



*Boston Youth Resiliency & Recovery Collaborative*  
*Subcontract to support BIPOC LGBTQ+ Youth Mentorship*

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

6/16/2022

## 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.

**The Boston Youth Resiliency and Recovery Collaborative (BYRRC)** is an initiative co-chaired by two BPHC programs: the Capacity Building & Training Initiative (CBTI) based within the Division of Violence Prevention (DVP) and the Office of Recovery Services. BYRRC activities under this RFP are funded via the FY21 Opioid Affected Youth Initiative (more info about OAYI [here](#)).

**BYRRC aims** to prevent youth substance use and violence by catalyzing positive community and systems change; we do this through bringing together City and community stakeholders serving Boston's youth and families to 1) inform Division of Violence Prevention and Recovery Services programming and priorities; 2) connect and share resources across sectors; and 3) provide opportunities for dialogue and building of shared language and knowledge. BYRRC's work supports a key strategy of Boston's Youth Substance Use Prevention Strategic Plan—carrying out “holistic, cross-discipline youth wellness efforts with other youth serving programs, including prevention of substance use, violence, dating violence, commercial sexual exploitation and other efforts.”

Via FY19 Opioid Affected Youth funding, BYRRC distributed over \$300,000 to community-based organizations and residents to deliver innovative prevention curriculum, strengthen equitable access to mental and behavioral health services, and promote cross-sector collaboration. BYRRC was recently awarded another 3-year grant for FY21 and are excited to expand our current activities. Through FY21 funding, **BYRRC is seeking proposals from qualified youth-serving organizations to increase equitable access to high quality mentoring opportunities for Black, Indigenous and People of Color (BIPOC) LGBTQ+ young people.** Specifically, via this funding and associated supports BYRRC is seeking to enhance the selected organization's capacity to provide trauma-informed and equitable mentoring programming and to reach a greater number of Boston's BIPOC LGBTQ+ youth over a three-year period.

**This RFP was created in response to** 1) the inequitable rates of substance use among BIPOC LGBTQ+ youth in Boston, 2) the important role of positive adult relationships in youth substance use prevention and 3) the need for more high-quality mentoring programming that is affirming and inclusive of BIPOC LGBTQ+ youth in Boston. Additionally, this activity supports Boston's Youth Substance Use Prevention Strategic Plan by: (1) developing and disseminating educational materials and media messages to youth and families. (2) promoting health education that addresses substance use and social-emotional learning, (3) supporting expansion of engagement opportunities accessible to all youth population, and (4) increasing coordination of prevention efforts between public, private, and non-profit sectors.

**As part of BPHC's efforts to have an equitable procurement process,** BPHC will consider and encourage unrepresentative businesses, including: 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 input from Boston Youth Resiliency and Recovery Collaborative stakeholders and recent City of Boston data, funding via the FY21 Opioid Affected Youth Initiative has a focus population of Black, Latinx and LGBTQ children and youth ages 11-24 and will address polysubstance use and associated risk behaviors (e.g., social isolation, low self-efficacy, self-harm, suicidality, weapon carrying, and commercial sexual exploitation) through increasing access to positive coping skills and safe and supportive adults, peers and environments. Community-based youth-serving organizations, mentoring programming, and trauma-informed and equitable youth services can serve as key protective factors and thus their expansion is the focus of this funding.

**The organization selected through this competitive process will be required to 1)** implement an evidence-based or evidence-informed mentoring program focusing on reaching BIPOC LGBTQ+ youth **2)** engage in ongoing training and capacity building with the BYRRC team to ensure the application of a trauma-informed and equitable framework throughout.

### Key activities (over 3-year period):

1. Ongoing training and capacity building with BYRRC team:
  - a. Engage in an interactive planning process with the BYRRC team to identify existing strengths and areas of support related to trauma-informed and equitable youth mentoring programming focusing on BIPOC LGBTQ+ youth
  - b. Engage in regular meetings, trainings, coaching and other activities with the BYRRC Project Coordinator to ensure the ongoing application of a trauma-informed and equitable approach throughout (e.g. recruitment, matching, staff and mentor supervision, monitoring, program evaluation, etc.)
  - c. Engage in confidential evaluation activities for ongoing internal quality improvement (e.g. identifying and addressing potential racial inequities)
2. Mentoring program implementation:
  - a. Work with BYRRC Project Coordinator and project team to identify up to 20 adult mentors who reflect and connect to the focus population
  - b. Engage up to 40 youth & young adults ages 14-24 in an evidence-based or evidence-informed mentorship program within a 24-month period
  - c. Plan and deliver at least two annual BIPOC LGBTQ+ youth-focused events
3. Fiscal and administrative:
  - a. Invoice for all BYRRC-funded activities monthly
  - b. Collecting aggregate, non-identifiable data (e.g. # of youth served during reporting period) on a monthly basis for biannual reporting

### The subcontracted site will receive:

- Direct program funding: \$20,000 for year 1, \$25,000 for years 2 and 3 (\$70,000) available to cover staff time, stipends, food, program materials and other Department of Justice allowable costs; contract may be increased if additional funding becomes available to achieve scope.
- BYRRC staff time: ~75% of the BYRRC Project Coordinator's time will be dedicated to training and capacity building with the subcontracted youth site. Other BYRRC team member's may dedicate up to 10% of their time to specific requests relevant to their area of expertise.

Please see below for a proposed timeline of activities. As much as possible we aim to integrate with program’s existing activities and tailor as needed to a program’s strengths and needs; we anticipate project-specific activities will require approximately 10-15 hours of staff time per week.

Time Period	Anticipated Activities
August 2022	<ul style="list-style-type: none"> <li>• Orientation meetings (all staff + project team)</li> <li>• Collaborative planning meetings to assess program strengths and needs, determine training and capacity building priorities</li> <li>• Identification of mentorship curriculum</li> <li>• With support of BYRRC team establish fiscal plan (e.g. invoicing schedule)</li> </ul>
September 2022	<ul style="list-style-type: none"> <li>• Foundational trauma, resilience and racial equity training for all staff</li> <li>• Establish outreach, recruitment, screening and onboarding strategies for mentees and mentors</li> <li>• Launch recruitment of mentors and youth</li> <li>• Establish mentor training schedule and assessment of mentors</li> <li>• Coaching with program staff related to areas of need</li> <li>• Monthly invoicing</li> </ul>
October 2022	<ul style="list-style-type: none"> <li>• Complete recruitment of youth and set up for stipend payment</li> <li>• Complete onboarding of mentors</li> <li>• Baseline evaluation</li> <li>• Monthly invoicing</li> </ul>
October – November 2022	<ul style="list-style-type: none"> <li>• Launch of mentorship program</li> <li>• Youth will participate in at least two (2) monthly mentorship activities</li> <li>• BYRRC Project Coordinator will host initial monthly mentor meetings</li> <li>• BYRRC Project Coordinator and team provides coaching as needed</li> <li>• Monthly invoicing and evaluation</li> </ul>
November 2022 - January 2023	<ul style="list-style-type: none"> <li>• Host first annual LGBTQ+ youth event</li> <li>• BYRRC Project Coordinator will host initial monthly mentor meetings</li> <li>• BYRRC Project Coordinator and team provides coaching as needed</li> <li>• Monthly invoicing and evaluation</li> </ul>
January 2023- April 2023	<ul style="list-style-type: none"> <li>• Host second annual LGBTQ+ youth event</li> <li>• BYRRC Project Coordinator will host initial monthly mentor meetings</li> <li>• BYRRC Project Coordinator and team provides coaching as needed</li> <li>• Monthly invoicing and evaluation</li> </ul>
April-June 2023	<ul style="list-style-type: none"> <li>• Complete first cohort of mentorship program</li> <li>• Compile data for biannual report</li> <li>• Reconcile all outstanding stipends to youth and invoices to BPHC</li> </ul>
July 2023-June 2024	<ul style="list-style-type: none"> <li>• Reflection, review of evaluation findings and lessons learned, identification of training and capacity building needs</li> <li>• Launch of next mentorship cycle</li> </ul>

We aim to model a trauma-informed and equitable approach in all elements of this project and across all activities. This work will be done in ways that are participatory, recognizing the stressors experienced by individuals and systems, as well as their strengths and assets, and utilizing culturally and linguistically appropriate methods.

### III. RFP Timeline

June 16 <sup>th</sup> , 2022	RFP Legal Publication in the Boston Globe
June 17 <sup>th</sup> , 2022	RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> at <b>10 AM EST</b> . RFP will also be disseminated via e-mail to relevant networks.
July 20 <sup>th</sup> , 2022	All questions due by 5 pm in writing to:  Bronwen White at <a href="mailto:bwhite@bphc.org">bwhite@bphc.org</a> and Dishon Laing <a href="mailto:dlaing@bphc.org">dlaing@bphc.org</a>  Subject – BIPOC LGBTQ+ Youth Mentorship
June 25 <sup>th</sup> , 2022	Responses publicly available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by <b>10 AM EST</b> .
August 5 <sup>th</sup> , 2022	RFP due by <b>11:59 PM EST</b> Submit via email to <a href="mailto:Procurement@bphc.org">Procurement@bphc.org</a>  Subject line – RFP for BYRRC BIPOC LGBTQ+ Youth Mentorship  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
August 10 <sup>th</sup> , 2022	Eligible candidates will be notified of a Zoom interview by <b>5:00 PM EST</b>
August 22 <sup>nd</sup> , 2022	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 based on role and responsibilities associated with this scope of work:

Executive leadership and agency qualifications:

- Experience (5+ years) leading youth mentoring programming
- Able to dedicate at least 6 hours to foundational training with all staff (senior leadership, middle management, direct care staff) and 12 hours of additional training with specific groups (new staff, supervisors, leadership) at some point during period of performance
- Have experience engaging in at least one participatory planning processes to inform agency’s programming or other initiatives (e.g. youth advisory board, staff surveys that inform programming, parent focus groups, etc.), or willingness to do so
- Willingness to engage in at least monthly 1 hr. coaching or project management meetings
- Willingness to engage in trauma-informed and equitable quality improvement activities that address any identified racial and other inequities impacting BIPOC LGBTQ+ staff, mentor and mentee well-being
- Demonstrated experience (5+ years) serving LGBTQ+ youth and understanding of issues impacting LGBTQ+ youth
- Experience managing subawards and contracts and/or willingness to receive support to ensure timely invoicing and reporting
- Willingness to dedicate adequate staff and youth time to ensure project-related deliverables (e.g. ensuring twice annual event is incorporated into agency event calendar) and adjust

other activities as needed to ensure sustainable workload for staff involved (e.g. shifting responsibilities)

Lead project team qualifications:

- Experience (5+ years) working with young people and at least 2+ years in mentoring or related programming
- Demonstrated experience (5+ years) serving LGBTQ+ youth and understanding of issues impacting LGBTQ+ youth
- Experience or willingness to learn approaches to co-facilitating training with adult mentors
- Capacity to dedicate at least 5 hours monthly to project management activities (e.g. planning training and events, co-facilitating trainings, integrating trauma informed and equitable approach into project related activities, etc.)
- Willingness to engage in trauma-informed and equitable quality improvement activities that address any identified racial and other inequities impacting BIPOC LGBTQ+ staff, mentor and mentee well-being
- Experience coordinating events and hosting programming
- Comfortable managing basic administrative tasks (e.g. data entry)
- Experience and comfort working with youth and adults around sensitive topics such as trauma, substance and opioid use, different forms of violence, as well as responding appropriately to youth disclosures, or willingness to learn
- Skilled in incorporating a racial and gender justice and health equity lens into all aspects of the work or willingness to learn
- Strong verbal and written communication skills; collaborative and participatory approach to all aspects of the work

#### **IV. Proposal Requirements**

Please submit the following documents:

- Resume or C.V. of lead project team members
- Brief (1-2 page) explanation of how your agency's experiences and skills meet the scope
- Two questions you have for the BYRRC team
- Project budget
- 2 references

#### **V. Period of Performance and Location**

The effective date of providing the required product and services shall be from date of contract execution through October 1, 2025 with opportunity to renew to complete scope permitting funding availability. In the event the scope of work is not met as determined by the contract and vendor is not amenable to proposed strategies to address, BPHC reserves the right to terminate contract as appropriate to ensure resources will be distributed equitably to achieve the goals of this funding.

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

## VI. Submission Instructions

Please submit your Proposal before due by August 5<sup>th</sup>, 2022 **11:59 PM EST** - Submit via email to [Procurement@bphc.org](mailto:Procurement@bphc.org)

Subject line – RFP For BIPOC & LGBTQ+ Youth Mentorship Program

**NO EXCEPTIONS TO THIS DEADLINE August 5<sup>th</sup>, 2022, by 11:59 PM EST**