



Request for Proposal

Boston Opioid Settlements Project

Recovery Services Bureau

**Community Overdose Response Grants 2.0**

June 30, 2026

## RFP TIMELINE

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| <i>Tuesday June 30, 2026</i>     | RFP Legal Notice publication in The Boston Globe   |
| <i>Tuesday June 30, 2026</i>     | RFP online at the <a href="#">Boston government website</a> .  |
| <i>Wednesday July 15, 2026</i>   | Virtual info session and Q&A, to learn more about the funding and ask questions, from <b>12:00 PM to 1:00 PM EST</b> . <a href="#">Register here</a> .   |
| <i>Monday July 20, 2026</i>      | Questions due in writing by <b>5:00 PM EST</b> to: <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> and <a href="mailto:RSBadmin@bphc.org">RSBadmin@bphc.org</a> .<br><br>Email Subject: "Community Opioid Response 2.0 RFP"   |
| <i>Friday July 24, 2026</i>      | Responses to questions available for viewing on the <a href="#">Boston government website</a> by <b>5:00 PM EST</b> .  |
| <i>Friday July 31, 2026</i>      | Office Hours/Drop-in. Ask questions about the funding and application process, <b>1:00 PM to 2:00 PM</b> . <a href="#">Register/drop-in here</a> .   |
| <i>Tuesday August 25, 2026</i>   | <b>Proposal Due - NO EXCEPTIONS TO THIS DEADLINE</b><br><br>Email application and supporting documents to <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> and <a href="mailto:RSBadmin@bphc.org">RSBadmin@bphc.org</a> by <b>5:00PM EST</b> .<br><br>Email Subject: "[Organization Name] – Community Opioid Response 2.0 RFP"   |
| <i>September 2026</i>            | BPHC completes any optional interviews with agencies about their proposals.  |
| <i>Friday September 25, 2026</i> | <b>Notification of Decision</b><br><br>Desired date to notify selected organizations, however, BPHC has the discretion to extend this date without notice. In addition, BPHC may cancel this RFP if funding does not become available for the project. 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. Individuals developed opioid use disorders, and many transitioned to street opioids and overdosed. Over 3,000 Boston residents died from opioid-related deaths since 2015. 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. During Summer 2023, BPHC [gathered additional input](#) through a Request for Information from people affected by the opioid epidemic. Respondents ranked funding for community organizations as the second-highest spending priority. BPHC has continued to gather feedback, including conducting surveys and visiting neighborhood meetings during Winter 2026.

The City of Boston has developed a [long-term Public Health strategic outlook](#) addressing the dual crisis of substance use and homelessness. Much of the work focused on the Mass and Cass area and has been successful by providing outreach, case management, and access to low-threshold shelters throughout the city. However, overdose mortality continues to be a concern.

BPHC released the [Live Long and Well](#) population health equity agenda in February 2025, highlighting the major causes of premature mortality in Boston. From 2020 to 2023, drug overdose was the leading cause. Between 2019 and 2023, fatal drug overdoses increased by over 40% in Boston, with the heaviest toll among Black and Latinx residents. The rate increased 114% for Black residents and 46% for Latinx residents compared to White residents. These data emphasize why equity should underpin responses to addressing the opioid overdose crisis in Boston.

More recently, Boston saw a 38% decrease in opioid overdose deaths in 2024 compared to 2023, with substantial decreases among Black and Latino men. Although a single life lost is too many, the decreases in mortality rates affirm investing further in evidence-based interventions.

The purpose of the **Community Overdose Response Grants** is to fund community-based organizations to deliver services that will prevent overdoses within neighborhoods at [higher risk](#) of overdose, including [Black and Latinx communities](#).

BPHC is seeking proposals from qualified organizations to implement community-based projects responding to opioid overdoses. The City is offering **four awards of up to \$150,000 each**, depending on the funds requested and proposals. **Organizations may use their funds by June 30, 2028**. BPHC requires that recipients follow best practices for reducing overdoses, expanding access to services throughout the most burdened neighborhoods and communities.

All service contracts awarded by the Boston Public Health Commission may be subject to the 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 the [City of Boston 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.

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| <b>SCOPE OF WORK</b> |
|----------------------|

City strategic planning identified approaches for reducing overdoses and expanding evidence-based practices in Boston neighborhoods, which inform the grant criteria.

**Required Activities**

All applicants must include linkage to treatment, overdose education, and naloxone distribution in their proposals. These activities are mandatory and **applications that do not include these activities will not be considered for funding.**

1. *Linkage to Treatment*
  - a. Assisting individuals in navigating treatment options, making referrals to substance use and mental health treatment services, and conducting “warm handoffs.”
  - b. Developing strategies to address barriers to treatment such as transportation, lack of insurance coverage, stigma etc.
  - c. Developing culturally and linguistically appropriate materials to equip communities with information about local resources, such as information for social/community-based support.
2. *Overdose Education*
  - a. Preventing opioid overdoses by implementing evidence-based training programs to increase community members’ understanding of how to recognize the signs and symptoms of an overdose, how to respond, and proper administration of naloxone.
  - b. Developing educational materials in multiple languages.
  - c. Building or increasing capacity to facilitate training sessions through various modalities, including in-person and online platforms, workshops, etc.
3. *Naloxone Distribution\**
  - a. Establishing and maintaining a reliable supply chain for procurement of naloxone to meet community demand.
  - b. Implementing targeted distribution strategies to increase the availability of naloxone, prioritizing disproportionately burdened populations, including Black and Latinx communities.

*\*To obtain naloxone, BPHC recommends eligible recipients apply to the [Community Naloxone Program \(CNP\)](#), a State-run program offering free and subsidized naloxone. Should recipients seek to purchase naloxone directly, then BPHC recommends applicants consider [Remedy Alliance](#), a nonprofit manufacturer with a more affordable cost than other sellers. For questions and additional information regarding naloxone access, including training/education and support with applications for the CNP, email [od2a@bphc.org](mailto:od2a@bphc.org).*

### **Other Potential Activities**

Applicants are also encouraged to propose activities which fall into the following categories:

- *Outreach and Engagement* – Establishing trust and rapport with people who need services, making referrals, and distributing resources.
  - Examples include neighborhood community and business engagement teams, neighborhood overnight outreach, and expanding street teams to include medical, clinical, and/or recovery support staff.
- *Youth Prevention* – Programs utilizing evidence-based strategies and targeted youth to prevent opioid misuse before it happens.
  - Examples include community coalitions, promoting positive experiences and coping strategies, and education and community events for families.
- *Harm Reduction* – Preventing overdoses among people who use drugs by connecting them with medication-assisted treatment and distributing harm-reduction supplies in addition to naloxone.
  - Examples include expanding harm reduction services at community health centers, [public health vending machines](#), and mobile methadone operations.
- *Employment and Housing Support* – Improving the health of people who use drugs/are in recovery by helping them find stability in employment and housing.
  - Examples include a low-threshold work program, life skills training, wraparound services, or housing scholarships.
- *Expanding Equitable Care* – Addressing gaps in care and/or expanding culturally-tailored programming.
  - Examples include expanding drop-in spaces to serve people who use drugs and experience homelessness or funding recovery coaches in historically marginalized communities such as LGBTQ+, Black, and Latinx communities.

### **Program Evaluation and Reporting**

Funded projects must track the required activities: a.) # of people linked to services, b.) # of people trained on naloxone administration, and c.) # of naloxone kits distributed. BPHC will work with grantees to establish additional metrics and evaluation processes, including measures specific to proposed activities. Applicants should propose what they intend to measure because of this funding. **Recipients of the new BPHC grants are required to report monthly metrics, success stories, lessons learned, and expenditure reports. Applicants should also describe their system for tracking client-level needs and how they will ensure that linkages to care have been attempted and followed through. Monthly billing is mandatory and will be included in contractual terms.**

### Learning Community and Technical Assistance

The BPHC grants program will organize learning communities of grant recipients to support sharing of resources and practical experience. Attendance at these learning communities will be mandatory for grantees. The Community Overdose Response Grants program will support recipients throughout the grant duration to build organizational capacity.

### FUNDING AMOUNT AND PERIOD OF PERFORMANCE

BPHC will award up to \$150,000 per grantee. Recipients may use their funds by June 30, 2028. Contracts are expected to start on September 25, 2026.

### FUNDING AMOUNT AND PERIOD OF PERFORMANCE

Equity is central to the opioid settlements spending and the overarching BPHC mission. The BPHC recognizes smaller organizations may not have the requisite cashflow to participate in a typical cost reimbursement structure. Grantees have the option to receive up to 25% of their award in advance, at the time of the contract. If an advance is requested, the Grantee must submit an invoice to BPHC to receive the initial advance payment.

To continue receiving funds on the contract after the advance payment, the grantee must provide BPHC invoices with supporting documentation and receipts that support how the advance payment was spent. After the initial advance payment, the contract will assume a cost reimbursement structure, where the grantee will make expenditures and submit invoices to BPHC for reimbursement. **Grantees will be required to submit invoices monthly.** BPHC will review monthly invoices, including all submitted backup documentation, and will work with grantees to resolve any expenditure determined to be unallowable under this agreement or lacking sufficient backup documentation. Any changes in scope and budget must be reviewed and approved by BPHC in advance.

### MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

- Be a nonprofit 501© (3) organization or partner with one as a fiscal sponsor.
- Serve Boston residents.
- Demonstrate capacity to provide grant-funded payroll records using programs like ADP.
- Have an active System for Award Management ([SAM.gov](https://sam.gov)) registration/certificate.
- Able to complete a scheduled invoice/reimbursement training with our finance team.
- Have administrative capacity to participate in cost-reimbursement grant structure.
- Demonstrate experience providing services to individuals living with substance use disorder.
- Demonstrate experience reaching, engaging, and serving Black and Latinx populations.
- Demonstrate a history of serving the neighborhoods of Dorchester, Roxbury, South End, East Boston, and/or Mattapan. (These neighborhoods have [higher rates](#) of overdose and/or comprise

of higher proportions of Black and Latinx individuals, [who are also at increased risk](#) for overdose.)

- Hold existing partnerships with community institutions, substance use treatment providers, and social services.
- Demonstrate an understanding of a [harm reduction approach](#) to substance use.
- Commitment to Implementing 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 Diversity, Equity, and Inclusion (DEI), and trauma.

## PROPOSAL REQUIREMENTS

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

1. Complete Community Overdose Response Funding 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.**

The following additional documents are required, but do not count towards the page-limit:

2. Resumes or Curriculum Vitae (CV) for all supervisors taking lead on the project
3. Attached letters of support from partner organizations, as relevant
4. 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. Proposals can budget for the following categories: Staffing, Fringe, Professional Services, Food, Printing, Office Supplies, Travel, Translation Services, Marketing, Indirect Costs
5. BPHC Certified Underrepresented Business (CUBE) Vendors 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 [RSBadmin@bphc.org](mailto:RSBadmin@bphc.org) by **5:00 PM EST** on Tuesday, August 25<sup>th</sup>. **There will be no exceptions to this deadline.** Set the **subject of the email to: “[Organization Name] – Community Overdose Response 2.0 RFP”**. In the proposal, answer the following prompts and include the specified supporting documents.

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

1. Name of Organization:
2. Organization’s 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 using 11-point, Calibri font, single-spaced with one-inch margins. 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, and 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, [who are also at increased risk](#) of overdose. **Limit: 2 Pages (20 points)**
2. Describe project’s proposed activities, including the Required Activities and any Other Potential Activities and how they align with the City’s strategic priorities. **Limit: 3 Pages (30 points)**
3. Articulate strategy for reducing opioid overdoses at a community level with a focus on decreasing opioid overdose rates and deaths in Black and Latinx communities in Boston. **Limit: 1 Page (10 points)**
4. Describe existing partnerships with other community-based organizations and substance use treatment and social services. **Limit: 1 Page (10 points)**
5. Include plans for how proposed activities will be measured and tracked. Please briefly describe your organization’s system for tracking client-level needs, related referrals made, and attempted and successful linkages to care. **Limit: 2 Pages (20 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 DEI and trauma. **Limit: 1 Page (10 points)**
7. Submit a budget that covers costs such as Staffing, Fringe, Professional Services, Food, Printing, Office Supplies, Travel, Translation Services, Marketing, 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](#). (Please see the Scope of Work section for more information about how to acquire naloxone.) **(Does not count toward page limit.) (10 points)**
8. Briefly describe your organization’s experience managing a cost-reimbursable funding source, including processes for tracking and timely submission of invoices for all expenditures. **(Does not count toward page limit. Limit: 100 words) (0 points)**

**END OF REQUEST FOR PROPOSALS**