



Request for Proposal

Community Based Violence Intervention and Prevention Initiative (CVIPI)

7/23/2025

Overview

The mission of the Boston Public Health Commission (BPHC) 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 BPHC sets an expectation that all staff and leadership commit, individually and as part of the BPHC team, to hold ourselves accountable to establishing a culture of anti-racism and advance racial equity and justice through each of our bureaus, programs, and offices.

Hosted within the Office of Violence Prevention, the Violence Intervention and Prevention (VIP) Initiative partners with Boston community organizations, service providers and residents to address and prevent multiple forms of violence and related trauma by supporting strengths and assets so all residents and neighborhoods thrive.

The Boston Community Based Violence Intervention and Prevention Initiative (CVIPI) is a federally funded grant. It is part of the VIP program. CVIPI works with We Are Better Together Warren Daniel Hairston Project, the Transformational Prison Project and local VIP coalitions to support incarcerated individuals returning to Boston communities. This work is done by engagement with incarcerated individuals in institutions, caregivers and families, and members of the community.

CVIPI is seeking a professional with social science research experience to assist CVIPI determining the effectiveness of CVIPI activities in meeting outcomes described by logic model.

RFP Timeline

7/23/2025	RFP available online at www.boston.gov/bid-listings
7/28/2025	Questions due in writing by 5:00 PM EST to: RFR@bphc.org Subject line: Data Analyst for CVIPI
8/15/2025	Responses to questions available online at www.boston.gov/bid-listings by 5:00 PM EST
8/29/2025	Proposal Submissions due by 5:00 PM EST to RFR@bphc.org Subject line: Data Analyst for CVIPI
9/13/2025	Notification of Decision: selected vendor notified by 5:00PM EST. BPHC has the discretion to extend this date or cancel this RFP without notice. The contract resulting from this RFP shall be in effect after all contract documentation is fully executed.

Regulatory and Equity Considerations

Living Wage Compliance: 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>

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.

Scope of Work

CVIPI is seeking a professional with social science research experience to assist CVIPI determining the effectiveness of CVIPI activities in meeting outcomes described by logic model.

Activities

- In partnership with Program Manager (PM) and outside evaluator, develop and utilize tools and strategies to collect both quantitative and qualitative data responsive to CVIPI logic model
- Work with community partners to identify key community members to involve in data collection efforts.
- Conduct one-to-one interviews, lead focus groups and distribute and collect surveys to track outputs and outcomes.
- With grant reporting requirements in mind, curate and analysis collected data.
- As needed provide implementation advice based on data analysis.
- Design systems and processes to track short-term, medium term, and intermediate term outcomes, including but not limited to longitudinal studies.
- In partnership with PM and BPD Data Intern, identify potential sources of existing data to be accessed for CVIPI project
- Recruit participants in data collection projects from targeted communities.
- Use data to produce narrative reports

Minimal Qualifications

Proposers must possess the following qualifications:

- Knowledge of social science research methods
- Experience with data mining and visualization

- Experience with narrative data analysis

Proposal Requirements

Proposals must be submitted in ONE PDF file and include the following:

- Resume or C.V. of all individuals who would be part of your proposed team
- Describe the approach your team will use to collect and analyze data, including methods, timelines, and deliverables.
- Provide example(s) of previous evaluation plans or instruments
- Budget narrative or justification detailing how each cost supports the provided service.
(Not to exceed \$36,000.00)

Period of Performance

The effective date of providing the required product and services shall be from October 1, 2025 execution through September 30, 2026, depending on funding. The opportunity to extend this partnership beyond September 30, 2026, is subject to available funding.