



**Request for Proposal
for Youth Programs Evaluator**

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

February 5, 2025

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 Boston residents, especially those impacted by racism and systemic inequities.

The Child and Adolescent Health Division (CAHD) is one of two divisions of the Child, Adolescent and Family Health Bureau (CAFH) at BPHC. CAHD's mission focuses on advancing health equity for adolescents and young people, and its activities include health education and promotion, direct clinical services (primary care and behavioral health), organizational capacity building, and case management services.

The Boston Area Health Education Center (BAHEC) is dedicated to diversifying Boston's healthcare workforce by expanding students' knowledge of health careers, with a focus on mental and behavioral health. This academic year, BAHEC aims to foster interest in these fields through teen mental health first aid training and community engagement projects with partner organizations. The program supports students' professional development by introducing them to healthcare professionals, providing structured career pathways, and offering networking opportunities. BAHEC fulfills its mission through afterschool programming during the academic year and a six-week summer enrichment program.

II. RFP Timeline

- 02/05/2025 RFP made available online at www.boston.gov/bid-listings and published in the *Boston Globe* by 10:00 AM EST
- 02/10/2025 Questions due in writing to RFR@bphc.org with the subject "Evaluator for Youth Programs" by 5:00 PM EST
- 02/12/2025 Answers to questions made available online at www.boston.gov/bid-listings by 5:00 PM EST
- 02/17/2025 Proposals due to RFR@bphc.org with the Subject "RFP For Evaluator for Youth Programs" by 5:00 PM EST. There are NO EXCEPTIONS TO THIS DEADLINE.
- 02/24/2025 Notification of Decision: selected vendor notified of award by 5:00PM EST. BPHC has the discretion to extend this date or cancel the RFP without notice. The contract resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and the awarded vendor.

III. Regulatory and Equity Considerations

Disclaimer on ARPA Funding: this contract is expected to be funded through the American Rescue Plan Act (ARPA). As such, all agreements are subject to federal funding regulations and any changes dictated by the federal government. Funding under ARPA may be rescinded or modified on short notice. Applicants should consider this contingency when developing their proposals.

Compliance with the City of Boston's Living Wage Ordinance: all service contracts awarded by BPHC may be subject to 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 sufficient for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated annually. For more information, visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

Commitment to Equitable Procurement: to promote equitable procurement, BPHC encourages applications from Certified Unrepresented Business Enterprises (CUBE), including Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprises (DOBE), Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBE), Minority Non-Profit Organizations (MNPO), Women Non-Profit Organizations (WNPO), Minority Women Non-Profit Organizations (MWNPO), and local businesses.

IV. Scope of Work

The Boston Public Health Commission seeks proposals from evaluators experienced in both quantitative and qualitative analytic methods to conduct a mixed-methods assessment of BAHEC's effectiveness and provide recommendations for its long-term improvement.

Activities:

- Review and refine BAHEC's logic model and support the development of a theory of change.
- Develop and implement a mixed-methods evaluation plan for BAHEC.
- Design data collection tools, including interview protocols, focus group guides, and survey instruments, and pilot them with BAHEC staff, students, and families.
- Develop a preliminary report of evaluation findings.
- Develop a sustainability plan for evaluations efforts moving forward.

The contract will be effective from execution through June 30, 2025, subject to funding, with all deliverables due by that date.

V. Minimal Qualifications

Proposers must possess the following qualifications:

- Experience with qualitative and quantitative evaluation methods.
- Experience evaluating public health, health education, and educational interventions.
- Familiarity working with young people and youth serving programs.
- Experience applying a positive youth development and trauma-informed lens to evaluation.

VI. Proposal Requirements

Proposals must include the following:

- Resume or CV of all participating individuals
- Description of the approach used to develop an equitable evaluation plan, including methods, timeline, and deliverables
- Samples of previous evaluation plans or instruments
- Proposed itemized budget not to exceed \$65,000, including personnel costs, data collection expenses, materials, travel, analysis, reporting, and any applicable administrative costs.

VII. Proposal Evaluation

Proposals will be evaluated based on the applicant's knowledge and experience in program evaluation and youth programs, the quality and alignment of the proposed work with BAHEC's goals, costs, and CUBE vendor status.