



Request for Proposal

Consultant Qualified Vendor Pool
Communications, Research & Evaluation, Strategy & Planning and Grant Writing

September 1, 2026

Request for Proposal (RFP) Timeline and Activities

Tuesday, September 1st- 2026	RFP posted on the Boston Globe and available online Tuesday September 1 st , 2026, 12:00 PM at www.boston.gov/bid-listings
Thursday September 10 th - 2026	All questions due via email by 5:00 PM EST to: RFR@bphc.org Subject: Question about Master Vendor Pool
Tuesday September 15 th - 2026	Responses to questions posted by 5:00 PM EST at www.boston.gov/bid-listings
Wednesday September 30 th - 2026	Proposal due via email by 5:00 PM EST to: RFR@bphc.org Subject: "Company Name" – Master Vendor Pool NO EXCEPTIONS TO THIS DEADLINE
Friday, October 23 rd - 2026	Notification of Decision: Desired date for notification of award to proposer; however, BPHC has the discretion to extend this date without notice. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded Vendor(s)

Background

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 BPHC aims to eliminate health disparities and achieve a thriving Boston where all residents can live healthy, fulfilling lives free from oppression.

BPHC's bureaus stand as a perfect example of how the BPHC executes its mission every day:

- **Boston Emergency Medical Services (Boston EMS)** provides lifesaving pre-hospital medical care and emergency response services for residents and visitors across the city of Boston. As the largest municipal EMS system in New England, Boston EMS continues to serve as a national leader in emergency medical response, clinical innovation, and public safety partnerships.
- **The Child, Adolescent and Family Health Bureau (CAFHB)** strengthens the health and well-being of Boston families by connecting residents to services, supporting healthy development, and building community capacity. Through programs serving children, adolescents, parents, and caregivers. The Bureau provides a continuum of care that supports families from pregnancy through early adulthood.
- **The Community Initiatives Bureau (CIB)** works to prevent disease and promote community health by partnering with residents, community-based organizations, schools, faith institutions, and small businesses. Through outreach, education, and environmental health protections, the Bureau supports healthier living conditions and improved access to essential services across Boston neighborhoods. This work includes targeted efforts to reduce the burden of cancer and cardiometabolic disease, which remain leading drivers of premature mortality in Boston.
- **The Infectious Disease Bureau (IDB)** works to prevent, detect, and respond to infectious diseases through

education, prevention, and treatment. Programs prioritize trauma-informed and anti-stigma approaches that support the health of Boston's most vulnerable residents.

- **The Homeless Services Bureau (HSB)** works to make homelessness rare, brief, and nonrecurring by prevention efforts, providing shelter and stabilization services, and supporting pathways to permanent housing.
- **The Recovery Services Bureau (RSB)** works to prevent overdoses, expand treatment access, and support recovery through harm reduction services, outreach programs, and community partnerships.

Additionally, BPHC services also include research and data analysis, mental and behavioral health initiatives, violence prevention initiatives, training and support of Community Health Workers, public health preparedness, legislative advocacy for public health priorities, and other programming to address health equity.

This Request for Proposals (RFP) establishes a pool of qualified consultants who may be engaged by BPHC programs and bureaus as project needs arise. **Inclusion in the consultant pool does not guarantee funding.** BPHC programs will contact selected vendors for project-specific scopes of work and negotiate budgets and deliverables as needed.

To improve efficiency and streamline procurement, BPHC is issuing a single RFP with four distinct service tracks: Communications; Research, Evaluation, and Assessment; Strategy and Planning; and Grant Writing. Organizations may apply to one, two, or all three tracks based on their expertise.

Equity and Compliance Requirements

BPHC is committed to equitable procurement practices and strongly encourages submissions from Certified Underrepresented Business Enterprises (CUBE), including minority-owned, women-owned, veteran-owned, disability-owned, LGBTQ+-owned businesses, nonprofit organizations, and local businesses.

Compliance with the City of Boston's Living Wage Ordinance: All service contracts issued by BPHC are subject to the City of Boston's Living Wage Ordinance. This ordinance requires that employees working on substantial city contracts receive an hourly wage that ensures a family of four can live at or above the federal poverty level. This wage amount, called the living wage, is recalculated annually. For additional information, refer to [Living Wage Division](#).

System for Award Management: The Boston Public Health Commission (BPHC) is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred, or whose principals are suspended or debarred by the federal government. BPHC will ensure compliance with the code of federal regulation via confirmation from [the Federal System for Award Management \(SAM\)](#). The System for Award Management (SAM) catalogs vendors registered with the US Federal Government and identifies those who may be subject to any active exclusions, disqualifications, or are otherwise ineligible to receive funds.

BPHC Standard Contract: Awarded vendor(s) will be subject to the terms and conditions outlined in the contract, which define obligations and responsibilities. Services shall not commence until both parties have duly executed the agreement. The BPHC shall negotiate any requirements not outlined in the RFP. BPHC may award more than one vendor under this RFP.

Scope of Services

BPHC seeks the expertise of organizations and consultants capable of providing technical assistance and consulting services in support of public health initiatives. The Commission regularly engages external partners to support communications strategies, program evaluation, research activities, strategic planning, grant writing, and other projects that strengthen public health programs and improve outcomes for Boston residents.

Consultants selected through this RFP will be placed on a pre-qualified vendor list and may be engaged by BPHC bureaus and programs when services are required.

1. Communications Track

Services under the Communications Track may include, but are not limited to:

- Developing evidence-based communications strategies for public health initiatives.
- Creating culturally responsive messaging and communication materials for diverse audiences.
- Developing and implementing public health communication campaigns across print, digital, social media, and audiovisual platforms that follow BPHC brand guidelines.
- Producing BPHC materials including reports, brochures, public outreach materials, and digital content.
- Supporting media relations, message development, and public information strategies.
- Collaborating with BPHC staff to identify target audiences and develop audience-specific communication plans and marketing campaigns.
- Evaluating the impact and effectiveness of communications initiatives and recommending improvements.

2. Research, Evaluation, and Assessment Track

Services under the Research, Evaluation, and Assessment Track may include:

- Designing and implementing program evaluations for public health initiatives.
- Conducting quantitative and qualitative research related to public health programs.
- Performing statistical analysis of health data and interpreting results.
- Designing surveys, needs assessments, and data collection instruments.
- Conducting qualitative research including interviews, focus groups, and mixed-methods analysis.
- Developing evaluation reports and translating research findings into actionable recommendations.
- Supporting grant-funded projects that require evaluation, data analysis, and performance measurement.

3. Strategy and Planning Track

Services under the Strategy and Planning Track may include:

- Facilitating strategic planning processes for BPHC programs and initiatives.
- Conducting organizational or programmatic assessments.
- Supporting development of implementation plans and performance measurement frameworks.
- Facilitating stakeholder engagement processes and community consultations.
- Providing guidance on program design, planning, and policy development.
- Supporting cross-sector partnerships and collaborative planning efforts.
- Developing reports, planning documents, and strategic frameworks.

4. Grant Writing

Services under the Grant Writing Track may include:

- Drafting, editing, and coordinating grant applications, narratives, and required attachments.
- Translating program goals, activities, and outcomes into clear, compelling, funder-responsive proposals.
- Reviewing funding announcements and developing application timelines, checklists, and submission plans.
- Collaborating with BPHC program, grants, budget, evaluation, and other staff to develop competitive applications.
- Developing logic models, work plans, timelines, sustainability plans, and other required proposal components.
- Strengthening proposal content for clarity, consistency, responsiveness, and funder compliance.
- Managing time-sensitive applications, multiple contributors, and competing deadlines.

Vendor Qualifications

The selected vendor must provide:

- Expertise in the service track(s) for which the organization is applying.
- Previous experience supporting public health, nonprofit, or government initiatives.
- Ability to manage projects and meet deliverables.
- Knowledge of Boston communities and populations preferred.
- Two professional references.

An online portal or electronic system for submitting and tracking service requests is preferred.

Contract Term

Contracts resulting from this RFR will establish a pre-qualified pool of consultants who may be engaged by BPHC programs on an as-needed basis. The pool may remain active for up to five years.

Inclusion in the consultant pool does not guarantee funding or work. BPHC programs may contact selected consultants to develop project-specific scopes of work and negotiate budgets, timelines, and deliverables.

At the conclusion of the five-year period, BPHC may issue a new RFR based on its current program and service needs.

Proposal Submission Requirements

Page limitations below, single spaced, 12-point Calibri font, PDF documents.
One-inch margins on all sides.

Proposals must include:

- Organizational overview and mission. (1 page maximum)
- Relevant experience and qualifications. (2 page maximum)
- Approach to diversity, equity, and inclusion. (1 page maximum)
- Track-specific question(s) describing expertise in communications, research/evaluation, or strategy/planning. **(see below, 5 pages per track)**
- Proposed team and staffing structure. (2 page maximum)
- Pricing information. (1 page maximum)
- Two professional references (not included in page limit).

Track-Specific Questions

1. Communications Track Questions (5 pages for this question)

- a) Describe your experience developing communications strategies for public health or government organizations.
- b) Provide examples of communications campaigns, reports, or outreach materials produced by your organization (hyperlinks acceptable, examples can be added as an attachment and will not count towards the page limit.) When possible, include any campaign metrics or outcomes.
- c) Explain how you tailor messages to reach diverse audiences and communities.
- d) Describe your approach to evaluating the effectiveness of communications initiatives.

2. Research, Evaluation, and Assessment Track Questions (5 pages for this question)

- a) Describe your experience conducting program evaluations or public health research.
- b) Explain the methodologies your organization uses for quantitative and qualitative analysis.
- c) Provide examples of evaluation or research projects your organization has completed. (Hyperlinks acceptable, examples can be added as an attachment and will not count towards the page limit.)
- d) Describe how you disseminate findings to stakeholders and decision makers.

3. Strategy and Planning Track Questions (5 pages for this question)

- a) Describe your experience facilitating strategic planning processes.
- b) Provide examples of strategic plans or organizational assessments your organization has completed (hyperlinks acceptable, examples can be added as an attachment and will not count towards the page limit.)
- c) Explain your approach to stakeholder engagement during planning processes.
- d) Describe how you support implementation and monitoring after strategic plans are developed.

4. Grant Writing Track Questions (5 pages for this question)

- a) Describe your experience developing competitive grant applications for public health, government, nonprofit, or health and human services organizations, including the types of funders.
- b) Provide examples of grant applications you have developed, including the funder, approximate award amount, and outcome, when available. Redacted samples or hyperlinks may be included as attachments and will not count toward the page limit.
- d) Describe how you collaborate with program, budget, evaluation, and grants staff to develop compelling, funder-responsive narratives and required application components.
- e) Describe your capacity to manage time-sensitive opportunities and multiple applications with overlapping deadlines.

Proposal due via email by Wednesday September 30th 5:00 PM EST to: RFR@bphc.org

Subject: "Company Name" – Master Vendor Pool

LATE SUBMISSIONS WILL NOT BE ACCEPTED