement seeks proposals from experienced arts facilitators that can recruit, hire, train, and place diverse arts practitioners in select Boston Centers for Youth & Families community centers to provide arts programming to youth ages 8-14.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	03/22/2024
Pre-Proposal Q&A Conference Call Google Meet joining info Video call link: https://meet.google.com/mpt-xutp-dnc Or dial: (US) +1 401-237-0871 PIN: 968 590 594#	04/10/2024 at 10:00 AM ET
Proposal Due Date	04/26/2024

CONTACT INFORMATION:

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All questions should be emailed with the **RFP number (EV00013853)** in the subject line.

You can access this RFP and related documents at boston.gov/procurement/EV00013853.

WHAT IS A REQUEST FOR PROPOSALS (RFP) AND HOW DOES IT WORK?

What: An RFP is a document that explains what services the City of Boston needs and is looking to purchase from vendors (you!).

Why: An RFP is important for three primary reasons.

1. RFPs outline the scope of work for the services that the City wants to buy, and what a vendor can expect.
2. RFPs explain what a vendor needs to do to bid for the contract.
3. RFPs ensure that all eligible vendors have the opportunity to bid on City contracts.

How:

- Read through the RFP and decide if you want to bid for the contract.
- Register as a vendor on the Supplier Portal (if you aren't already).
- Put together your technical proposal and price proposal. Be sure to read each section of the RFP carefully.
- If you have questions, attend the information session on 4/10/24 at 10:00 a.m. or email questions to yuqi.wang@boston.gov by 4/12/24.
- Submit your final technical and price proposals, as well as any necessary forms. Be sure to leave plenty of time for submission.

RFP Structure:



Read sections I and II



Respond to sections III and IV



Follow the directions in section V

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I. INTRODUCTION AND SCOPE OF WORK



This section provides introductory information about the project. It highlights key elements like the goals, scope of work, and contract details.

IMPORTANT INFORMATION:

- **By submitting a proposal, each proposer accepts the RFP specifications, [Boston's RFP terms](#), and Boston's standard contract terms and conditions (found in Appendix I below).**
- **Once awarded, the contract will be governed by the terms and conditions listed in forms [CM-10](#) and [CM-11](#).** Please see **Appendix 1** for a full list of the forms that the selected vendor will be required to sign and submit during the contracting process if awarded this contract. Please **review** these before submitting your proposal. Failure to agree to the City of Boston's standard contract terms may result in your Proposal being deemed non-responsive to the solicitation and therefore rejected.

1.1 THE OPPORTUNITY

The City of Boston is committed to providing the safest and most nurturing environment for families. As part of this aspirational goal, Mayor Wu launched the Connect, Learn, Explore initiative to connect young people with sports, arts, biking, swimming, and other developmental opportunities.

We know that arts programming imparts a variety of benefits to youth beyond just developing their creative skills - improved test scores,¹ more empathy to others, clearer college aspirations, better mental health, and stronger interpersonal skills.² These traits have all been shown to improve with the addition of high-quality arts

¹ Bowen, DH, Kisida, B. Investigation Causal Effects of Arts Education Experiences: Experimental Evidence from Houston's Arts Access Initiative. Research Report for the Houston Independent School District. 7(4), 2019.

² Averett, P, et al. The Youth Public Arts Program, Interpersonal and Intrapersonal Outcomes for At-Risk Youth. Journal of Creativity in Mental Health, 10:306-323, 2015.

education. Despite these known benefits, not all youth in Boston have access to high-quality, diverse arts programming in their neighborhood community centers.

To address this gap, the Mayor’s Office of Human Services (OHS) and the Boston Centers for Youth & Families (BCYF) have teamed up with the Mayor’s Office of Arts and Culture (MOAC) to invite proposals for an experienced facilitator who can support the development and coordination of a network of arts organizations that will offer diverse and high-quality arts programming in select BCYF community centers. This role is discussed in depth under the “Scope of Work” section.

We look forward to receiving your proposal.³

1.2 BACKGROUND

The Mayor’s Office of Human Services is teaming up with the Mayor’s Office of Arts and Culture and the Boston Centers for Youth & Families to increase access to high quality arts programming for youth who use BCYF centers. This partnership will bring an infusion of resources for arts programming into the out-of-school destination for thousands of Boston youth ages 8 to 14: the Boston Centers for Youth & Families neighborhood community centers.

Table 1 shows the types of programming available for youth ages 8-19 at BCYF community centers during the years 2021-2022.

³ This RFP is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the subcontracting of goods and services from certified businesses. The City’s directory of certified businesses is available at <http://cityofboston.gov/slbe/search>.

Table 1. BCYF Course Offerings for Youth Ages 6-19, 7/1/21-6/30/22	
Program Category	# of quarterly programs offered at sites
Summer Camp and Day Program Courses	33
Sports and Fitness	872
Community Engagement and Enrichment	428
Education and Child Care	124
Aquatics	97
Arts	96
After School Programs	30
Total	1680

The demand for arts instruction among BCYF youth is high. A review of the BCYF registration website shows many arts classes/courses at full capacity or with a waitlist, indicating their popularity. In addition, this past summer (2023), the intensive photography program for teens, Snap Shot, received 10 times as many applications as there were slots available.

BCYF Strategic Plan and Expansion

BCYF has a goal to provide high quality, responsive, and excellent services across all centers. Currently planned and implemented by each Center in response to community needs, BCYF current arts offerings include pottery, hip hop dance, poster-making, T-shirt design, knitting, sewing, painting, rug tufting, and ballet. Across the BCYF system, approximately 13,500 youth are currently registered as active members of a BCYF center. Our goal through this initiative is to expose as many of them as possible to quality arts experiences. Membership at any BCYF center grants access to all centers in the network, though most youth utilize the center closest to their home or school rather than traveling to others.

The proposed arts program is part of the Mayor’s Connect, Learn, Explore initiative that seeks to connect youth to opportunities to grow their skills, including arts education. It builds on fifteen years of investments in arts in the Boston Public Schools through the Arts Expansion Initiative and is situated within a broader strategy to provide greater access to cultural institutions in Boston through the recently announced Boston Cultural Initiative.

Project Scope and Description

This contract is two and a half years in duration: half a year for the Consultant to be oriented to the project, and ready it for launch, and two years for project implementation, improvement, and evaluation.

This project is designed to phase in more arts programming for youth over the period of two years, and to strengthen the relationship between community centers and local arts providers. The consultant will play an integral part in building the foundation for the City to achieve this. In tandem with a contracted Evaluator, the consultant will also play a supporting role in assessing the strengths and opportunities of existing arts programming and programming that will be created and offered under this contract.

Additional details about the scope of work and timeline are reflected in the next sections.

Tentative Project Timeline

This project has an expected duration from Fall 2024 through Fall 2026, with an evaluation period that extends for two and a half years - from Summer 2024 through Winter 2026. Each year will be divided into four quarters: Fall (Sept-Nov), Winter (Dec-Feb), Spring (March-May) and Summer (June-Aug). Programming will be suspended during the summer quarter since BCYF programming shifts to full-time intensive summer programming.

In Year 1 (Fall 2024-Fall 2025), the consultant will match arts organizations and teaching artists with six BCYF Community Centers:

1. Dorchester

- Marshall Community Center
- 2. East Boston
 - Paris Street Community Center
- 3. Hyde Park
 - Hyde Park Community Center
- 4. Mattapan
 - Mildred Ave Community Center
- 5. Roxbury
 - Vine Street Community Center
- 6. South End
 - Blackstone Community Center

In Year 2 (Winter 2025 - Fall 2026), we will expand this initiative to an additional four to six new community centers. Identification of these new centers will be a collaboration between the consultant, OHS, BCYF, and MOAC.

The proposed timeline for this project is as follows:

Year	Quarter	Key Milestones	Key Staff
2024	Spring-Summer	-Project plan completed. -Draft evaluation plan completed (in conjunction with the evaluator). -Ten artists recruited. -Artists matched to community centers. -Organize youth training for artists with no prior experience with working with youth.	-OHS project team -BCYF program team -BCYF Center Directors - Evaluator - Consultant
	Fall	-Program launched in six centers. -Quarterly meetings between arts organizations to support learning and program	-BCYF Center Directors - Consultant

		improvement	
	Winter	<ul style="list-style-type: none"> -Fine-tune program in six centers; make process adjustments as needed. -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -BCYF Center Directors - Consultant
2025	Spring	<ul style="list-style-type: none"> -Fine-tune program in six centers; make process adjustments as needed. -Begin planning for Fall 2025 with existing and new BCYF community centers. -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -OHS project team -BCYF program team -Evaluator -BCYF Center Directors (including expanded sites) - Consultant
	Summer	<ul style="list-style-type: none"> -Reflect on the pilot phase of the program, adjust and make improvements. -Solidify fall schedule. -Introduce new BCYF community centers into the program. -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -OHS project team -BCYF program team -Evaluator -BCYF Center Directors (including expanded sites) - Consultant
	Fall	<ul style="list-style-type: none"> -Relaunch expanded program to offer programming in 10-12 centers total. -Begin to develop post-ARPA sustainability plan for program 	<ul style="list-style-type: none"> -OHS project team -Communications team -BCYF program team

		<ul style="list-style-type: none"> - Host at most two art exhibitions by this point. -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -BCYF Center Directors (including expanded sites) - Consultant
	Winter	<ul style="list-style-type: none"> -Fine-tune program in centers; make process adjustments as needed. -Finalize sustainability plan. -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -Evaluator -BCYF Center Directors (including expanded sites) - Consultant
2026	Spring	<ul style="list-style-type: none"> -Fine-tune program in centers; make process adjustments as needed. -Begin planning for Fall 2026. -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -Evaluator -BCYF Center Directors (including expanded sites) - Consultant
	Summer	<ul style="list-style-type: none"> -Reflect on Year 2 of the program, adjust and make improvements. -Solidify fall schedule. -Draft final evaluation results (in conjunction with the evaluator). -Quarterly meetings between arts organizations to support learning and program improvement 	<ul style="list-style-type: none"> -OHS project team -BCYF program team -Evaluator -BCYF Center Directors (including expanded sites) - Consultant

	Fall	-Collaborate with BCYF Center Directors to relaunch programs for Year 3. -Host at most two art exhibitions by this point. -Quarterly meetings between arts organizations to support learning and program improvement	-BCYF Center Directors - Consultant
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We will also be seeking to contract with up to 10 teaching artists or arts organizations to provide the arts programming in the BCYF Community Centers.

1.3 GOALS

The goal of this project, broadly, is to increase youth access to high quality arts instruction at BCYF community centers. Longer term, we are also seeking to create durable relationships between BCYF centers and teaching artists with the goal of sustaining arts access. We will measure the success of this project in the following ways:

1. In Year 1, each participating community center will offer at least one arts course per quarter (except summer). In Year 2, each center will increase arts offerings by 50 percent over Year 1 and we will add on additional centers to the total number of centers participating.
2. Increase the enrollment of youth in high-quality arts programming at BCYF centers by 10 percent in Year 1 and 50 percent in Year 2 compared to 2021-2022 data.
3. Host 2-4 art exhibitions, performances or showcases during the grant period that highlight and celebrate art created by youth.
4. Ensure artists that have not previously worked with youth complete a youth development training series.

1.4 SCOPE OF WORK

This section is very important. It outlines what we are asking for and gives an in-depth look at what we are expecting.

This consultant will provide the organizational and operational glue that will make this project possible. The scope of work will involve the following services and responsibilities:

- **Support Program Development**
 - **Develop programming:** Work with the City Project Team to develop the programmatic structure for this initiative.
 - **Ensure regular feedback and accountability:** Identify and implement ways to ensure accountability and follow-up for all partners. This could include, but not be limited to, developing processes by which BCYF Community Center staff and youth participants have an opportunity to provide input into program development and a means of giving feedback at regular intervals.
- **Manage Program Operations**
 - **Orient artists:** Onboard arts organizations and orient them to this initiative.
 - **Support evaluation efforts:** Collaborate with the Project Evaluator to support evaluation activities.
 - **Improve programming:** Actively pursue opportunities to improve the program, such as based on the feedback from artists, community centers, and youth participants.
- **Coordinate Arts Organizations:**
 - **Placement/Scheduling:** Work as a liaison between BCYF and contracted artists and arts organizations to ensure artists are matched with community centers and that the scheduling for the center and the artist work.
- **Outreach and communication:**
 - **Create collateral and promotional materials for the program:** This includes 1) developing physical and/or electronic materials to onboard artists and arts organizations, 2) working with the city communications

team to develop physical and electronic materials that BCYF sites can use to promote the arts programming, 3) supporting city communications/media relations regarding promotion of the program.

- **Facilitate Artist/Arts Organization Learning Community**
 - **Coalesce learning communities for artists:** Organize and facilitate quarterly meetings between arts organizations to support learning and program improvement.
 - **Training:** The vendor must ensure that the artists are trained in basic youth development principles - training will be paid for by the City (ex., Trauma-informed youth work, youth voice, etc).
- **Art Exhibition(s):**
 - **Hold public art exhibition(s):** Within the 2-year grant period, organize at least two events to showcase the work created by the participating youth during the grant cycle. The events should invite the public and other youth to attend.

1.5 PERFORMANCE METRICS

Performance metrics are measurable data (often numbers) that help us understand if we are on track to achieve our goals. They also highlight areas of particular success or struggle. Metrics track how much has been done (e.g. how many trees have been planted), what is working well (e.g. neighborhood X has received 100% of services) and what could be improved (e.g. task Y is 5 days behind schedule).

The table below highlights the metrics that will be tracked and reviewed collaboratively with the selected vendor during the contract. This list is an indication of the performance metrics of interest to the City, and is not exhaustive or final.

PERFORMANCE METRIC	DESCRIPTION
Number of meetings between the City and contractor to update each other about the progress of the project, and to	The minimum number of meetings between the City and the contractor will be four per year. Additional time to check-in can be accommodated as

ensure all parties have the same understanding and knowledge.	needed. The meetings are to ensure the City can provide the necessary support to the contractor to complete the project in a thorough and thoughtful way, and for the contractor to share updates, challenges, and questions to the client in a timely manner.
Number of art courses completed	<p>The vendor is required to work with the Office of Human Services and BCYF to ensure art courses are scheduled and completed.</p> <p>At the end of each cycle, the vendor must submit a list of completed courses with all necessary surveys, attendance records, etc.</p>
Number of art shows, exhibitions, performances, etc. hosted	The vendor must work alongside the Office of Human Services to host at least two art exhibitions, shows, performances, etc. during the two-year cycle.
Number of meetings with project arts partners	The vendor is expected to meet with arts providers one-on-one on an as-needed basis and to host quarterly learning community meetings to establish a working relationship between the artists. The minimum number of meetings between the vendor and the artists is 4 per year.
Number of youth served by enhanced BCYF arts programming	The overall goal of this project is to increase enrollment in arts programming at BCYF centers.

1.6 PROPOSAL TIMELINE

The table below shows the preliminary RFP schedule. Dates are subject to change. For the most updated information, please visit **the RFP posting**.

EVENT	DATE
RFP Released	March 22, 2024
Pre-Proposal Q&A Conference Call Google Meet joining info Video call link: https://meet.google.com/mpt-xutp-dnc Or dial: (US) +1 401-237-0871 PIN: 968 590 594#	April 10, 2024, 10 a.m.
Questions Due to the City Via email to yuqi.wang@boston.gov	April 12, 2024
Consolidated Q&A Posted by the City	April 16, 2024
Deadline for Proposals See <i>Submission Instructions for details</i>	April 26, 2024
Vendor interviews/demonstrations	Week of May 6, 2024
Contractor Selected	May 17, 2024

All times are in Eastern Time

1.7 WHAT TO DO IF YOU HAVE QUESTIONS

Vendors can ask questions live during the **Pre-Proposal Q&A Conference Call** (information in the table above).

Outside of the Q&A Conference Call and before the proposal deadline, all communications must be **emailed to yuqi.wang@boston.gov** with the **RFP number (EV00013853)** in the subject line.^{4,5}

⁴ No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

⁵ **After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee about this RFP**, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

1.8 CONTRACT DETAILS

The term of the contract will be **two and a half years**: six months for the consultant to be onboarded, and to prepare for the launch and execution of the initiative, and two years for the consultant to run and manage the initiative.

The target start of implementation is June 1, 2024, and the end of the project is expected to be September 15, 2026. During this period, the Vendor must run 4-5 cycles of art courses at select BCYF Community Centers.

The maximum total budget for this contract is \$150,000. The budget must include the contractor's time, materials needed to run meetings with the City team and the artists/art organizations.



II. HOW WE CHOOSE

This section explains how we will evaluate candidates. It provides clear descriptions for what we consider a highly advantageous proposal.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

First, we will review all proposals to see if they meet the minimum evaluation criteria listed below. These criteria reflect the standards that the City considers **essential** for this contract. We will rate any vendor that does not meet these minimum criteria as “not responsive” and they will not be further considered.

The minimum evaluation criteria include:

1. Did the vendor submit the proposal by the **deadline, appropriately and truthfully**?
2. Did the vendor submit **separate technical and price proposals** (with no price information in the technical proposal)? *Note: Any technical proposal that includes price information will be disqualified from consideration.*
3. Did the vendor submit all the necessary **forms and documentation requested in this RFP**?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will move to the next stage of evaluation. In this stage, we will evaluate proposals according to the comparative evaluation criteria described below.

This RFP will use the following criteria to evaluate proposals:

- Project Team Experience
- Response to Scope of Work
- Technical Proposal Clarity

For each criteria, there are four possible ratings:

- **Highly Advantageous**
- **Advantageous**
- **Not Advantageous**
- **Unacceptable**

CRITERIA 1: PROJECT TEAM EXPERIENCE

Highly Advantageous

- Is ready and able to perform the responsibilities outlined in the scope of work starting in June 2024
- Has at least five years of experience carrying out logistically complex projects or has a project management professional (PMP) certification.
- Has at least three years of experience working with public sector agencies/departments.
- Has at least five years of experience with creating and facilitating learning communities for stakeholders..
- Has at least five years of experience in conducting outreach and communications.
- Has at least five years of experience in knowing how to build relationships and collaborate with diverse stakeholders in the community.

- Has at least five years of experience in developing and managing high quality arts programs, specifically for young people ages 8 to 18. The experience can include, but not be limited to, having deep knowledge of and relationship to the Boston community-based youth arts organization landscape or having a history of working with young people ages 8 to 18.

Advantageous

- Is ready and able to perform the responsibilities outlined in the scope of work starting in June 2024
- Has at least three years of experience carrying out logistically complex projects.
- Has at least three years of experience in developing and managing high quality arts programs, and/or working with young people ages 8 to 18.
- Has at least three years of experience with creating and facilitating learning communities for stakeholders.
- Has at least three years of experience in conducting outreach and communications.
- Has at least three years of experience in knowing how to build relationships and collaborate with diverse stakeholders in the community.

Not Advantageous

- Is not ready and able to perform the responsibilities outlined in the scope of work starting in June 2024
- Has less than three years of experience carrying out logistically complex projects.
- Has less than three years of experience in developing and managing high quality programs in general, working in the art field, and/or working with youth ages 8 to 18.
- Demonstrates limited experience (less than one year) working with public sector stakeholders.

- Has less than three years of experience with creating and facilitating learning communities for stakeholders.
- Has less than three years of experience in conducting outreach and communications.
- Has less than three years of experience in knowing how to build relationships and collaborate with diverse stakeholders in the community.

Unacceptable

- Is not ready and able to perform the responsibilities outlined in the scope of work starting in June 2024
- Does not have any experience in carrying out logistically complex projects.
- Does not have any experience working with public sector agencies/departments.
- Does not have any years of experience with creating and facilitating learning communities for stakeholders.
- Has no experience in conducting outreach and communications.
- Has no experience in knowing how to build relationships and collaborate with diverse stakeholders in the community.
- Has no experience in developing and managing high quality programs in general, working in the art field, and/or working with youth.

CRITERIA 2: RESPONSE TO SCOPE OF WORK

Highly Advantageous

- The response shows a thorough understanding of the end goal and needs of the City.
- The response is logical and clear in laying out the consultant's experiences, work history, and applicable skills (e.g. project management, stakeholder collaboration, working with youth, and/or curriculum development).

Advantageous

- The response shows a general understanding of the end goal and needs of the City.
- The response is logical and clear in laying out the consultant's experiences,

work history, and applicable skills (e.g. project management, stakeholder collaboration, working with youth, and/or curriculum development).

Not Advantageous

- The response does not show an understanding of the end goal and needs of the City.
- The response only provides a general idea of the consultant's experiences, work history, and applicable skills (e.g. project management, stakeholder collaboration, working with youth, and/or curriculum development).

Unacceptable

- The response does not have an understanding of the end goal and needs of the City.
- The response does not address the consultant's experiences, work history, and applicable skills (e.g. project management, stakeholder collaboration, working with youth, and/or curriculum development).

CRITERIA 3: TECHNICAL PROPOSAL CLARITY

Highly Advantageous

- The proposal lays out a convincing and detailed understanding of how the identified need, the consultant's set of experiences and skills, and the scope of work are all aligned to reach the stated goals in this RFP.

Advantageous

- The proposal lays out a convincing and general understanding of how the identified need, the consultant's set of experiences and skills, and the scope of work are all aligned to reach the stated goals in this RFP.

Not Advantageous

- The proposal lays out a general understanding of how the identified need, the consultant's set of experiences and skills, and the scope of work are all aligned to reach the stated goals in this RFP.

Unacceptable

- The proposal does not demonstrate or articulate an understanding or expertise with the technical requirements of the project.

2.3 INTERVIEWS, DEMONSTRATIONS AND/OR SITE VISITS

Phone or video-call interviews will be requested for responsive bidders to learn more about their qualifications and proposed project plans.

In addition, we will complete reference checks for all finalists.

2.4 AWARD AND CONTRACT

The City will select the responsive and responsible consultant submitting the most advantageous proposal, taking into consideration the consultant's experience, staff capacity, references and plan for providing the services, as well as the proposal price.

Please Note: An award letter or award notification is not a communication of final acceptance of a Vendor's proposal. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston; and
3. Contractor receipt of a City issued Purchase Order.

Until these steps have occurred, the City may reject any or all proposals or choose not to proceed with this RFP. The Vendor shall not provide any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

III. YOUR TECHNICAL PROPOSAL



Your application will be submitted in two parts. The first part (this section) is the **Technical Proposal**. The Technical Proposal is where you tell us why you are the best candidate for this role.

Do NOT mention pricing in this section. If you include pricing information in your technical proposal your proposal will be rejected in its entirety.

Why can't you include price in the technical proposal? The law requires that we look at the technical and pricing proposals separately. This allows us to first determine who would be the best at implementing the project, without considering price. Next, we consider price proposals. Once both technical and price proposals are evaluated, we choose the proposal that provides the best overall value.

Your technical proposal should consist of the following sections (each detailed in the following pages). Your **technical proposal** should be submitted as one document that addresses all components listed below.

[An editable version of the template below is included in the bid package of this RFP's Supplier Portal page. You should complete the editable template and submit it as your technical proposal.]

- (3.1) Cover Page
- (3.2) Response to Scope of Work
- (3.3) Plan for Diversity and Equity
- (3.4) Other options for what to ask for in the technical proposal:
 - Interview
 - CV of each of the lead/staff consultants participating in this project.
- (3.5) References
- (3.6) Insurance Documentation

3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

COVER PAGE		
RFP Title and Number	BCYF Arts Project Facilitation, (EV00013853)	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	
A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).		

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

Q1: Please explain why you or your organization is best-suited to manage this RFP? (Suggested length: 1-3 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- What services you or your organization provides
- How long you or your organization has been providing these services
- Your organization's structure
- Your organization's strategy
- Any relevant awards you or your team has received

Response:

Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)

An ideal answer will include:

- A description of the team that would work on the project
- A list of key team members
- Justification for why they will be great partners on this project, such as resumes or bios.
- A description of the team structure

Response:

Q3: If your team includes multiple organizations, please let us know (a) how long you have worked together and (b) which one organization will be designated as the prime contractor (all others will be designated as subcontractors). Skip if not applicable to your organization.

	Name	How long you have worked together
Prime contractor		
Subcontractor		
Subcontractor		
Subcontractor		

Q4: Please tell us of your organization's history working with artists and arts organizations in Boston. (Suggested length: 1-3 paragraphs)

Response:

Q5: Please tell us about your organization's history of working with youth-serving organizations. (Suggested length: 1-3 paragraphs)

Response:

Q6: Please tell us about your approach to managing a complex multi-phase project with numerous stakeholders. (Suggested length: 1-3 paragraphs)

Response:

Q7: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract?⁶

Yes

No

Q8: If you answered “Yes” to the previous question, what is your position on the matter(s)?

Response:

⁶ **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm’s audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

3.3 PLAN FOR DIVERSITY AND EQUITY

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁷ (Yes or No)

- Small
- Local
- Minority-Owned
- Women-Owned
- Veteran Owned

Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston? If you are unsure, you can check here:

<https://www.boston.gov/certified-business-directory>

- Yes
- No

If you are not certified but would like to be, you can find directions for how to apply here: <https://www.boston.gov/certified-business-application>

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- Exclusive access to Sheltered Market Program contracts (listed toward the bottom of [this page](#))
- Targeted outreach for released procurements
- Support building your business and navigating the procurement process
- Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.

⁷ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

Q3. Are any of your proposed subcontractors a small, local, minority-owned, women-owned, and/or veteran-owned business?⁸

- Yes
- No

**Q4. What is your plan for including DEI considerations in this project or service?
(1-3 paragraphs)**

Response:

⁸ Same as above.

3.4 ADDITIONAL MATERIALS TO INCLUDE

- **Curriculum Vitae (CV):** Please submit the CV of each of the lead staff/consultants participating in scope of service.

3.5 REFERENCES

REFERENCES		
REFERENCE EXAMPLE	Organization	Smith Events
	Project Manager (or equivalent)	Jennifer Smith
	Phone number	845-111-2222
	Email (if available)	jsmith@smithevents.com
	Project Description	Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents.
	Project Start and End Dates	March 2020 - May 2020
REFERENCE 1	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	
REFERENCE 2	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	

	Project Description	
	Project Start and End Dates	
REFERENCE 3	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	

3.6 INSURANCE DOCUMENTATION



Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 2**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Response:

IV. YOUR PRICE PROPOSAL



The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

IMPORTANT: The Price Proposal (and all pricing information) MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal. **If you do not separate all pricing information from your Technical Proposal, your proposal will be rejected.**

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal. There are two steps:

1. **Please complete the price proposal template** provided below.
2. **Please enter the total price for **CONTRACT LENGTH** in the price line if submitted electronically through the Supplier Portal.** More detailed instructions are available in the following section, Section VI, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- The **total price** will be used to compare price proposals.
- In the price proposal, the City asks that you provide detailed pricing for all deliverables in the scope of work with the understanding that the deliverables and services the City notes in this RFP are estimates only and that the final scope of work may change during contract negotiations between the City and the selected vendor(s).
- **No additional charges** will be allowed, unless they are included in your Price Proposal, including travel and related lodging, subsistence, miscellaneous (ad-hoc) expenses or other expenses.
- The vendor will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

4.1 PRICE PROPOSAL (REQUIRED)

Examples of pricing proposal templates [found here](#).

4.2 SUPPLEMENTAL INFORMATION (OPTIONAL)

You have the option (but are not required) to attach additional information describing any costs that don't fit into the above template, to describe the reasoning behind your pricing, or to state any assumptions you made while filling out the template.

V. SUBMISSION INSTRUCTIONS



This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete proposal prior to 5:00 PM on April 26, 2024 (EST)**.
 - See the checklist below (section 5.1) for the requirements for a complete application.
- Complete applications can be submitted in two ways:
 - Through the [City of Boston Supplier Portal](#) (see section 5.2)
 - By mail or physical delivery (see section 5.3)
- Applicants often run into technical issues with the [City of Boston Supplier Portal](#). We STRONGLY recommend submitting your proposal in advance of the deadline to allow for enough time to navigate any technical issues you may have.
- The contact you listed in your submitted proposal will receive periodic email updates to let you know:
 - If your application has been received
 - If your proposal has been awarded or denied the contract
 - If we need any follow up information

The City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

This checklist is for your use only; you do not need to submit this checklist along with your proposal.

CHECKLIST ITEM	COMPLETE (✓)
IMPORTANT: Submit <u>separate</u> technical and price proposals. (Do NOT include <u>any</u> price information in your technical proposal, otherwise your proposal will be rejected.)	
A. TECHNICAL PROPOSAL	
Included a cover page with all required information	
Responded to questions and prompts in “Response to Scope of Work”	
Provided Plan for Diversity and Equity	
Provided 3 references	
Included required documentation of insurance	
B. PRICE PROPOSAL	
Provided detailed budget and pricing	
Provided additional information about pricing proposal (optional)	
C. REVIEW CONTRACT TERMS & CONDITIONS	
Read and reviewed contract terms, conditions, and additional forms If awarded the contract , you will be required to sign and submit these forms	

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

Vendors can submit a proposal electronically through the Supplier Portal. You can access the Supplier Portal from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link. We do not accept proposals submitted via email or other electronic communication.

To submit using the Supplier Portal, follow the steps on this website https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf. Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.
 - b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.
 - c. Enter “**EV00013853**” into the search box and click “Search” button.
 - d. Click “[BCYF Arts Project Facilitation.](#)”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this RFP. We recommend starting with “[Main RFP Document File name.](#)”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ENTER YOUR BID:**
 - a. Click on the ‘Bid On Event’ button.
 - b. Attach or enter your technical proposal, price proposal and forms.
4. **SUBMIT YOUR BID:**
 - a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your application is ready to be submitted.
 - b. To submit your bid, click “Submit Bid.”

We recommend submitting your proposal at least 24 hours prior to the deadline.⁹

⁹ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

5.3 SUBMITTING VIA MAIL / PHYSICAL DELIVERY

You may submit hard copies of the Technical and Price Proposals by mail, delivery service, or in person. **If you choose to submit a hard copy, you must submit two separate envelopes: a complete Technical Proposal in one sealed envelope and a Price Proposal in a second sealed envelope.**

The envelopes should be clearly marked as follows:

ENVELOPE #1 - TECHNICAL PROPOSAL **technical proposal should have absolutely <u>no reference to price</u>**	ENVELOPE #2 - PRICE PROPOSAL
BCYF Arts Project Facilitation RFP Number: RFP EV00013853 TECHNICAL PROPOSAL Submitted by: [Name of Vendor] [Date Submitted]	BCYF Arts Project Facilitation RFP Number: RFP EV00013853 PRICE PROPOSAL Submitted by: [Name of Vendor] [Date Submitted]

The envelopes should be delivered or mailed to:

MAILING/DELIVERY ADDRESS
Mayor's Office of Human Services Attn: Yuqi Wang 1 City Hall Square 603 Boston, MA 02201

V. APPENDICES

APPENDIX 1: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

All applicants are required to **review (but not sign or submit)** the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package. The vendor will be disqualified if it does not submit completed versions of the following forms during the contracting process.

1. [Form CM-06](#) – Certificate of Authority (Only Required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10](#) – Standard Contract Document
4. [Form CM-11](#) – Standard Contract General Conditions
5. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard
6. [Form CM-16](#) – Wage Theft
7. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance
8. [Form LW-2](#) – Covered Vendors Living Wage Agreement
9. [Form LW-8](#) – Vendors Living Wage Affidavit

APPENDIX 2: INSURANCE REQUIREMENTS AND RECOMMENDATIONS

As noted in Section III, *Your Technical Proposal*, the City recommends the following levels of insurance. If you have a different level of coverage, please remember to explain in your Technical Proposal why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
2. **Commercial General Liability** with coverage no less than one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. Automobile Liability (Any Auto/Hired/Non-owned) for one million (\$1,000,000) combined single limit per accident.
4. **Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In

lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.

5. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least 50% of liability limit.
6. **Third Party Crime / Employee Dishonesty:** for \$1 million per claim and \$1 million in the aggregate. Coverage is required if vendor will have access to personal or municipal financial information and/or records maintained by City
7. Professional Liability
8. Liquor Liability

General Conditions:

- City of Boston must be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.