



Request for Proposal

Boston Opioid Settlements Project,  
Bureau of Recovery Services

**Family Overdose Support Fund**

July 26, 2024

## RFP TIMELINE

<i>July 25, 2024</i>	RFP Legal Notice publication in The Boston Globe
<i>July 26, 2024</i>	RFP available online at the <a href="#">Boston government website</a> by <b>10:00 AM EST</b>
<i>August 8, 2024</i>	Virtual info session and Q&A, to learn more about the funding and ask questions. August 8 <sup>th</sup> , from <b>10:00 AM to 11:00 AM EST</b> . <a href="#">Register here</a>
<i>August 9, 2024</i>	Questions due in writing by <b>5:00 PM EST</b> on August 9 <sup>th</sup> to: <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> and <a href="mailto:BRAdmin@bphc.org">BRAdmin@bphc.org</a>  Email Subject: RFP Family Overdose Support Fund
<i>August 14, 2024</i>	Responses to questions available for viewing at the <a href="#">Boston government website</a> , by <b>5:00 PM EST</b>
<i>September 6, 2024</i>	<b>Proposal Due</b>  Proposal and required supporting documents due by <b>5:00 PM EST</b> on September 6 <sup>th</sup> . Email application and supporting documents to <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> and <a href="mailto:BRAdmin@bphc.org">BRAdmin@bphc.org</a>  Email Subject: “[Organization Name] – Family Overdose Support Fund RFP Response”  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
<i>September 20, 2024</i>	BPHC completes any optional interviews with agencies about their proposals.
<i>September 27, 2024</i>	<b>Notification of Decision</b>  Desired date to notify selected organizations, however, BPHC has the discretion to extend this date without notice. BPHC will email each awarded organization a subaward agreement for review, and to be completed and signed within 14 days

## INTRODUCTION

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 all Boston residents, especially those impacted by racism and systemic inequities.

Pharmaceutical corporations flooded Massachusetts with opioids, fueling the opioid epidemic. Patients developed opioid use disorders, and many transitioned to street opioids and overdosed. Overdoses have killed [over 20,000 people](#) in Massachusetts over the past 20 years. Then-Attorney General Maura Healey joined attorneys general from other states and [litigated claims](#) against these companies, winning settlements.

The State tasked municipalities with using opioid settlements funds in ways that reflect the wishes of those impacted. Over summer 2023, BPHC [engaged the public](#) around how to spend the settlements dollars. Creating a fund that offers aid to grieving families emerged as a common subject across listening sessions. The Commission on Grandparents Raising Grandchildren advocated for funding support groups, therapy, and legal services to help grandparents apply for public benefits.

[Losing a loved one](#) through sudden and accidental means like overdose can cause trauma and enduring grief. [Bereavement](#) is associated with multiple physiological changes and poorer health and social outcomes. [Losing a parent](#) to overdose or suicide during childhood can increase the risk of overdose or suicide later in life. Adverse Childhood Experiences are also associated with lower educational attainment, unemployment, and poverty. [Surveys](#) indicate that grandparents in these families must juggle addressing the grandchild's trauma amidst grappling with their own grief and caregiving responsibilities.

BPHC is seeking proposals from qualified organizations to manage and implement a Family Overdose Support Fund. Each year the City will allot the Fund an additional \$250,000 to aid families. This initiative is a critical component in our efforts to address the devastating impact of the opioid epidemic on families in the city of Boston, and interrupt intergenerational cycles of trauma and substance use disorder. The selected vendor will play a pivotal role in delivering compassionate and effective support services to individuals and families affected by opioid overdose. The vendor will receive \$125,000 each year to cover administrative and marketing costs, for a total of \$375,000 each year.

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, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Underrepresented Business Enterprises (CUBE) that includes: Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprises (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit (MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses to apply to this RFP.

## SCOPE OF WORK

Through this RFP solicitation, BPHC is seeking one organization to co-design, administer, document, and report on the Family Overdose Support Fund for Boston families. The organization will partner with BPHC on developing the model and refining it over time, based on evaluation and feedback.

The Family Overdose Support Fund will provide financial aid to Boston families who have lost a member to overdose, modeled after (1) how the State offers support to families who have [lost someone to violence](#), and (2) [Boston's fund](#) supporting victims of the Marathon Bombing. Each year the Family Overdose Support Fund will receive \$250,000 in Boston settlements dollars. These funds can support approximately 50 families up to \$5,000 per family. Assessments and stakeholder engagement indicates families especially need aid to support areas like therapy, childcare, legal services, and funeral expenses. Additional private donations may expand program impact.

The vendor may propose a process to provide aid using any combination of the following three models:

1. Reimbursing family expenses;
2. Paying for services on behalf of families; and/or
3. Offering families direct cash assistance.

[Legislative advocates](#) recommend Victims Compensation Funds offer emergency awards and have the ability to disperse these in under two days, acknowledging immediate needs like [funeral costs](#). [Twenty five out of 50 states](#) offer emergency assistance in their Victims Compensation Funds. Subsequently, BPHC expects the Family Overdose Support Fund to have the capacity to distribute aid quickly to address emergencies, ideally within two days, per guidance. BPHC will work with the selected vendor to identify eligibility for the Fund including how a family is defined, residency is determined, etc.

BPHC will partner with the vendor to promote the fund. BPHC has its own reach through social media channels and public affairs operations. The Bureau of Recovery Services maintains communication and engagement throughout Boston communities and with service providers. The City has access to no cost advertising space on digital screens throughout Boston. BPHC is seeking a vendor who can leverage their own reach to notify families in need about the new program. The vendor should also establish, leverage, and sustain partnerships with entities such as funeral homes, pastors/faith communities, grief support groups, and emergency departments. During research and stakeholder engagement, BPHC identified these sites as potentially being successful for reaching families who have lost a loved one to overdose.

The selected vendor will be responsible for the following key activities:

### **Program Development:**

- Co-develop a program design responding to the needs of families affected by loss due to opioid overdose
- Develop an implementation plan, including timelines, milestones, and deliverables

- Establish a mechanism allowing private individuals and organizations to donate
- Continue to refine the program design over time, applying evaluation results and stakeholder engagement

#### **Manage Application Process:**

- Co-define clear eligibility criteria for applicants and create an application process
- Develop user-friendly application system, available online and via other accessible methods
- Establish protocols for reviewing and prioritizing applications, with input from stakeholders
- Ensure transparency and fairness in the application review process
- Implement verification protocols to check the accuracy of application information
- Identify program recipients, making decisions based on need and other factors

#### **Disbursement of Funds:**

- Meet with families to discuss their needs, sharing information about local therapy, childcare, legal, and funeral services
- Link families to services, completing warm handoffs in real-time
- Establish secure payment mechanisms on behalf of participants
- Coordinate timely disbursement of financial aid; processing invoices, reimbursements, and/or direct cash. This includes providing emergency assistance, ideally [within two days of request](#), aligning with Victims Compensation Fund guidance
- Implement a system for participants to file grievances or flag challenges

#### **Raising Awareness About the Fund:**

- Develop a comprehensive marketing and promotion strategy to raise awareness of the Fund among stakeholders and eligible families
- Utilize a variety of channels, such as digital media, community outreach events, and partnerships with local organizations, to maximize outreach and visibility
- Establish referral partnerships with entities such as funeral homes, pastors/faith communities, grief support groups, and/or emergency departments
- Provide marketing in multiple languages
- Actively solicit donations through marketing materials and donor engagement

#### **Provide Additional Support to Families**

- Provide ongoing support to recipients throughout the disbursement process
- Collaborate with peer grief support organizations and community partners to provide resources and services to program recipients

#### **Program Evaluation and Reporting:**

- Collaborate with BPHC to develop an evaluation plan, including identifying measures and collection methods
- Use methods such as surveys, interviews, or focus groups, to evaluate program effectiveness
- Prepare and submit reports to BPHC, City, and other stakeholders regarding program activities, outcomes, expenditures, success stories, and challenges. BPHC requires the vendor to submit reporting least quarterly, and submit invoicing at least monthly

## PERIOD OF PERFORMANCE AND FUNDING AMOUNT

The anticipated period of performance will be October 1, 2024, through June 30, 2025, with the opportunity to renew the contract for additional years. Going forward, the contract cycle will run July 1 to June 30 of the following year. Funding for subsequent years will be dependent on performance and community needs. The total amount awarded per year will be up to \$375,000, including up to \$250,000 dispersed as aid, and up to \$125,000 for other programmatic costs and indirect costs. Of the \$125,000, up to \$90,910 is available for other direct programmatic costs and \$34,090 is available for indirect costs, with indirect costs capped at 10% of total direct costs. The vendor can still request up to \$90,910 in other programmatic costs for Year 1, despite the service period being shortened to 9 months from the typical 12, as there may be extra costs unique to the initial program launch. Financial aid that goes undispersed will be rolled over to subsequent years.

## MINIMUM QUALIFICATIONS

Applicants must be a nonprofit 501(c)(3) organization with a demonstrated history of serving Boston communities, especially Dorchester, Roxbury, South End, East Boston, and Mattapan. These neighborhoods have [higher rates](#) of overdose and/or contain higher proportions of Black and Latinx individuals, [populations at increased risk](#) of overdose.

Additional qualifications include:

- Demonstrated knowledge of the opioid epidemic and familiarity with the opioid settlements
- Experience working with individuals who have undergone trauma, the loss of a loved one, grief, and/or mental illness
- Administrative capacity to coordinate and process disbursement of funds
- Demonstrated knowledge of providing financial aid and compliance related to philanthropy
- Experience designing and implementing programs, marketing activities, and conducting evaluation
- Demonstrated ability to reach Boston communities with marketing efforts about this fund, especially Black and Latinx communities, who have experienced increased risk of overdose
- Existing partnerships with community institutions and childcare, legal, funeral, and/or mental health services
- Commitment to Implementation Recommendations from the [Opioid Settlements Community Engagement Report](#): making programming accessible to people with disabilities and non-English speakers; employing people with lived experience; prioritizing marginalized populations, collaborating with faith institutions, and training staff on trauma and Diversity, Equity, and Inclusion.

Organizations may partner together in order to fulfill the RFP scope and qualifications. In this case, one organization would take the lead, and the other would get categorized as subrecipient, professional services provider, or consultant under the other's budget.

## PROPOSAL REQUIREMENTS

To be considered for funding, the proposal must include the following in this order:

1. Complete Family Overdose Support Fund Proposal, 11-point, Calibri font, single-spaced with one-inch margins: **Must not exceed the page limits of each section and must not exceed limit of 10 pages total. Text that exceeds page limits will not be reviewed.**
2. Resumes or Curriculum Vitae (CV) for all supervisors taking lead on the project.
3. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service and a detailed, narrative budget justification for each budget line.
5. Certified Vendors (CUBE) must submit a copy of certification along with your proposal.

## SUBMISSION INSTRUCTIONS

Please submit your proposal to [RFR@bphc.org](mailto:RFR@bphc.org) and [BRAdmin@bphc.org](mailto:BRAdmin@bphc.org) by **5:00 PM EST** on September 6<sup>th</sup>. **There will be no exceptions to this deadline.** Set the subject of the email to: “[Organization Name] – Family Overdose Support Fund RFP Response”. In the proposal, answer the following prompts and include the specified supporting documents.

### Family Overdose Support Fund Proposal

#### Section 1: Cover Sheet with Applicant Organization Information (does not count towards page limit)

1. Name of Organization:
2. Organization Physical Address:
3. Mailing Address, if different from physical address:
4. Contact Person Name and Position:
5. Contact Person Email Address and Phone Number:

#### Section 2: Proposal Narrative – Limit: 10 pages

- ***Please answer the following questions within the required page limits. Reviewers will not consider text beyond the page limits.***
  - **Each section is scored based on the points specified.**
1. Describe 1) your organization’s mission and core services, 2) history serving Black and Latinx populations, 3) experience serving Boston neighborhoods, especially Dorchester, Roxbury, South End, East Boston, and Mattapan. These neighborhoods have [higher rates](#) of overdose and/or contain higher proportions of Black and Latinx individuals, [populations at increased risk](#) of overdose. **Limit: 2 Pages (20 points)**
  2. Describe 1) your organization’s experience supporting families, such as after the loss of a loved one to overdose, and experience addressing trauma in communities 2) Describe how your organization has previously dispersed financial aid, or similarly provided vouchers or reimbursements, including establishing criteria, developing materials and implementing outreach strategies regarding the initiative; reporting on outcomes; and writing engaging

reports (with data visualization) demonstrating the outcomes of this fund for community members. **Limit: 2 Pages (20 points)**

3. Describe 1) your organizational capacity to effectively manage the implementation and administration of the fund, including staffing, infrastructure, and any other internal resources? 2) your organization's approach to administering the funds and key considerations you would put in place to ensure rapid and efficient distribution of funds while also building in criteria and financial documentations to safeguard these funds to ensure they are used for the intended purposes. 3) Evaluation measures you propose to assess the effectiveness and success of this program. **Limit: 3 Pages (30 points)**
4. Describe your approach to marketing the fund and effectively reaching eligible families, particularly from Black and Latinx populations, and those residing in the neighborhoods Dorchester, Roxbury, South End, East Boston, and Mattapan. BPHC encourages applicants to acquire letters of support from strategic partner such as funeral homes, faith communities, grief support groups, and emergency departments. **Limit: 1 Page (10 points)**
5. How does your organization plan to facilitate private donations to supplement the Family Overdose Support Fund? Outline your strategies for setting up a donation mechanism, engaging with potential donors, and managing these funds. **Limit: 1 Page (10 points)**
6. Describe the ways in which you will commit to Implementation Recommendations from the [Opioid Settlements Community Engagement Report](#): making programming accessible to people with disabilities and non-English speakers; employing people with lived experience; prioritizing marginalized populations, collaborating with faith-based institutions, and training staff on trauma and Diversity, Equity, and Inclusion. **Limit: 1 Page. (10 points)**
  - a. Please include a brief workplan table that **does not count towards page limit**. Show the project timeline and how quickly you plan to get the project set up and the funds disbursed, estimating Date of Completion for Key Activities.
7. Please submit a budget for Year 1 (October 1, 2024, through June 30, 2025) and Year 2 (July 1, 2025, through June 30, 2026). Please break down the budget into categories such as personnel, personnel fringe rate, supplies, equipment, consultant, subcontractor, other direct costs, and indirect costs. In addition to the line-item breakdown, please provide a narrative budget justification for each budget line. The maximum allowable Indirect Costs Rate, or overhead costs rate, is 10% of [Modified Total Direct Costs](#). A significant portion of this program's activities are administrative and/or financial. If these activities are specifically and only related to administering the Family Overdose Support Fund, then these costs should get listed as direct rather than indirect. **(Does not count towards page limit) (10 points)**
8. Briefly describe your organization's experience managing a cost-reimbursable funding source, and mechanisms your organization has in place to support this process **(Does not count towards page limit. Limit: 100 words)**