



*Subcontract for the Boston Youth Resiliency & Recovery Collaborative
to Support Partners in Parent/Caregiver Engagement*

FY19 Opioid Affected Youth Initiative—Office of Juvenile Justice & Delinquency Prevention

Division of Violence Prevention - Capacity Building & Training Initiative
Child, Adolescent and Family Health

5/12/2021

I. 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 was one of several sites nationally awarded approximately \$1M over a 36-month period (October 1, 2019 to September 30, 2022), under the FY19 Opioid Affected Youth Initiative, a cooperative agreement funded by the United States Department of Justice's Office of Juvenile Justice & Delinquency Prevention.

The Capacity Building & Training Initiative (CBTI) based within the Division of Violence Prevention (DVP) at the Boston Public Health Commission (BPHC), and our partner the Office of Recovery Services, is seeking proposals from **qualified parent/caregiver-serving agencies to strengthen the capacity of partners within the Boston Youth Resiliency & Recovery Collaborative (BYRRC)'s network to better serve and support families** impacted by opioid use disorders/substance use disorders.

For more information about the original grant solicitation please see [this link](#) for an overview of the Boston Youth Resiliency & Recovery Collaborative please see Appendix A, and for information about the Capacity Building & Training Initiative please see Appendix B.

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.

II. Scope of Work

Based on the input of our community partners, youth, families and other key stakeholders, BYRRC identified Enhancing Cross-Sector Collaboration as an important strategy for preventing and addressing youth substance use. To achieve this, we plan to **fund two Boston-area parent/caregiver programs over 2021-2022 to support them in the building BYRRC's partner network's capacity to better serve parents/caregivers** impacted by opioid use disorders/substance use disorders, racism and other forms of harm (DCF involvement, mass incarceration, immigration policies, etc.) This will be accomplished in the following ways:

- 1) Delivering **presentations on services, tailored training and technical assistance** to our partner network members seeking to better engage parents and caregivers e.g. youth programs, recovery services programs, etc.
- 2) Participating in **technical assistance from the BYRRC team** to support areas of interest identified by the funded partner agency that will also support any associated increases in referrals, for instance, streamlining internal referral network processes, data collection, staff training, grant writing, etc.
- 3) Engaging in **BYRRC evaluation activities** to better understand the needs and strengths of Black and Latinx parents/caregivers, families and communities impacted by opioid use/substance use disorders in Boston (i.e. number of referrals, number of trainings received, etc.).

Please see below for a proposed timeline of activities. As much as possible we aim to integrate with program's existing activities; we anticipate project-specific activities will require between 5 and 10 hours of designated staff's time monthly.

Time period	Anticipated activities
June	<ul style="list-style-type: none"> • Orientation meeting • Collaborative planning meetings to share needs of BYRRC networks, identify available partner agency offerings, and any internal technical assistance interests
July	<ul style="list-style-type: none"> • Scheduling 1:1s, presentations and other engagements with stakeholders • Technical assistance with staff and/or leadership related to areas identified during planning • Beginning of monthly evaluation calls and data collection
July-August	<ul style="list-style-type: none"> • Engaging in 1:1s, presentations and other collaborative activities with stakeholders • Technical assistance with staff and/or leadership • Monthly evaluation call and data collection
September-December	<ul style="list-style-type: none"> • Engaging in 1:1s, presentations and other collaborative activities with stakeholders • Technical assistance with staff and/or leadership • Monthly evaluation call and data collection • Collaborative planning meeting to reflect on activities and plan for coming year
January-May	<ul style="list-style-type: none"> • Engaging in 1:1s, presentations and other collaborative activities with stakeholders • Technical assistance with staff and/or leadership • Monthly evaluation call and data collection

Please see below for what selected agencies can expect from the BYRRC project team and what is expected from the funded parent/caregiver-serving agencies. Recognizing the stressors faced by many agencies we aim to work collaboratively to meet agency, family and programmatic needs and honor and expand upon existing strengths and expertise.

BYRRC Project Team Expectations	Parent/Caregiver-Serving Agency Expectations
<ul style="list-style-type: none"> • To fund each agency \$25,000 annually to support their participation the project. • To facilitate connection of agencies to other BYRRC project partners for the purposes of collaboration, shared learning, and referral networks • To manage or support any administrative tasks associated with these activities (e.g. scheduling, paperwork follow up, invoicing, etc.) • To support collaborative adaptation of any agency curriculum to meet needs and strengths of agency and partners • To provide BYRRC staff time to co-present if needed • To collaboratively develop evaluation measures, methods of data collection, and support evaluation activities, as well as share back findings for use by the agency in their own grant writing, quality improvement, etc. • To support programs in continuing to deliver services remotely to ensure COVID-19 safety or until there is other public health guidance 	<ul style="list-style-type: none"> • To dedicate at least two agency staff to participate in preliminary planning meetings • To dedicate at least one staff person to deliver presentations on services, engage in referral-related 1:1s, or facilitate trainings with our partner network (2-10 hours/month) • To dedicate at least one staff person to consistently participate in monthly evaluation call and manage data collection activities (2 hours per month) • To commit to participating in ongoing technical assistance from BYRRC as determined during planning phase and during project (e.g. if interest related to adapting training content to participate in adaptation meetings; if interest in self-care is indicated as of interest by agency, participate in training for staff related to this content) • To work with evaluation team, staff and families to ensure accurate and timely collection of data (i.e. number of program participants, number of trainings delivered, number of referrals, etc.). • If providing case management or similar services, maintain staff-to-parent/caregiver caseload ratios

<ul style="list-style-type: none"> • To provide free ongoing training and technical assistance to support agency staff and leadership as needed • To support programs in addressing areas of staff wellness and resiliency, for example in building supervision capacity, maintaining healthy ratios, and other considerations. 	<p>that support staff well-being e.g. <20 parents/caregivers to direct care provider.</p> <ul style="list-style-type: none"> • To commit to providing remote services and following other public health guidance to ensure the safety and well-being of staff, parents/caregivers and their families and communities.
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III. RFP Timeline

Sunday, May 16, 2021	Notice published in Boston Globe
Monday, May 17, 2021	RFP available online at www.bphc.org/RFP 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks
Wednesday, May 19, 2021	<p>Questions due in writing by 5:00 PM EST to:</p> <p style="text-align: center;">Bronwen White at bwhite@bphc.org and Alyssa Benalfew at abenalfew@bphc.org</p> <p>Subject – [Vendor name] Questions for Engaging Parent/Caregivers Subcontract RFP</p>
Tuesday, May 25, 2021	Responses to questions available for viewing on www.bphc.org/RFP by 4:00 PM EST
Tuesday, June 1, 2021	<p>RFP due by 5:00 PM EST Submit via email to Procurement@bphc.org</p> <p>Subject line – [Vendor Name] Engaging Parents/Caregivers Subcontract RFP Proposal</p> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p>
Monday, June 7, 2021	Eligible candidates will be notified of any clarifying questions from RFP review committee for phone/Zoom 30-minute conversation by 5:00 PM EST
Friday, June 11, 2021	Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award.

IV. Minimum Qualifications

Proposers must possess the following qualifications:

- Work exclusively or primarily with Boston parents/caregivers who identify as Black and/or Latinx
- Agency leadership and staff reflect the communities served, smaller grassroots agencies (annual budget less than \$250,000) preferred
- Utilize strengths-based, trauma-informed approach with families exposed to violence, substance use disorders, incarceration, child welfare system, immigration system, and other harms
- Experience presenting on agency services and/or interest in learning presentation skills
- Experience delivering training on serving parents/caregivers to other providers and/or interest in learning training development and delivery skills
- Capacity for increasing reach (referrals, number of families engaged in services) and/or interest in technical assistance and other supports to increase reach
- Experience providing technical assistance to other agencies regarding better serving parents/caregivers and/or interest in learning TA strategies
- Comfortable delivering services remotely (e.g. via Zoom)
- Agencies with capacity to serve bi- or multi-lingual youth and families a plus (Spanish/English, Haitian Creole/English)

IV. Proposal Requirements

Please submit the following documents:

- Resume of relevant staff
- Brief (1-2 page) explanation of how your agency and program offerings meet the scope
 - Overview of your services
 - Your approach to parent/caregiver engagement
 - Your approach to partnering with other service providers
 - Any experience or interest in delivering presentation, training, and technical assistance
- Project budget for two years (\$50,000 total)
- Questions for team

V. Period of Performance and Location

The effective date of providing the required product and services shall be from date of contract execution through September 30, 2022.

Location: Remote (via Zoom, phone, e-mail, etc.) or pending changes in public health guidance.

VI. Submission Instructions

Please submit your Proposal due by June 1, 2021 by **5:00 PM EST** - Submit via email to Procurement@bphc.org

Subject line – [Vendor Name] Engaging Parents/Caregivers Subcontract RFP Proposal

NO EXCEPTIONS TO THIS DEADLINE: JUNE 1, 2021 at 5:00 PM EST