

**2021 COVID-19 BASIC NEEDS ASSISTANCE FOR BOSTON HOUSEHOLDS  
NOT ELIGIBLE FOR PREVIOUS PANDEMIC BENEFITS**

**REQUEST FOR PROPOSALS**

*Application Deadline: July 26 by 5 pm EST*

The City of Boston is receiving federal funding from the AMERICAN RESCUE PLAN ACT (ARPA) for Coronavirus recovery efforts. Within ARPA, the Coronavirus State and Local Fiscal Recovery Fund provides states, municipalities, counties, tribes, and territories funding to address the impact of COVID-19 on the nation. A subset of the Boston funding has been assigned to relieving the negative economic impacts of COVID-19 through direct assistance to Boston residents who have not been eligible for previous federal benefits.

Mayor Kim Janey, the Office of Equity and Inclusion, and the Mayor's Office for Immigrant Advancement (MOIA) are pleased to announce that applications are now being accepted for an **ADMINISTRATOR of the 2021 COVID-19 CONSTITUENT RELIEF DISTRIBUTION**. Boston-based nonprofit organizations serving families in need are invited to apply to manage these relief funds and become its Administrator. The City of Boston will select **one nonprofit entity** that meets the eligibility requirements and has the organizational capacity to manage the logistical and fiscal responsibilities. The selected entity must work closely with the City of Boston on the disbursement and reporting of these funds.

**Purpose and Details**

Equity is a core value of Mayor Kim Janey and of the City of Boston. During the COVID-19 pandemic, many of Boston's residents, especially immigrant families, have encountered economic gaps that have not been addressed by other social safety net programs. The City of Boston is seeking a nonprofit partner to function as an Administrator to support basic needs assistance for households who did not qualify for federal COVID-19 benefits. This work was previously supported through the Boston Resiliency Fund.

ARPA funding distributed to the City of Boston allows use of funds *"to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;"*<sup>1</sup>

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<sup>1</sup> American Rescue Plan Act of 2021, (M)§602(c)(1)(A).

[Guidance issued by the US Department of Treasury](#) on June 8, 2021 and June 24, 2021 indicate that ARPA funds recipients may use direct cash transfers as a response to the negative economic impacts.

The allocation of \$1 million of ARPA funding by the City of Boston to this purpose is meant to ease the financial difficulties faced by Boston residents in the wake of the pandemic and the associated negative economic impacts. Similarly, it will aid Bostonians who have accumulated debt or been affected by job loss during the past year. Boston households may apply to receive up to \$1,000 in cash aid over the length of the assistance period.

The Administrator will disburse cash assistance based on qualifying criteria - such as number of residents in the home; intended use of the funds; number of unemployed adults in the household; household income; adversities faced, including inability to access other forms of government assistance; and any other eligibility factors established by the Administrator in accordance to Federal and City requirements. Cash transfers must be reasonably proportional to the negative economic impact they are intended to address.

The selected Boston-based nonprofit will manage the disbursement of funds at their discretion, keeping record on the number of families served and their qualifying criteria. Upon signing of the contracting documents, the City will make two payments to the Administrator. The first disbursement will be for 60% of the funds. To receive the remaining 40%, the Administrator will have to show documentation that the funds are being disbursed at a reasonable rate and in line with the terms of the award. The assistance period will conclude on February 28, 2022 or six months after receipt of the award, whichever is later. A financial and final impact report must be submitted one month after the assistance period concludes.

**The Administrator must collect the following information in their intake process:**

1. The total amount disbursed to a given household
2. The geographical distribution of funds via zip code
3. Proof of Boston residency - e.g. utility bill, credit card bill, or household mail issued within the last 30 days of the request
4. Proof of disbursement for accounting purposes (e.g. copies of checks and account ledgers with names redacted)
5. Self-attestation form from the recipient indicating that they fit the eligibility criteria

All privacy standards must be respected, so that recipients are comfortable accessing the aid.

#### **Award Breakdown**

<b>Line Item</b>	<b>Amount</b>	<b>Description/Notes</b>
Constituent Relief	\$900,000	Distributed to households selected by the Administrator
Overhead costs and administrative expenses for Program Administrator	\$100,000	For the Administrator to cover administrative expenses & staff time. This amount is 10% of the total contract.
<b>Total</b>	<b>\$1,000,000</b>	

For the award disbursement timeline please refer to the [Timeline & Process](#) table below.

#### **Prospective Applicant Eligibility Criteria**

Applicants must meet all of the following eligibility criteria:

- Applicants must be a nonprofit 501(c)3 tax-exempt organization.
- Applicants must have a proven record of serving Boston residents typically not eligible for previous COVID-19 benefits, and demonstrate that they can be or already are part of an existing network of organizations that administers pandemic-related aid to Boston residents.
  - As most families not eligible for previous COVID-19 benefits tend to be immigrant, the program administrator ideally would be part of a network of diverse immigrant-serving organizations.
- Applicant organizations must be in good financial standing. All applicants will be required to submit a Form 990 and their most recent audit report.
- Applicants must have a strong record of effectively administering and assessing grant programs that require partnership and collaboration across a group of diverse nonprofits.
- Applicants must have the capacity to distribute funds to the qualifying households as well as monitor related data.
- Applicants must be able to provide data that allows for assessment of the impact of the distributed funds.
- Applicants must be able to provide proof of disbursement (e.g. copies of

checks or some other statement) to recipients as well as a matching account ledger. Names and addresses can be redacted, as long as proof of disbursement and account ledgers match with unique matching identities.

- Applicants must have in place a strong intake process to determine the eligibility and need of families applying for financial support.

### **Award Recipient Requirements**

If selected, the following will be required:

- The Immigrant-serving nonprofit must start programs within two weeks of receipt of award.
- Award recipient must be willing to comply with all auditing and City of Boston reporting requirements.
- Award recipient will expend all funds by February 28, 2022 or six months after receipt of the award, whichever is later.
- Award recipient must submit financial and impact reports one month after the program ends.

### **Timeline & Process**

<b>Task</b>	<b>Due Date</b>
Application posted/release rate	July 12, 2021
Applications are due by 5:00 PM via the <a href="#">City of Boston Supplier Portal</a>	July 26, 2021
Review period	July 27 to August 6, 2021
Send out notification to award recipient	Week of August 9, 2021
*Disbursement of 60% of the funds	August 23, 2021
*Program expected to be in operation	August 25, 2021
*Mid-program monitoring meeting	October, 2021
*Disbursement of remaining 40%	November 2021
*Program expected to end	February 28, 2022
*Final Report Due	First week of March, 2022

\* Contingent on contract execution by August 13, 2021

## **Application**

Applications must be submitted through the [City of Boston Supplier Portal](#). Applicants will be required to submit both a technical as well as a price proposal.

## **Technical Proposal**

The “technical proposal” is every element of your response to this RFP, except for anything having to do with price. (The price proposal covers that section.)

Below are the application questions for review only. All applications must be submitted through the [City of Boston Supplier Portal](#).

### **1. Application Eligibility Requirements**

- a. Is your organization classified as a nonprofit 501(c)3 tax exempt organization? Y/N
- b. Is your organization located in the City of Boston? Y/N
- c. Does your organization serve Boston residents not eligible for previous COVID-19 benefits? Y/N

A “No” answer on any of the above questions will result in the ineligibility status of your organization to receive this funding and your application process will end.

### **2. Organizational Information**

- a. Legal name of applicant organization
- b. Executive Director/President
- c. Organization street address
- d. Organization zip code
- e. Organization website including the website URL
- f. Organizational mission statement (50 words or less)
- g. Description of the organization: Organization’s history, goals and objectives, programs and services, and organizational structure. (300 words or less)
- h. Brief overview of population served (25 words or less)
- i. Total FY22 organizational budget
- j. Is your organization classified as a nonprofit 501(c)(3) tax exempt organization? If yes, provide EIN #
- k. Contact person (Telephone and email)
- l. Organization DUNS number
- m. City of Boston [Vendor ID](#)

### **3. Applicant Experience and Capacity**

- a. Why is your organization best suited to be the Administrator and manage the COVID-19 relief funding for households in need?
- b. Describe any existing networks that you are part of which would allow you to identify diverse Boston residents - typically of immigrant background - not eligible for previous COVID-19 benefits.
- c. Please share your experience collaborating on projects/campaigns with other nonprofit organizations.
- d. Please describe your outreach strategy to identify and provide assistance to Boston residents in need.
  - i. Please list any community or institutional partners who will provide support or be involved in a significant way. Who are these entities and what will be their role?
- e. Share your experience distributing funds to individuals and households in the wake of the COVID-19 pandemic.
  - i. What systems do you have in place to ensure that applicants meet the eligibility criteria to access funds?
- f. What is your organization's staff capacity to effectively administer this program? (FTE, volunteers). Please share demographic information, if available.
- g. Share your experience with assessing similar financial relief programs. What capacity do you have to assess its impact?

### **4. COVID-19 Protocols**

- a. Describe any COVID-19 specific protocols and precautions taken to ensure the safety of all Boston residents who will benefit from this program.

### **5. Required Documents (Uploads)**

- a. Nonprofit IRS Determination Letter or Certificate of Exemption.
- b. Form 990.
- c. Most recent audited financial statements

## Price Proposal

### 1. Price

List all costs associated with your proposed deliverable. Understanding the level of effort and cost for each deliverable will help us better understand the structure of the proposed work.

Note that the total price will be used as the basis for comparing price proposals. Estimated quantities are estimates only and the actual amount may be more or less. Also, the City may choose to purchase all, some, or none of these deliverables. Please note:

- All prices are inclusive of travel. No additional charges, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses and other expenses, will be allowed.
- Any taxes due will be assumed to be included in your price of services. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following the award.
- The total cost that is quoted in this Proposal will be considered a best and final offer.
- You will bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).
- **The Price Proposal MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal.**
- If applicable, as determined by the Massachusetts Department of Labor Standards, the Contractor shall comply with the Massachusetts Prevailing Wage Law (M.G.L. c. 149, s.26, -27H) for public works projects, which establishes minimum wage rates for workers on such projects.

Please enter the **total price** in the price line if submitted electronically through the Supplier Portal. More detailed instructions are available in Section 5 and at [boston.gov/departments/procurement/how-use-supplier-portal](http://boston.gov/departments/procurement/how-use-supplier-portal).

### 2. Budget

- d. Budget Narrative (200 words or less)
- e. Upload a detailed budget.

Note: The program will allow up to 10% administrative fees to be included in the budget, which includes fiscal management and administrative costs, final report preparation, and staff time.

## Submitting the Proposal Online

The Supplier Portal provides vendors the ability to submit a proposal electronically, and is accessible from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link. This is the only way to submit electronically, we can't accept proposals via email.

You'll need to register with us in order to submit your proposal electronically; doing so will also allow you to receive email updates regarding this RFP and other opportunities. Please visit

<https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions to register.

Upon logging in under your account, look for event EV00009472 "2021 COVID-19 CONSTITUENT RELIEF DISTRIBUTION." When responding, you will see specific places to upload your non-price Technical Proposal and other required forms. The Price Proposal must be submitted separately from the Technical Proposal according to statute. This is critically important. The evaluation team will complete its evaluation of the Technical Proposals prior to reviewing the Price Proposals.

**Attachments containing price information, including the Price Proposal, should only be attached to the price line and not in the Event Header attachments section.** By uploading your file to the price line, the information will remain sealed and separated from the technical proposals until that evaluation has been performed.

In the section of EV00009472 labeled "Step 2: Enter Line Bid Responses", please enter the total bid amount under the line "**untitled RFP**." Next, click the icon on the far right of the screen labeled "View/Add Question Comments and Attachments." There you will find the proper location to upload your Price Proposal. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions.

Submitting your proposal via the Supplier Portal can streamline the entire process, but please allow extra time to become familiar with the system. Upload any applicable documents into the Supplier Portal and SUBMIT your submissions well before the deadline. We recommend submitting your proposal at least 24 hours prior to the deadline.

Please note that Supplier Portal file uploads are limited to a 59 character file name length.



## **How we will choose**

The City will choose an Administrator who will deliver the most value for the people of Boston. When considering proposals, the City will favor those respondents who have:

- Extensive experience providing pandemic related relief services to underserved Bostonians, particularly the immigrant population.
- A plan that clearly addresses all the needs outlined in the description.
- The capacity to implement that plan after the funds are disbursed.

Specifically, Technical Proposals will be evaluated according to the comparative evaluation criteria set forth in Attachment 1. The City reserves the right to interview proposers (including by phone or video conference) and to conduct reference checks, and may use information obtained in the evaluation.

## **Terms and Conditions**

### **1. Cancellation, Rejection, and Waiver**

The City is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

### **2. Withdrawal or Modification of Proposal**

The City may allow applicants bearing proper authorization and identification to sign for, receive and withdraw the unopened Proposal prior to the submission deadline. An applicant that seeks to correct or modify its proposal may do so by withdrawing the initial submission and then submitting a modified proposal prior to the submission deadline.

### **3. Proposal Validity Period**

By submitting a Proposal the applicant agrees that its proposal is valid for one hundred twenty (120) days following the submission deadline unless extended by mutual agreement.

### **4. Proposal Costs**

Any and all costs incurred by an applicant in preparing a proposal and throughout the RFP process are ineligible for reimbursement by the City.

5. Taxes

The City is a tax-exempt organization. However, should any part of the funding be subject to taxes, unless otherwise specified in this RFP, the applicant shall include and be responsible for paying all taxes that are applicable.

6. Subcontractors

The City will contract with one nonprofit organization who will be solely responsible for contractual performance and who shall be the sole point of contact for the City with regard to program matters. In the event the applicant utilizes one or more Subcontractors, the chosen applicant will assume all responsibility for performance of services by the Subcontractor(s). The City must be named as a third party beneficiary in all subcontracts. A list of all Subcontractors proposed to take part in the performance of the program shall be provided to the City for approval prior to contract execution.

7. Use of City Name

The selected organization and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising or press releases without the prior approval of the City.

8. Award and Contract

If a Contract is awarded, the selected applicant will be awarded to that responsive and responsible applicant whose proposal is deemed most advantageous to the City, taking into consideration the evaluation criteria and proposal details. The City will contract with the selected applicant that best meets the City's needs.

An award letter or award notification is not a communication of acceptance of an applicant's proposal. No final award has been made until final execution of a Contract by the applicant and the City of Boston (by its Awarding Authority/Official and the City Auditor), and the approval of the final Contract by the Mayor of Boston, as well as applicant receipt of a City issued Purchase Order. Until such time, the City may reject any or all proposals or elect not to proceed with this RFP. The Vendor shall not furnish any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds

are appropriated for the Contract.

9. Contract

In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this RFP, the Contract will include, without limitation, City required forms and certifications, including the City's CORI Compliance Certification, Living Wage form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. In addition, contract terms as required by the Federal Emergency Management Agency (FEMA) per 2 CFR 200 et seq. will be added before final contract signature. Certificates of Insurance will also be required.

The submitted Proposal, along with the RFP, will also be part of the Contract between the City and the Contractor. The Contract is subject to the availability and appropriation of funds and may be cancelled by the City without penalty in any year in which an appropriation is not made.

10. Term of Contract

The term of the contract will be for August 25, 2021 through February 28, 2022, or six months after the funds are released. The City will have the option to terminate or reduce services at any time at its discretion.

11. Public Records

Proposals shall be confidential until the completion of the evaluations, or until the time for acceptance specified in the RFP, whichever is earlier. Thereafter, proposals will be public record. Do not submit confidential information in your Proposal.

**Overview of Forms to be Submitted**

You must review and submit signed copies of forms CM-06 and CM-09 with your proposal.

1. [Form CM-06](#) – Certificate of Authority
2. [Form CM-09](#) – Contractor Certification

All proposers are required to review the following documents marked “\*\*” prior to submitting a proposal, and by submitting a proposal a proposer acknowledges that the selected proposer will be required to complete and provide each of the below forms to the City as part of the contract package:

3. [Form CM-10](#) – Standard Contract Document (ONLY SELECTED VENDOR)\*\*
4. [Form CM-11](#) – Standard Contract General Conditions\*\*
5. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard\*\*
6. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance\*\*
7. [Form LW-2](#) – Covered Vendors Living Wage Agreement \*\*
8. [Form LW-8](#) – Vendors Living Wage Affidavit 32\*\*
9. [Form CM-16](#) – Wage Theft \*\*
10. Certificates of Insurance and Worker's Compensation

## Attachment 1

### Comparative Evaluation Criteria

Note: no single evaluation item is determinative or disqualifying.

Evaluation Item	Highly Advantageous	Advantageous	Not Advantageous
Participation in existing COVID-19 relief networks	Active participation in a network of diverse immigrant-serving groups providing COVID-19 relief	Indirect connection to a network of immigrant-serving groups	No connection to a network of immigrant-serving groups
Staff capacity to effectively administer this program (FTE, volunteers)	Plan to hire or place one full-time staff exclusively dedicated to administering the program	Plan to hire or place one staff member to provide at least 20h/week to the administration of the program	Insufficient staff capacity (less than 20h a week)
Outreach strategy to identify Boston residents in need	<p>Comprehensive outreach and communications strategy detailing how qualifying residents in need will be identified</p> <p>Proven track of effective outreach practices to diverse immigrant communities in the past year</p> <p>Language access, cultural sensitivity, and diversity is clearly integrated into the outreach plan</p>	<p>Outreach and communications plan that provides a general sense of how qualifying residents in need will be identified</p> <p>Some experience with outreach to diverse immigrant communities</p> <p>Language access considerations somewhat included</p>	<p>Unclear outreach and communications plan; little to no language access considerations</p> <p>No relevant experience conducting outreach to diverse communities</p>
A list of community or institutional partners who will provide support and/or be involved in a significant way	<p>A list of 5+ community partners with significant experience providing assistance and relief to low-income communities.</p> <p>The roles of each entity in supporting the project</p>	<p>A list of at least 3 community partners with adequate experience</p> <p>Proposal has sufficient detail on each entity's involvement</p>	<p>Less than 3 community partners in the proposal</p> <p>No clearly defined organizational roles in the project</p>

	are clearly defined		
<p>Strong intake process to determine applicant eligibility.</p> <p>Emphasis on data collection to assess the impact of the distributed funds in the communities served</p>	<p>Detailed description of the program's intake process that ensures applicant eligibility and stated financial needs</p> <p>Data gathering procedures ensure applicants' privacy</p> <p>Past experience in creating impact assessment reports</p>	<p>General description of the program's intake process that ensures applicant eligibility and stated financial needs</p> <p>Some experience in handling sensitive personal data from clients</p> <p>Some experience creating impact assessment reports</p>	<p>Little to no description of the program's intake process. Unclear how applicants will be screened to ensure eligibility</p> <p>Little to no experience handling sensitive personal data from clients</p> <p>No proven record of assessing the impact of programs</p>
<p>Capacity to distribute funds to qualifying households</p>	<p>Detailed description of the organization's capacity and systems to disburse funds to clients in a timely and efficient manner</p> <p>Ability to track and maintain financial records of disbursement to individual applicants</p> <p>Demonstrated past experience in disbursing funds and keeping track of applicants' financial needs</p>	<p>General description of the organization's capacity and systems to disburse funds to clients in a timely and efficient manner</p> <p>Some experience in tracking and maintaining financial records of disbursement to individual applicants</p> <p>Limited past experience in disbursing funds and keeping track of applicants' financial needs</p>	<p>Limited description of the organization's capacity and systems to disburse funds to clients in a timely and efficient manner</p> <p>Little to no experience in tracking and maintaining financial records of disbursement to individual applicants</p> <p>No proven record of past experience in disbursing funds and keeping track of applicants' financial needs</p>