



Request for Proposal
For
Family Overdose Support Fund (FOSF)
Recovery Services Bureau

January 7, 2026

Request for Proposal (RFP) Timeline

Wednesday, January 7, 2026	RFP Legal Notice publication in The Boston Globe
Wednesday, January 7, 2026	RFP available online at the Boston government website by 10:00 AM EST
Monday, January 12, 2026	Questions due via email by 5:00 PM EST to: RFR@bphc.org
Thursday, January 15, 2026	Responses to questions posted by 5:00 PM EST at Boston government website
Thursday, January 22, 2026	Proposal and required supporting documents due via email by 5:00 PM EST to RFR@bphc.org and BRAdmin@bphc.org Email Subject: “[Organization Name] – Family Overdose Support Fund Proposal” NO EXCEPTIONS TO THIS DEADLINE
Wednesday, January 28, 2026	Notification of Decision Desired date to notify selected organizations, however, BPHC has the discretion to extend this date without notice. BPHC will email each awarded organization a subaward agreement for review, and to be completed and signed within 14 days

Introduction

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) prioritizes the promotion of health equity and racial justice, consistent with its vision of a thriving Boston where all residents live healthy, fulfilling lives free of racism, poverty, violence, and other systems of oppression.

All service contracts awarded by the Boston Public Health Commission may be subject to the following 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, visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of its commitment to an equitable procurement process, BPHC will actively consider and encourage participation from Certified Underrepresented 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), as well as local businesses, to respond to this RFP.

Overview

Pharmaceutical corporations flooded Massachusetts with opioids, fueling the opioid epidemic. Patients developed opioid use disorders, and many transitioned to street opioids and overdosed. Overdoses have killed [over 20,000 people](#) in Massachusetts over the past 20 years. Then-Attorney General Maura Healey joined attorneys general from other states and [litigated claims](#) against these companies, winning settlements.

The State tasked municipalities with using opioid settlements funds in ways that reflect the wishes of those impacted. Over summer 2023, BPHC [engaged the public](#) around how to spend the settlements dollars. Creating a fund that offers aid to grieving families emerged as a common subject across listening sessions. The Commission on Grandparents Raising Grandchildren advocated for funding support groups, therapy, and legal services to help grandparents apply for public benefits.

[Losing a loved one](#) through sudden and accidental means like overdose can cause trauma and enduring grief. [Bereavement](#) is associated with multiple physiological changes and poorer health and social outcomes. [Losing a parent](#) to overdose or suicide during childhood can increase the risk of overdose or suicide later in life. Adverse Childhood Experiences are also associated with lower educational attainment, unemployment, and poverty. [Surveys](#) indicate that grandparents in these families must juggle addressing the grandchild's trauma amidst grappling with their own grief and caregiving responsibilities.

In November 2024, BPHC contracted with Boston BullPen Project (BBP) to implement the Family Overdose Support Fund (FOSF), administered primarily by the BBP subproject HALO Initiatives. FOSF has served more than 50 families in the first year of service. This initiative is a critical component in our efforts to address the devastating impact of the opioid epidemic on families in the city of Boston, and interrupt intergenerational cycles of trauma and substance use disorder.

BPHC is seeking proposals from qualified organizations to continue administering the FOSF. Each year the City allots the Fund an additional \$250,000 to aid families. The selected vendor will play a pivotal role in delivering compassionate and effective support services to individuals and families affected by opioid overdose. The vendor will receive approximately \$125,000 each year to cover administrative and marketing costs, for an approximate total of \$375,000 each year.

Scope of Work

Through this RFP solicitation, BPHC's Recovery Service Bureau is seeking one organization to administer, document, and report on the Family Overdose Support Fund for Boston families. The organization will partner with BPHC on refining the program design over time, based on evaluation and feedback.

The Family Overdose Support Fund will provide financial aid to Boston families who have lost a member to overdose, modeled after (1) how the State offers support to families who have [lost someone to violence](#), and (2) [Boston's fund](#) supporting victims of the Marathon Bombing. Each year the Family Overdose Support Fund will receive \$250,000 in Boston settlements dollars. These funds can support approximately 50 families up to \$5,000 per family. Assessments and stakeholder engagement indicates families especially need aid to support areas like therapy, childcare, legal services, and funeral expenses. The vendor should submit program planning reflecting the FOSF award model, paying for services on behalf of families.

[Legislative advocates](#) recommend Victims Compensation Funds offer emergency awards and have the ability to disperse these quickly, acknowledging immediate needs like [funeral costs](#). [Twenty five out of 50 states](#) offer emergency assistance in their Victims Compensation Funds. Subsequently, BPHC expects the Family Overdose Support Fund to have the capacity to distribute aid quickly to address emergencies.

BPHC will partner with the vendor to promote the fund. BPHC has its own reach through social media channels and public affairs operations. The Recovery Services Bureau maintains communication and engagement throughout Boston communities and with service providers. BPHC is seeking a vendor who can leverage their own reach to notify families in need about the new program. The vendor should also establish, leverage, and sustain partnerships with entities such as funeral homes, pastors/faith communities, grief support groups, and emergency departments. During research and stakeholder engagement, BPHC identified these sites as potentially being successful for reaching families who have lost a loved one to overdose.

The selected vendor will be responsible for the following key activities:

Program Refinement:

- Develop an implementation plan, including timelines, milestones, and deliverables
- Continue to refine the program design over time, applying evaluation results and stakeholder engagement

Manage Application Process:

- Offer user-friendly application system, available online and via other accessible methods
- Utilize protocols for reviewing and prioritizing applications
- Ensure transparency and fairness in the application review process
- Implement verification protocols to check the accuracy of application information
- Identify program recipients, making decisions based on need and other factors

Disbursement of Funds:

- Meet with families to discuss their needs, sharing information about local therapy, childcare, legal, and funeral services
- Link families to services, completing warm handoffs in real-time
- Establish secure payment mechanisms on behalf of participants
- Coordinate timely disbursement of financial aid, processing invoices
- Manage a system for participants to file grievances or flag challenges

Raising Awareness About the Fund:

- Maintain and implement a comprehensive marketing and promotion strategy to raise awareness of the Fund among stakeholders and eligible families
- Utilize a variety of channels, such as digital media, community outreach events, and partnerships with local organizations, to maximize outreach and visibility
- Establish referral partnerships with entities such as funeral homes, pastors/faith communities, grief support groups, and/or emergency departments
- Provide marketing in multiple languages

Provide Additional Support to Families

- Provide ongoing support to recipients throughout the disbursement process
- Collaborate with peer grief support organizations and community partners to provide resources and services to program recipients

Program Evaluation and Reporting:

- Collaborate with BPHC to develop an evaluation plan, including identifying measures and collection methods
- Use methods such as surveys, interviews, or focus groups, to evaluate program effectiveness
- Prepare and submit reports to BPHC, City, and other stakeholders regarding program activities, outcomes, expenditures, success stories, and challenges. BPHC requires the vendor to submit reporting at least quarterly, and submit invoicing at least monthly

Period of Performance and Funding

The anticipated base period of performance will be on or about February 2, 2026, through June 30, 2027. The budget for the base period must include \$509,775 in direct aid payments to the community, in addition to any program operational costs. The indirect costs are capped at 10%.

BPHC may renew the contract for one additional year with end date not to exceed June 30, 2028. The total amount proposed must include \$250,000 dispersed as aid.

Qualifications

Applicants must be a nonprofit 501(c)(3) organization with a demonstrated history of serving Boston communities, especially Dorchester, Roxbury, South End, East Boston, and Mattapan. These neighborhoods have [higher rates](#) of overdose and/or contain higher proportions of Black and Latinx individuals, [populations at increased risk](#) of overdose.

Additional qualifications include:

- Demonstrated knowledge of the opioid epidemic and familiarity with the opioid settlements
- Experience working with individuals who have undergone trauma, the loss of a loved one, grief, and/or mental illness
- Administrative capacity to coordinate and process disbursement of funds
- Demonstrated knowledge of providing financial aid
- Experience designing and implementing programs, marketing activities, and conducting evaluation
- Demonstrated ability to reach Boston communities with marketing efforts about this fund, especially Black and Latinx communities, who have experienced higher rates of overdose
- Existing partnerships with community institutions and childcare, legal, funeral, and/or mental health services
- Commitment to Implementation Recommendations from the [Opioid Settlements Community Engagement Report](#): making programming accessible to people with disabilities and non-English speakers; employing people with lived experience; prioritizing marginalized populations, collaborating with faith institutions, and training staff on trauma and Diversity, Equity, and Inclusion

Organizations may partner together in order to fulfill the RFP scope and qualifications. In these cases, one organization would take the lead, and the other would get categorized as subrecipient, professional services provider, or consultant under the other's budget.

Submission Proposal Instructions

To be considered for funding, the following prompts must be submitted in 11-point Calibri, single-spaced with one-inch margins. Include any specified supporting documents. *Answer the following questions within the required page limits.*

Section 1: Cover Sheet (does not count towards page limit)

1. Title - **Family Overdose Support Fund Proposal**
2. Name of Organization that will be performing the services
3. Name of Organization that will execute the contract with BPHC, if different (e.g. Fiscal sponsor)
2. Organization Physical Address
3. Mailing Address, if different from Physical Address
4. Contact Person Name and Position
5. Contact Person Email Address and Phone Number

Section 2: Proposal Narrative

1. Describe 1.) the organization's mission and core services, 2.) history serving Black and Latinx populations, 3.) experience serving Boston neighborhoods, especially Dorchester, Roxbury, South End, East Boston, and Mattapan. These neighborhoods have [higher rates](#) of overdose and/or contain higher proportions of Black and Latinx individuals, [populations at increased risk](#) of overdose. **Limit: 2 Pages**

2. Describe 1.) the organization’s experience supporting families, such as after the loss of a loved one to overdose, and experience addressing trauma in communities 2.) Describe how the organization has previously dispersed financial aid, developing materials and implementing outreach strategies regarding the initiative; reporting on outcomes; and fulfilling reporting demonstrating the outcomes of this fund for community members. **Limit: 2 Pages**
 3. Describe 1.) the organizational capacity to effectively manage the implementation and administration of the fund, including staffing, infrastructure, and operational processes 2.) organization’s approach to administering the funds and key considerations that would be put in place to ensure rapid, efficient, and appropriate distribution of awards 3.) Evaluation measures you propose to assess the effectiveness and success of this program. **Limit: 3 Pages**
 4. Describe the approach to marketing the fund and effectively reaching eligible families, particularly from Black and Latinx populations, and those residing in the neighborhoods Dorchester, Roxbury, South End, East Boston, and Mattapan. **Limit: 1 Page**
 5. Describe the ways in which the organization will commit to Implementation Recommendations from the [Opioid Settlements Community Engagement Report](#): making programming accessible to people with disabilities and non-English speakers; employing people with lived experience; prioritizing marginalized populations, collaborating with faith-based institutions, and training staff on trauma and Diversity, Equity, and Inclusion. **Limit: 1 Page**
 6. Submit a budget for the base period of February 2, 2026, through June 30, 2027. Break down the budget into categories such as personnel, personnel fringe rate, supplies, equipment, consultant, subcontractor, other direct costs, and indirect costs. In addition to the line-item breakdown, provide a narrative budget justification for each budget line. The maximum allowable Indirect Costs Rate, or overhead costs rate, is 10% of [Modified Total Direct Costs](#). A significant portion of this program’s activities are administrative and/or financial. If these activities are specifically and only related to administering the Family Overdose Support Fund, then these costs should get listed as direct rather than indirect.
 7. Briefly describe the organization’s experience managing a cost-reimbursable funding source, and mechanisms your organization has in place to support this process. **Limit: 100 words**
 8. Resumes or Curriculum Vitae (CV) for all supervisors taking lead on the project
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Proposal due via email by **5:00 PM EST** on Thursday, January 22, 2026,
to: RFR@bphc.org and BRAdmin@bphc.org

Subject: “Organization Name” – Family Overdose Support Fund Proposal

There will be no exceptions to this deadline