



Request for Proposal Violence Intervention and Prevention Neighborhood Lead Agencies

Division of Violence Prevention:
Violence Intervention and Prevention (VIP) Initiative
Office of Violence Prevention (OVP)

04/06/2026

RFP Timeline

Monday April 6, 2026	RFP Legal Notice publication in Boston Globe
Monday April 6, 2026	RFP available online at https://www.boston.gov/bid-listings
Wednesday May 20, 2026	Questions due in writing by 5:00 PM EST to RFR@bphc.org Subject: [Your Organization Name] VIP Neighborhood Lead Agencies Questions
Tuesday May 26, 2026	Responses to questions available for viewing on https://www.boston.gov/bid-listings by 5:00 PM EST
Friday May 29, 2026	RFP Submissions due by 5:00 PM EST via email to RFR@bphc.org Subject line – [Your Organization Name] Response to VIP Neighborhood Lead Agencies NO EXCEPTIONS TO THIS DEADLINE
Monday June 15, 2026	Notification of Decision: BPHC has the discretion to modify this date without providing further notice to the proposers

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's Division of Violence Prevention is seeking lead agencies to serve as Neighborhood Partners for the Violence Intervention & Prevention (VIP) Initiative. This initiative reflects an intentional shift toward a more coordinated, accountable, and systems-based approach to violence prevention. The goal is to build stronger alignment, shared learning, and collective impact across neighborhoods.

Guiding Principle: Equity, Flexibility, and Shared Accountability

VIP recognizes that organizations vary in size, capacity, and neighborhood context. We seek partners deeply rooted in their communities and prepared to engage as part of a citywide violence prevention ecosystem. While all partners are expected to meaningfully engage in core activities, implementation may

be adjusted in collaboration with VIP staff to ensure equity and effectiveness. This approach upholds shared accountability while respecting community context.

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.

BPHC is prohibited from contracting with or making subawards to parties that are suspended, debarred, or otherwise excluded from participation in federal programs. If federal funds are used as a whole or in part to support this contract, the successful proposer must not be listed on the federal System for Award Management (SAM) exclusion list and may be required to provide verification of eligibility prior to contract execution.

Contract(s) resulting under this RFP are subject to the City of Boston Living Wage Ordinance. Vendors must comply with all applicable provisions of the ordinance, including payment of the current living wage rate as determined annually by the City of Boston Living Wage Division. The successful proposer will be required to certify compliance prior to contract execution.

Scope of Work

BPHC's Violence Intervention & Prevention (VIP) Initiative seeks lead agencies to develop, implement, and sustain neighborhood-based VIP Initiatives. Known as "Village in Progress" in many neighborhoods, VIP's mission is to prevent violence through building and sustaining strong communities where residents are knowledgeable about the root causes of violence and empowered to address them.

VIP Initiatives use a trauma-informed, healing-centered community building approach to deepen resident engagement, increase social cohesion, and activate community members. The work focuses on shifting the narrative of violence and addressing persistent social, environmental, and systemic issues.

Core Violence Prevention Goals:

1. Hold monthly Community Meetings where residents identify needs and mobilize assets.
2. Engage children and youth in positive activities and leadership roles.
3. Ensure equitable access to resources for physical and emotional wellness.
4. Improve the physical environment to encourage social connection.
5. Have community members lead public actions after violent incidents to address root causes.

Neighborhood Partner Core Responsibilities:

Each selected VIP Neighborhood Lead Agency will be responsible for fulfilling the detailed FY26 Partner Expectations & Operating Alignment requirements (see FY26 Partner Expectations & Operating

Alignment Addendum section), which are incorporated into any resulting contract. A summary of key responsibilities includes:

1. **Staffing:** Dedicate one VIP Coordinator. Where funding allows, stipend at least one (1) neighborhood resident as a Block Captain, Youth Organizer, or similar role.
2. **Planning:** In the first 6 months, convene residents and stakeholders to develop a Neighborhood Violence Prevention Plan and an outreach/engagement plan.
3. **Community Engagement & Activation:**
 - Sponsor at least one monthly VIP meeting with substantive resident leadership.
 - Host or co-host community events and capacity-building activities.
 - Implement public, resident-led actions in response to shootings/homicides.
 - Conduct ongoing, visible community outreach and tabling.
4. **Coordination & Reporting:**
 - Participate in weekly check-ins, monthly VIP Coordinator meetings, and bi-monthly Advisory Board meetings.
 - Submit accurate monthly data/progress reports and invoices by specified deadlines.
 - Participate in all required BPHC-led training and technical assistance.
5. **Communication & Collaboration:**
 - Follow the established Crisis Communication Protocol (see FY26 Partner Expectations & Operating Alignment Addendum section).
 - Actively partner with other community organizations, BPHC programs, and City agencies.
 - Promote VIP visibility and align with core messaging.
6. **Administration:** Meet language access needs, use VIP branding, maintain accurate records, and remain in good standing with all City requirements.

Boston Public Health Commission will:

- Provide dedicated staff support for planning, actions, and daily coordination.
- Offer training, technical assistance, and capacity building.
- Develop and share data reports, promote partner work, and explore additional funding.
- Ensure active communication and problem-solving with City government.

Additional Benchmarks & Operating Alignment

Regular Communication & Coordination

- **Monthly VIP Meetings:** Convene meetings as outlined in Scope of Work section.
- **Neighborhood Engagement:** Attend relevant neighborhood association meetings monthly.
- **Advisory Board:** Designated supervisor attends bi-monthly meetings.

- **Quarterly Sessions:** Participate in BPHC-hosted "Lunch & Learn" sessions.

Data & Reporting

- Submit a brief monthly report tracking key activities, youth served, events, challenges, and successes.
- Provide success stories or testimonials (with consent) for shared learning and communication.

Community Visibility & Engagement

- **Event Notification:** Inform VIP staff of public events for coordinated messaging.
- **Ongoing Outreach:** Conduct regular outreach/tabling in visible community spaces with VIP signage.
- **Signage:** Display VIP signage at primary organizational site or community hub.
- **Community Walks:** Participate in at least one monthly community walk (April-September).
- **Monthly Events:** Host or co-host at least one community-centered event per month.

Annual Recognition

- Participate in the annual VIP Award Ceremony by nominating five (5) community members for recognition (e.g., outstanding youth, local business, community leaders).

Collaboration & Messaging Alignment

- Actively collaborate with other community-based organizations.
- Reinforce the core VIP message: "*We lift up the community. That is how we prevent violence.*" in a culturally responsive manner.

Crisis Communication Protocol

- **Notification:** Notify the VIP Director/designee within 24 hours of any major violent incident or community crisis in the service area.
- **Method:** Contact via text/phone call with available details (location, who affected, immediate needs).
- **Confidentiality & Support:** VIP will coordinate a trauma-informed support response. Information is shared to support the community, not assign blame.

Staffing & Budget

- Notify VIP Director in writing if the coordinator position is vacant for >30 days.
- No budget amendments without prior written approval from the VIP Director.

Qualifications

Eligible Neighborhood:

Proposals must target a micro-neighborhood in Boston with a consistently high incidence of gun violence as identified by Boston Police Department data. The neighborhood must also possess significant community assets (e.g., schools, community centers, faith-based organizations, strong business sector). The target area must be contiguous and include approximately 900 to 1000 households. Proposed areas are subject to review and approval by BPHC.

Eligible Organizations:

Organizations must be based in Boston, preferably within the proposed neighborhood. Applicants must have:

- Demonstrated experience in community organizing, advocacy, and violence prevention work.
- A mission that addresses systemic inequities or a commitment to adopt this focus.
- 501(c)(3) tax-exempt status or apply through a 501(c)(3) fiscal agent.
- The capacity to manage a public contract and fulfill all reporting requirements.

Grassroots community groups, faith-based organizations, tenant associations, and established nonprofits are encouraged to apply.

Proposal Requirements

A. Proposal Narrative (Address in Order):

1. **Organization Mission & Services:** Describe your mission and community work.
2. **Target Neighborhood & Justification:** Define specific boundaries. Justify selection using violence data and description of contributing factors.
3. **Violence in the Neighborhood:** Describe the nature, extent, and impact of violence. Detail your past/current efforts to address it.
4. **Neighborhood Demographics & Engagement Capacity:** Describe demographics, assets, challenges. Explain your ability to engage all residents, including hard-to-reach populations, and address language needs.
5. **Engagement & Violence Prevention Plan Strategy:** Describe how you will recruit and engage diverse stakeholders to develop/implement the plan. Address:
 - a) An innovative engagement tool/strategy.

- b) How you will sustain resident engagement.
- c) Use of social media for recruitment.
- d) Strategy for engaging hard-to-reach populations.
- 6. **Youth Engagement:** Describe your experience serving youth and how you will engage them in leadership roles within the VIP.
- 7. **Past Efforts in Key Areas:** Describe your work addressing:
 - a) Physical disorder.
 - b) Youth access to employment/leadership.
 - c) Community actions to address root causes of violence.
 - d) Health/social service referrals (partners and outcomes).
- 8. **Organizational Capacity & Support:** Describe your ability to support the VIP Coordinator, including:
 - a) Ability to convene monthly meetings.
 - b) Where the Coordinator will be placed.
 - c) Supervisor who will report to the Advisory Board.
 - d) Ability to complete monthly data collection.
 - e) Commitment to attend all required meetings.

B. Mandatory Attachments

- a. Budget and Budget Narrative
- b. Proof of 501(c)(3) status
- c. Organization chart
- d. List of Board of Directors (if applicable)
- e. Most recent annual report or audited financial statement (if available)

Submission Instructions

Submission Instructions:

- 1. Format: Submit one (1) PDF file.
- 2. Page Limit: The complete proposal, including the budget, must not exceed 10 pages. Cover pages, tables of contents, and mandatory attachments (proof of 501(c)(3), etc.) are excluded from this page count.
- 3. Font: Times New Roman, 12-point, double-spaced, with 1-inch margins
- 4. Review <https://www.boston.gov/bid-listings> page for Q&A and any Addendums related to this RFP to incorporate in submission. Failure to do so may result in disqualification

Budget & Financial Information

Applicants must submit a detailed annual budget for the period July 1, 2026 – June 30, 2027 using the template provided in Attachment A. A brief budget narrative explaining major cost categories is required within the 10-page proposal limit.

- **Award Range:** Individual awards are expected to be between \$40,000-\$45,000 annually
- **Allowable Costs:** Funds may be used for:
 - Personnel (VIP Coordinator, Block Captain stipends)
 - Fringe benefits
 - Contractual services (e.g., training, youth partner subcontracts)
 - Supplies & materials
 - Community event costs (space, refreshments)
 - Local travel
- **Unallowable Costs:** Funds may not be used for lobbying, major equipment, or costs incurred outside the contract period.
- **Financial Management:** Awards will be made on a cost-reimbursement basis. Payments will be made upon submission and approval of monthly invoices. All budgetary changes require prior written approval from the VIP Director.

Period of Performance and Funding

The expected initial period of performance will be on or about July 1, 2026, to June 30, 2027. BPHC intends to renew annual contracts with vendors. Renewal of periods beyond June 30, 2027, will be dependent on funding availability.

Evaluation and Award Process

A. Evaluation Process:

1. **Administrative Review:** BPHC will review all submissions for completeness and compliance with submission instructions and qualifications.
2. **Technical Evaluation:** A review committee will evaluate compliant proposals based on the published criteria in Proposal Requirements & Evaluation Criteria section.
3. **Interviews:** The top-ranked proposers may be invited for an interview. Interview performances will go into the final evaluation.
4. **Final Award Recommendation:** The committee will recommend awards to the highest-ranked proposers, considering ability to meet requirements, best value, and the need to ensure equitable geographic distribution of services across Boston neighborhoods. BPHC reserves the right to make funding decisions that promote neighborhood equity and strategic coverage across high-impact areas.

No Obligation: This RFP does not commit BPHC to award a contract or to pay any costs incurred in the preparation of a proposal.

Contractual Requirements

Any contract resulting from this RFP will be subject to and incorporate all standard City of Boston and BPHC contractual provisions, including but not limited to:

- Non-Discrimination & Equal Opportunity
- Confidentiality & Data Security
- Public Records Law (Proposals and contract documents may be subject to disclosure under M.G.L. c. 66, § 10)
- Conflict of Interest
- Audit Rights
- Governing Law (Laws of the Commonwealth of Massachusetts)

Insurance and Indemnification

The successful proposer will be required to maintain, at minimum, General Liability Insurance, Workers' Compensation Insurance as required by Massachusetts law, and any other coverage deemed necessary by BPHC based on the scope of services. Proof of insurance, including applicable coverage limits and additional insured endorsements, must be provided prior to contract execution.

Proposal due via email by 5:00 PM EST on Friday, May 29, 2026, to: RFR@bphc.org | Subject line – [Your Organization Name] Response to VIP Neighborhood Lead Agencies

THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE