Office of Violence Prevention (OVP)

REQUEST FOR QUOTES

Community-Based Collaboration Initiative

May 13, 2026

III. RFP Timeline

Friday May 15th 2026	RFP available online at https://www.boston.gov/bid-listings by 11am RFP will also be disseminated via e-mail to relevant networks
Wednesday May 20, 2026	Questions due in writing by 5:00 PM EST via email to: RFR@bphc.org Subject – Community-based Collaboration Initiative
Friday May 22, 2026	Responses to questions available for viewing on https://www.boston.gov/bid-listings by 4:00 PM (Make sure to filter by department: Boston Public Health Commission)
Wednesday May 27, 2026	RFP due by **11:59 PM EST** via email to: RFR@bphc.org Subject Line – Community-based Collaboration Initiative NO EXCEPTIONS TO THIS DEADLINE
Friday May 29, 2026	Eligible candidates will be notified by **5:00 PM EST**
Friday May 29, 2026	Notification of Decision: Selected candidate will be notified by or before 5:00PM EST of the award however, BPHC has the discretion to extend this date without notice. BPHC may cancel this RFP or reject all proposals at any time before or after award, if BPHC determines its best interest will be served by such action.

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 those most impacted by systemic inequities.

Community-based Collaboration Initiative formerly known as the "Save R Streets" and "Summer Activation" mini-grant program. The Community-based Collaboration Initiative (CBCI) is a summer-focused mini-grant program led by the Boston Public Health Commission's (BPHC) Office of Violence Prevention (OVP). The goal is to incentivize collaboration among grassroots community organizations, The Initiative supports community-led events and activities that bring residents together in safe, welcoming, and inclusive public spaces.
CBCI encourages collaboration among neighborhood organizations, resident groups, tenant associations, faith-based organizations, and other community partners to strengthen relationships, build community trust, and support violence prevention efforts through positive neighborhood engagement.

Through this Initiative, OVP will fund one lead organization in each selected neighborhood to coordinate events and activities in partnership with other local organizations and resident groups.

The purpose of the Initiative is to create free, public events that are developed by the community, for the community. Funded activities should:

- Promote positive neighborhood connections;
- Encourage community pride and belonging;
- Increase access to local resources and supports;
- Create opportunities for residents of all ages to safely gather and engage with one another.

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/workerempowerment/living-wage-division.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage underrepresented businesses that include: 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.

This is a city funded project.

Scope of Work

1. Lead Convening Agency Responsibilities:

Each selected lead organization ("Lead Agency") may receive up to $5,000 from the Boston Office of Violence Prevention to coordinate neighborhood-based activities and public space activations.

The Lead Agency will:

- Serve as the main contact and coordinator for the Initiative;
- Partner with at least three (3) additional community-based organizations, resident groups, or neighborhood partners within the same neighborhood;
- Coordinate planning meetings and ensure all partners participate in planning and implementation activities;
- Coordinate event logistics, including outreach, accessibility, permits, safety planning, and community participation;
- Ensure all activities remain free and open to the public;
- Maintain documentation related to partnership meetings, event attendance, outreach efforts, and expenditures;
- Submit a final report summarizing activities, outcomes, partnerships, and community impact.

2. Partnership Requirements

CBCI is rooted in collaboration and shared leadership. Each Lead Agency must work with at least three (3) additional organizations or resident groups that are in or actively serve the same neighborhood.

Partner organizations are expected to:

- Participate in planning and decision-making;
- Assist with outreach and resident engagement;
- Support event staffing and implementation;
- Help create culturally responsive and community-informed programming;
- Promote safety, accessibility, inclusion, and respect throughout all activities.

Partnerships may include, but are not limited to:

- Community-based organizations;
- Faith-based institutions;
- Tenant associations;
- Resident-led groups;
- Youth-serving organizations;
- Cultural organizations;
- Neighborhood associations;
- Schools and family support organizations.

3. Eligible Activities and Space Activations

Funding may support community-centered events and activities that encourage positive neighborhood engagement and activate public spaces.

Examples of eligible activities include, but are not limited to:

- Block parties;
- Community cookouts or barbecues;
- Neighborhood walks;
- Community clean-up events;
- Small-scale performances or entertainment;
- Outdoor movie nights;
- Youth and family sporting events;
- Resource fairs;
- Arts and cultural programming;
- Wellness and healing-centered gatherings;
- Intergenerational events and activities.

All funded events must:

- Be free to attend;
- Be open and accessible to Boston residents;
- Take place within the identified neighborhood or community area;
- Promote community connection, wellness, and violence prevention.

4. Community Engagement Expectations

All funded activities should prioritize meaningful community engagement and resident participation.

Lead Agencies and partners are expected to:

- Use culturally responsive and accessible outreach methods;
- Engage youth, families, older adults, and historically underserved community members;
- Create welcoming environments that reflect the culture and needs of the neighborhood;
- Incorporate resident feedback in event planning and implementation;
- Promote shared leadership, collaboration, and community voice.

5. **Funding and Allowable Expenses**

Each Lead Agency may receive up to $5,000.00 to support approved Initiative activities.
Allowable expenses may include:

- Event supplies and materials;
- Food and refreshments;
- Permits or site-related costs;
- Entertainment or performer stipends;
- Outreach and promotional materials;
- Equipment rentals;
- Staffing or facilitation support;
- Safety and accessibility accommodations.

Funding may not be used for:

- Private or closed events;
- Political or religious campaign activities;
- Capital improvements or construction;
- Alcohol purchases;
- Expenses unrelated to approved Initiative activities.

6. **Deliverables**

Lead Agencies will be required to complete the following:

- Participation in orientation and planning meetings hosted by OVP;
- Submit an event plan and implementation timeline;
- Host at least two (2) free, publicly accessible neighborhood events;
- Document partner participation and outreach activities;
- Submission of a final repost that includes?
    - Attendance estimates;
    - Photos from events;
    - A summary of community impact and outcomes;
    - An expense report.

7. **Expected Outcomes**

The Community-Based Collaboration Initiative aims to:

- Increase positive neighborhood engagement and use of public spaces;
- Strengthen partnerships among community-based organizations and resident groups;
- Build trust and connectedness among residents;
- Create safe and welcoming opportunities for community gathering;
- Support violence prevention through visibility, relationship-building, and collective care.

The Boston Office of Violence Prevention reserves the right to monitor funded activities and request additional information to ensure compliance with Initiative goals and funding requirements.

Eligible Activation Areas

Dorchester - (Four Corners area, Bowdoin/Geneva area, Talbot Ave area, Codman Square Area, Franklin Field Development, Harambee Park, Ronan Park, Rev. Loesch Family Park, Roberts Park, Peabody Square)

Lower Roxbury/Roxbury - (Lenox Development, Dudley Street area, Mt. Pleasant Play area, Grove Hall area, Crawford Park area, Madison Park Fields, Washington Park, Mission Main Development, Alice Taylor Development, Madison Park Development, 5 W's area, Egleston Square area)

Mattapan - (Gallivan Development, Cummings Highway area, Almont Park, Walker Playground, Norfolk Street area)

Hyde Park - (Wood Ave area, Fairmount Development, Georgetowne Homes)

East Boston - (Eagle Hill area, Maverick Landing Development, Shore Plaza Development)

South Boston - (West Broadway Development, Mary Ellen McCormack Development)

Charlestown – (Bunker Hill Development, Newtowne Development)

Brighton - (McKinney Playground, Fidelis Way/Overlook Park, Faneuil Development, Commonwealth Development)

Jamaica Plain - (Mildred Hailey Development, South Street Development, Egleston Square area)

Submission Instructions

Submit proposal **by Wednesday May 27, 2026, 11:59 PM EST** via email to RFR@bphc.org

Subject Line – Community-based Collaboration Initiative

NO EXCEPTIONS TO THIS DEADLINE

General Provisions & Legal Requirements

A. RFP Terms and Conditions

CANCELLATION, REJECTION, AND WAIVER - The BPHC is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The BPHC reserves the right to reject in whole or in part any or all Proposals, when the BPHC determines that rejection serves the best interests of the BPHC. The BPHC may waive minor informalities in the Proposal or allow the Vendor to correct them.

The selected submitted Proposal, along with the RFP, will also be part of the Contract between the BPHC and the Contractor.

The Contract is subject to the availability and appropriation of funds.

WITHDRAWAL OR MODIFICATION OF PROPOSAL - The BPHC may allow a vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

USE OF BPHC NAME - The Contractor and any Subcontractor(s) agree not to use the BPHC's name or seal, or that of any other BPHC Dureau or program in advertising, trade literature, or press releases without the prior written approval of the BPHC.

PUBLIC RECORDS - Proposals shall be confidential until the time for acceptance specified in the RFP has expired. Thereafter, proposals will be public record and subject to disclosure upon request. Do not submit confidential information in your Proposal.

B. BPHC Standard Contract

Nothing contained in this RFP shall create any contractual relationship between the Vendor and the BPHC prior to entering into a Contract.

By submitting a proposal, each proposer accepts the RFP specifications, BPHC's RFP terms, and BPHC's standard contract terms and conditions. If awarded the contract, the contract will be governed by the BPHC Standard Contract terms and conditions, which shall be incorporated by reference into this RFP. In addition to the BPHC's Standard Contract, the BPHC may require any applicable supplements (CORI Affidavit, Living Wage Forms, Business Associate Agreement, etc.) that are part of this RFP.

Please see below for BPHC's Standard Contract that the selected vendor will be required to sign and submit during the contracting process if awarded this contract. Please review this before submitting your proposal.