



Request for Proposal Violence Intervention and Prevention Neighborhood Lead Agencies

Division of Violence Prevention:
Violence Intervention and Prevention (VIP) Initiative
Office of Violence Prevention (OVP)

04/06/2026

RFP Timeline

Monday April 6, 2026	RFP Legal Notice publication in Boston Globe
Monday April 6, 2026	RFP available online at https://www.boston.gov/bid-listings
Monday April 13, 2026	Questions due in writing by 5:00 PM EST to RFR@bphc.org Subject: [Your Organization Name] VIP Neighborhood Lead Agencies Questions
Monday April 20, 2026	Responses to questions available for viewing on https://www.boston.gov/bid-listings by 5:00 PM EST
Monday May 4, 2026	RFP Submissions due by 5:00 PM EST via email to RFR@bphc.org Subject line – [Your Organization Name] Response to VIP Neighborhood Lead Agencies NO EXCEPTIONS TO THIS DEADLINE
Monday June 8, 2026	Notification of Decision: BPHC has the discretion to modify this date without providing further notice to the proposers

Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC's Division of Violence Prevention is seeking lead agencies to serve as Neighborhood Partners for the Violence Intervention & Prevention (VIP) Initiative. This initiative reflects an intentional shift toward a more coordinated, accountable, and systems-based approach to violence prevention. The goal is to build stronger alignment, shared learning, and collective impact across neighborhoods.

Guiding Principle: Equity, Flexibility, and Shared Accountability

VIP recognizes that organizations vary in size, capacity, and neighborhood context. We seek partners deeply rooted in their communities and prepared to engage as part of a citywide violence prevention ecosystem. While all partners are expected to meaningfully engage in core activities, implementation may be adjusted in collaboration with VIP staff to ensure equity and effectiveness. This approach upholds shared accountability while respecting community context.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

BPHC is prohibited from contracting with or making subawards to parties that are suspended, debarred, or otherwise excluded from participation in federal programs. If federal funds are used in whole or in part to support this contract, the successful proposer must not be listed on the federal System for Award Management (SAM) exclusion list and may be required to provide verification of eligibility prior to contract execution.

Contracts resulting from this RFP are subject to the City of Boston Living Wage Ordinance. Vendors must comply with all applicable provisions of the ordinance, including payment of the current living wage rate as determined annually by the City of Boston Living Wage Division. The successful proposer will be required to certify compliance prior to contract execution.

Scope of Work

BPHC's Violence Intervention & Prevention (VIP) Initiative seeks lead agencies to develop, implement, and sustain neighborhood-based VIP Initiatives. Known as "Village in Progress" in many neighborhoods, VIP's mission is to prevent violence through building and sustaining strong communities where residents are knowledgeable about the root causes of violence and empowered to address them.

VIP Initiatives use a trauma-informed, healing-centered community building approach to deepen resident engagement, increase social cohesion, and activate community members. The work focuses on shifting the narrative of violence and addressing persistent social, environmental, and systemic issues.

Core Violence Prevention Goals:

1. Hold monthly Community Meetings where residents identify needs and mobilize assets.
2. Engage children and youth in positive activities and leadership roles.
3. Ensure equitable access to resources for physical and emotional wellness.
4. Improve the physical environment to encourage social connection.
5. Have community members lead public actions after violent incidents to address root causes.

Neighborhood Partner Core Responsibilities:

Each selected VIP Neighborhood Lead Agency will be responsible for fulfilling the detailed FY26 Partner Expectations & Operating Alignment requirements (see FY26 Partner Expectations & Operating Alignment Addendum section), which are incorporated into any resulting contract. A summary of key responsibilities includes:

1. **Staffing:** Dedicate one VIP Coordinator. Where funding allows, stipend at least one (1) neighborhood resident as a Block Captain, Youth Organizer, or similar role.
2. **Planning:** In the first 6 months, convene residents and stakeholders to develop a Neighborhood Violence Prevention Plan and an outreach/engagement plan.
3. **Community Engagement & Activation:**
 - Sponsor at least one monthly VIP meeting with substantive resident leadership.
 - Host or co-host community events and capacity-building activities.
 - Implement public, resident-led actions in response to shootings/homicides.
 - Conduct ongoing, visible community outreach and tabling.
4. **Coordination & Reporting:**
 - Participate in weekly check-ins, monthly VIP Coordinator meetings, and bi-monthly Advisory Board meetings.
 - Submit accurate monthly data/progress reports and invoices by specified deadlines.
 - Participate in all required BPHC-led training and technical assistance.

5. **Communication & Collaboration:**

- Follow the established Crisis Communication Protocol (see FY26 Partner Expectations & Operating Alignment Addendum section).
- Actively partner with other community organizations, BPHC programs, and City agencies.
- Promote VIP visibility and align with core messaging.

6. **Administration:** Meet language access needs, use VIP branding, maintain accurate records, and remain in good standing with all City requirements.

Boston Public Health Commission will:

- Provide dedicated staff support for planning, actions, and daily coordination.
- Offer training, technical assistance, and capacity building.
- Develop and share data reports, promote partner work, and explore additional funding.
- Ensure active communication and problem-solving with City government.

Additional Benchmarks & Operating Alignment

Regular Communication & Coordination

- **Monthly VIP Meetings:** Convene meetings as outlined in Scope of Work section.
- **Neighborhood Engagement:** Attend relevant neighborhood association meetings monthly.
- **Advisory Board:** Designated supervisor attends bi-monthly meetings.
- **Quarterly Sessions:** Participate in BPHC-hosted "Lunch & Learn" sessions.

Data & Reporting

- Submit a brief monthly report tracking key activities, youth served, events, challenges, and successes.
- Provide success stories or testimonials (with consent) for shared learning and communication.

Community Visibility & Engagement

- **Event Notification:** Inform VIP staff of public events for coordinated messaging.
- **Ongoing Outreach:** Conduct regular outreach/tabling in visible community spaces with VIP signage.
- **Signage:** Display VIP signage at primary organizational site or community hub.
- **Community Walks:** Participate in at least one monthly community walk (April-September).

- **Monthly Events:** Host or co-host at least one community-centered event per month.

Annual Recognition

- Participate in the annual VIP Award Ceremony by nominating five (5) community members for recognition (e.g., outstanding youth, local business, community leaders).

Collaboration & Messaging Alignment

- Actively collaborate with other community-based organizations.
- Reinforce the core VIP message: "*We lift up the community. That is how we prevent violence.*" in a culturally responsive manner.
- **Crisis Communication Protocol**
- **Notification:** Notify the VIP Director/designee within 24 hours of any major violent incident or community crisis in the service area.
- **Method:** Contact via text/phone call with available details (location, who affected, immediate needs).
- **Confidentiality & Support:** VIP will coordinate a trauma-informed support response. Information is shared to support the community, not assign blame.

Staffing & Budget

- Notify VIP Director in writing if the coordinator position is vacant for >30 days.
- No budget amendments without prior written approval from the VIP Director.

Qualifications

Eligible Neighborhood:

Proposals must target a micro-neighborhood in Boston with a consistently high incidence of gun violence as identified by Boston Police Department data. The neighborhood must also possess significant community assets (e.g., schools, community centers, faith-based organizations, strong business sector). The target area must be contiguous and include approximately 900 to 1000 households. Proposed areas are subject to review and approval by BPHC.

Eligible Organizations:

Organizations must be based in Boston, preferably within the proposed neighborhood. Applicants must have:

- Demonstrated experience in community organizing, advocacy, and violence prevention work.
- A mission that addresses systemic inequities or a commitment to adopt this focus.
- 501(c)(3) tax-exempt status or apply through a 501(c)(3) fiscal agent.
- The capacity to manage a public contract and fulfill all reporting requirements.

Grassroots community groups, faith-based organizations, tenant associations, and established nonprofits are encouraged to apply.

Proposal Requirements

A. Proposal Narrative (Address in Order):

1. **Organization Mission & Services:** Describe your mission and community work.
2. **Target Neighborhood & Justification:** Define specific boundaries. Justify selection using violence data and description of contributing factors.
3. **Violence in the Neighborhood:** Describe the nature, extent, and impact of violence. Detail your past/current efforts to address it.
4. **Neighborhood Demographics & Engagement Capacity:** Describe demographics, assets, challenges. Explain your ability to engage all residents, including hard-to-reach populations and address language needs.
5. **Engagement & Violence Prevention Plan Strategy:** Describe how you will recruit and engage diverse stakeholders to develop/implement the plan. Address:
 - a) An innovative engagement tool/strategy.
 - b) How you will sustain resident engagement.
 - c) Use of social media for recruitment.
 - d) Strategy for engaging hard-to-reach populations.
6. **Youth Engagement:** Describe your experience serving youth and how you will engage them in leadership roles within the VIP.

7. **Past Efforts in Key Areas:** Describe your work addressing:
 - a) Physical disorder.
 - b) Youth access to employment/leadership.
 - c) Community actions to address root causes of violence.
 - d) Health/social service referrals (partners and outcomes).
 8. **Organizational Capacity & Support:** Describe your ability to support the VIP Coordinator, including:
 - a) Ability to convene monthly meetings.
 - b) Where the Coordinator will be placed.
 - c) Supervisor who will report to the Advisory Board.
 - d) Ability to complete monthly data collection.
 - e) Commitment to attend all required meetings.
- B. Mandatory Attachments**
- a. Budget and Budget Narrative
 - b. Proof of 501(c)(3) status
 - c. Organization chart
 - d. List of Board of Directors (if applicable)
 - e. Most recent annual report or audited financial statement (if available)

Submission Instructions

Submission Instructions:

1. Format: Submit one (1) PDF file.
2. Page Limit: The complete proposal, including the budget, must not exceed 10 pages. Cover pages, tables of contents, and mandatory attachments (proof of 501(c)(3), etc.) are excluded from this page count.
3. Font: Times New Roman, 12-point, double-spaced, with 1-inch margins
4. Review <https://www.boston.gov/bid-listings> page for Q&A and any Addendums related to this RFP to incorporate in submission. Failure to do so may result in disqualification

Budget & Financial Information

Applicants must submit a detailed annual budget for the period July 1, 2026 – June 30, 2027, using the template provided in Attachment A. A brief budget narrative explaining major cost categories is required within the 10-page proposal limit.

- **Award Range:** Individual awards are expected to be between \$40,000-\$45,000 annually
- **Allowable Costs:** Funds may be used for:
 - Personnel (VIP Coordinator, Block Captain stipends)
 - Fringe benefits
 - Contractual services (e.g., training, youth partner subcontracts)
 - Supplies & materials
 - Community event costs (space, refreshments)
 - Local travel
- **Unallowable Costs:** Funds may not be used for lobbying, major equipment, or costs incurred outside the contract period.
- **Financial Management:** Awards will be made on a cost-reimbursement basis. Payments will be made upon submission and approval of monthly invoices. All budgetary changes require prior written approval from the VIP Director.

Period of Performance and Funding

The expected initial period of performance will be on or about July 1, 2026, to June 30, 2027. BPHC intends to renew annual contracts with vendors. Renewal for periods beyond June 30, 2027, will be dependent on funding availability.

Evaluation and Award Process

A. Evaluation Process:

1. **Administrative Review:** BPHC will review all submissions for completeness and compliance with submission instructions and qualifications.
2. **Technical Evaluation:** A review committee will evaluate compliant proposals based on the published criteria in Proposal Requirements & Evaluation Criteria section.
3. **Interviews:** The top-ranked proposers may be invited for an interview. Interview performances will go into the final evaluation.
4. **Final Award Recommendation:** The committee will recommend awards to the highest-ranked proposers, considering ability to meet requirements, best value, and the need to ensure equitable geographic distribution of services across Boston neighborhoods. BPHC reserves the right to make funding decisions that promote neighborhood equity and strategic coverage across high-impact areas.

No Obligation: This RFP does not commit BPHC to award a contract or to pay any costs incurred in the preparation of a proposal.

Contractual Requirements

Any contract resulting from this RFP will be subject to and incorporate all standard City of Boston and BPHC contractual provisions, including but not limited to:

- Non-Discrimination & Equal Opportunity
- Confidentiality & Data Security
- Public Records Law (Proposals and contract documents may be subject to disclosure under M.G.L. c. 66, § 10)
- Conflict of Interest
- Audit Rights
- Governing Law (Laws of the Commonwealth of Massachusetts)

Insurance and Indemnification

The successful proposer will be required to maintain, at minimum, General Liability Insurance, Workers' Compensation Insurance as required by Massachusetts law, and any other coverage deemed necessary by BPHC based on the scope of services. Proof of insurance, including applicable coverage limits and additional insured endorsements, must be provided prior to contract execution.

Proposal due via email by 5:00 PM EST on Wednesday, April 22, 2026, to: RFR@bphc.org | Subject line – [Your Organization Name] Response to VIP Neighborhood Lead Agencies

THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE

Attachment A: Budget Template and Narrative Guide

**Violence Intervention & Prevention (VIP) Initiative
Neighborhood Lead Agencies**

A. Budget Summary (Required)

Organization Name:

Proposed Neighborhood:

Funding Period: July 1, 2026 – June 30, 2027

Budget Category	Amount (\$)
Personnel (VIP Coordinator, stipends)	
Program & Community Engagement	
Contractual / Partners	
Supplies & Materials	
Local Travel	
TOTAL REQUEST	

Total request must be between **\$40,000 – \$45,000**

B. Budget Detail (Required)

1. Personnel (Primary Cost Driver)

This should reflect the core of the work.

Position	Role	Estimated Hours or % Time	Amount (\$)
VIP Coordinator	Leads neighborhood work		
Resident Stipends (Block Captain / Youth Leader)	Community leadership		
Total Personnel			

2. Program & Community Engagement

(Where the real neighborhood work shows up)

Activity	Description	Estimated Cost (\$)
Monthly Community Meetings	Space, food, materials	
Community Events / Activations	Outreach, healing spaces, etc.	
Outreach & Visibility	Flyers, signage, tabling	
Total Program Costs		

3. Contractual / Partners

(Use only if needed)

Partner / Service Purpose Amount (\$)

4. Supplies & Materials

Item Purpose Amount (\$)

5. Local Travel

Purpose Amount (\$)

C. Budget Narrative (Required – Max 1 Page)

This funding is designed to support visible, consistent presence in the neighborhood over time. Budgets should reflect how your organization will show up regularly, not just during major events.

Keep this simple and direct. No fluff.

Briefly explain:

- How your budget supports your day-to-day VIP work
- How the VIP Coordinator role is structured

- How funds support consistent community presence (meetings, outreach, response)
- Any stipends or partnerships included
- How you are making this funding stretch across the year

We are looking for **alignment, not perfection.**

D. Allowable Use of Funds (Reminder!)

Funds may be used for:

- Staffing and stipends
- Community meetings and events
- Outreach and engagement
- Supplies and materials
- Local travel

Funds may **not** be used for:

- Lobbying
- Large equipment purchases
- Costs outside the contract period
- Gift cards

E. Important Notes

- This is a **cost-reimbursement contract**
- Expenses must align with the approved budget
- Budget changes require prior approval
- Monthly invoicing and reporting are required

F. Sample Budget (For Reference Only)

This is an example of how funds may be reasonably allocated.

Budget Category	Example Amount (\$)
Personnel (Coordinator + stipends)	28,000
Program & Community Engagement	7,000
Contractual / Partners	2,000

Budget Category	Example Amount (\$)
Supplies & Materials	1,500
Local Travel	1,500
TOTAL	40,000

This is only a guide. Budgets may vary, but should reflect a **clear focus on staffing and consistent community engagement**.

G. Budget Guidance (Read Before Submitting)

This funding is intended to support ongoing, consistent neighborhood presence, not one-time programming or isolated events.

Strong budgets typically:

- Prioritize a dedicated person leading the work (VIP Coordinator)
- Include stipends for resident leadership
- Allocate funds for consistent monthly engagement and visibility
- Reflect realistic costs that can be sustained over a 12-month period

Weak budgets often:

- Focus on one-time events instead of ongoing presence
- Spread funds too thin across too many categories
- Over-allocate to administrative or indirect costs
- Do not clearly connect funding to day-to-day neighborhood work

H. Budget Check (Before You Submit)

Before submitting, ask yourself:

- Does this budget clearly show who is doing the work?
- Does it support monthly community engagement?
- Can this realistically be sustained for 12 months?
- Does every cost connect back to violence prevention work?

If the answer is no, revise before submitting.