



Office of Fair Housing and Equity
Martin J. Walsh, Mayor
Request for Proposals (RFP)
Boston Lead Paint Survey

The City of Boston is submitting a **Request for Proposals (RFP)** from qualified vendors with expertise in developing community surveys, including methodology, implementation, and analysis. The qualified vendor will have demonstrated experience and expertise in engaging and surveying community stakeholders. This RFP can be downloaded here <http://www.cityofboston.gov/fairhousing>

The purpose of this survey will be to collect information from Boston tenants and homeowners to gauge their:

- knowledge of lead paint as a health hazard,
- perceptions of lead paint-related housing discrimination, and
- perceptions of barriers to financial or educational resources offered by the Office of Fair Housing and Equity, Boston Public Health Commission, Department of Neighborhood Development's Lead Safe Boston, and Inspectional Services Department.

Amount

Interested vendors shall submit a budget **not to exceed twenty-five thousand dollars (\$25,000.00)**

Survey Target Audience

The vendor will develop a Boston Lead Paint survey targeting **tenants/homeowners who** have children under the age of 6 **and** reside in the neighborhoods of the high risk census tracts identified in the appendix of this proposal.

Method of Distribution

The vendor will be responsible for disseminating the survey within the areas of concern. The vendor shall include in their response:

- Proposed method or methods of survey distribution based on census tract demographics.

Note: Maps and data tables of census tracts are provided in the appendix. Drafts of survey documents previously developed by FHE will be provided to the vendor awarded the RFP.

Final Deliverables

Vendor will be responsible for writing, hosting/distributing, analyzing survey findings, and recruiting survey participants. Final products of project should include:

- Survey(s) aimed at **tenants/homeowners** in the census tracts referenced in the appendix
- A preliminary report on survey status will be delivered on an agreed upon due date between the Office of Fair Housing and Equity and the vendor
- **A detailed Analysis** of survey findings including survey methods, recruiting materials, survey questions, and any other materials developed as part of this effort will be provided to the Office of Fair Housing and Equity by **February 29, 2016**

Submission Requirements

Each applicant shall submit its response to janine.anzalota@boston.gov on or before **September 28, 2015 at 4:00 p.m. EST**. Please note that the City of Boston reserves the right to extend the deadline for RFP responses for an additional sixty days. Responses to this RFP shall not exceed 4 (8 ½ x 11") pages of text.

Proposals should be marked **“Request for Proposals – Boston Lead Paint Survey”**

Applicants shall provide all the information required in this RFP.

LATE PROPOSALS, OR ANY PARTS THEREOF, WILL NOT BE CONSIDERED.

RFP Availability: the RFP will be available starting at **[time]** on **[date]** by e-mailing **[address]** until the deadline for submissions. All questions and requests for clarification must be received in writing via email by **[time]** on **[date]** to **[name, address]**.

Written responses will be emailed to all applicants on record as having requested the RFP by **[time]** on **[date]**.

If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all applicants on record as having requested the RFP.

An applicant may correct, modify, or withdraw a proposal by written notice if received by the Official prior to the deadline for submissions. Proposal modifications must be submitted in a sealed envelope clearly labeled “Modification No. ____.” Each modification must be numbered in sequence and must reference the original RFP. Modifications to proposals may not be submitted via email or facsimile transmission.

This RFP, the successful applicant’s response, any other forms required by the City shall become a part of the contract resulting from this RFP.

All proposals must be signed by appropriate, authorized individual(s), e.g., if the applicant is a partnership, by the name of the partnership, with the signature of each general partner. If the applicant is a corporation, it must be signed by the authorized officer whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.

All responses and information submitted in response to this RFP are subject to the Massachusetts public records law, M.G.L. c. 66, § 10 and c. 4, § 7(26), and will become the property of the City.

The City of Boston reserves the right to cancel all or part of this solicitation, to reject any or all proposals, and to approve any agreement resulting from this RFP.

At the time of the opening of proposals each applicant shall be conclusively presumed to have received and understood all RFP documents, and the failure of any applicant to examine any form, instrument or other document which is a part of this RFP shall in no way relieve such applicant from any obligation arising under law as the result of the submission of a proposal.

Interested applicants shall provide the following information in their response:

1. Background information on the vendor staff assigned to the project

- a. Vendor's organizational structure
- b. Number and nature of FTEs assigned to the project
- c. History of work with city government, nonprofit organizations
- d. History of work in developing, implementing and analyzing community/other surveys
- e. History of work and knowledge base in the area of lead paint, public health, environmental health

2. Project plan for how successful survey might be structured

- a. Include all associated costs, not exceeding twenty five thousand dollars (\$25,000)
- b. Technical specifications of the surveys – methods, data collection, and other pertinent information
 - i. Develop appropriate survey methods to reach the census tracts
- c. Structure of interactions with the City of Boston
 - i. What the vendor needs the City of Boston to provide in order to make the survey(s) successful**

***Note: Maps and data tables of census tracts are provided in the appendix. Drafts of survey documents previously developed by FHE will be provided to the vendor awarded the RFP.*

3. Timetable/schedule or chronology of events, indicating time required for deployment. The final report for survey findings will be due **February 29, 2016**. The vendor must take this final date into consideration when developing the timeline for the deliverables.

Additional background information can be found in the attached appendix.

MINIMUM EVALUATION CRITERIA

Minimum Evaluation Criteria reflect those standards or attributes that the City considers essential to the satisfactory performance of the successful proposer. The City will evaluate each proposal to determine whether it meets all Minimum Evaluation Criteria. Note: only those proposals for which an authorized representative has unconditionally checked “Yes” for each of the requirements set forth in this section, has signed, and has included with the proposal will be accepted for further evaluation.

Delivery of Proposal

1. Was the proposal delivered to the Official prior to the deadline for receipt of proposals and in accordance with the instructions in the Advertisement?

☐ YES ☐ NO

Applicant Profile and Plan of Services

2. Does the proposal address each of the City’s requirements, including but not limited to deliverables, budget, and timeline, as set forth in this RFP?

☐ YES ☐ NO

Signature. The Applicant’s authorized representative shall sign on the line provided, certifying that the responses provided by the Applicant to these Minimum Evaluation Criteria are provided without modification, qualification, or limit.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

Signature

Date

COMPARATIVE EVALUATION CRITERIA

The City will apply comparative evaluation criteria in deciding which proposal to select from among those that meet the minimum evaluation criteria. Ratings for each criterion will be assigned on the basis of documentation provided by Applicants in response to information requested in this RFP. The Comparative Evaluation Criteria are:

Your Team & Your Organization.

Highly Advantageous: The team has 2 or more years of experience working with several government or non-profit clients developing, implementing and analyzing surveys, and has an extensive knowledge base in the areas of lead paint, public health, or environmental health.

Advantageous: The team has 1-2 years of experience working with government or non-profit clients developing, implementing and analyzing surveys, and has a solid knowledge base in the areas of lead paint, public health, or environmental health.

Not Advantageous: The team has less than 1 year of experience working with government or non-profit clients developing, implementing and analyzing surveys, and has some knowledge of the areas of lead paint, public health, or environmental health.

The Project Plan.

Highly Advantageous: The Applicant has submitted a robust and detailed project plan for creation and administration of the survey and a detailed project timeline for implementation.

Advantageous: The Applicant has submitted a solid project plan for creation and administration of the survey and a sufficient project timeline for implementation.

Not Advantageous: The Applicant has submitted a project plan that lacks clarity or detail and a project timeline that is not sufficiently detailed.

RULE FOR AWARD

The contract resulting from this RFP will be awarded to the responsive and responsible applicant submitting the most advantageous proposal, taking into consideration the comparative evaluation criteria. For purposes of this RFP, a responsive applicant is one that has submitted a proposal that conforms in all material respects to the RFP. A responsible Applicant is one that in the opinion of the Official has the capacity to carry out the RFP requirements, and the integrity and reliability that assure good faith performance.

APPENDIX

➤ Survey Target Audiences & Goals

- **Renters/Home Owners:** The purpose of the survey is to collect information on the experiences of families in high risk census tracts, with a child or children under age 6, where the presence of lead was a barrier to securing and/or maintaining housing. The study will also collect information to gauge the perception of lead paint as a health hazard to adults and children, and public awareness of illegal housing discrimination against families due to the presence of lead.

➤ The Problem

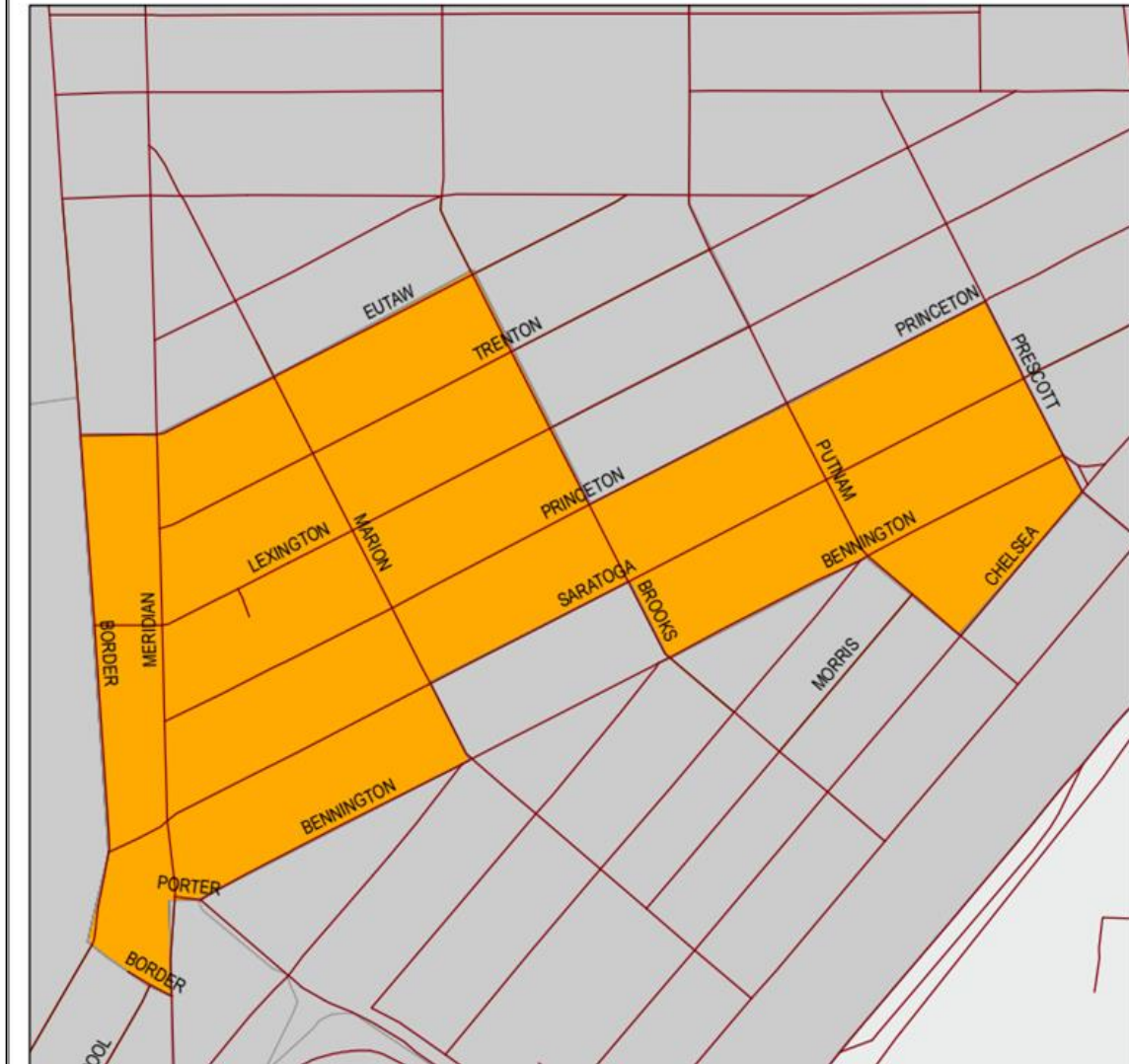
- Housing Discrimination - 25% of the Office of Fair Housing and Equity's Boston Fair Housing Commission housing discrimination cases are related to lead paint. Additionally, the Boston Fair Housing Commission and Suffolk Law School tested 27 housing advertisements that appeared to be discriminatory to families. The study concluded that 93% of the ads were discriminatory.
- Danger to children - Lead exposure is linked to irreversible health problems, poor academic achievement and aggressive behavior. 4,969 Massachusetts children (9-47 months in age) tested at or above 5ug/dL in 2014.
- Unsafe renovation - More than 80% of Boston's homes were built before 1978 and they often contain lead-based paint. Older homes (de-leaded or not) continually pose a risk of lead exposure when renovations are not performed in compliance with the EPA lead safe renovation requirements that went into full effect in 2010.

➤ Target Census Tracts

According to Massachusetts Department of Public Health, the Boston census tracts of particular concern are East Boston (tract 502), Dorchester (tracts 920, 924, and 1005), and Hyde Park (tract 1404). In these areas, the incidence of children whose blood lead test results are greater than 5ug/dL is over 6 percent. There are a variety of demographic features in each of these areas. For example the East Boston census tract has a majority population of color, and almost 60% of the population is comprised of foreign-born individuals. Additionally, in several households, English is not necessarily the first language spoken. All RFP responses must discuss how the vendor plans to address demographic features such as these to maximize survey response rates. Maps and data tables of target census tracts are provided below. The vendor awarded the RFP will be provided with a draft of survey documents previously developed by FHE.

Tract 502 - East Boston

50 or more cases of children younger than 6 years with BLL exceeding 5ug/dl
(Between 2009 and 2013)



Population	5,450
Number of cases	66
Avg. Family Size	3.55
Median Household Income	\$51,250
Pre-1950 Structures	87.5%
White non-Hispanic	11.7%
Black non-Hispanic	19.3%
Asian non-Hispanic	.5%
Hispanic	37.24%
Foreign Born	57.7%
Native Born	23%

Tract 920 - Dorchester

50 or more cases of children younger than 6 years with BLL exceeding 5ug/dl
(Between 2009 and 2013)



Population	5,226
Number of cases	64
Avg. Family Size	3.62
Median Household Income	\$47,589
Pre-1950 Structures	69.6%
English Only	24%
Spanish	9.3%
Creole	5.5%
White non-Hispanic	2%
Black non-Hispanic	32%
Asian non-Hispanic	2.5%
Hispanic	12.45%
Foreign Born	37.5%
Native Born	32.7%

Tract 924 - Dorchester

50 or more cases of children younger than 6 years with BLL exceeding 5ug/dl
(Between 2009 and 2013)



Population	5,629
Number of cases	62
Avg. Family Size	3.20
Median Household Income	\$37,412
Pre-1950 Structures	42.5%
English Only	30%
Spanish	12.65%
Creole	7.59%
White non-Hispanic	2%
Black non-Hispanic	37.8%
Asian non-Hispanic	.44%
Hispanic	14.54%
Foreign Born	33.8%
Native Born	37.29%

Tract 1005 - Dorchester

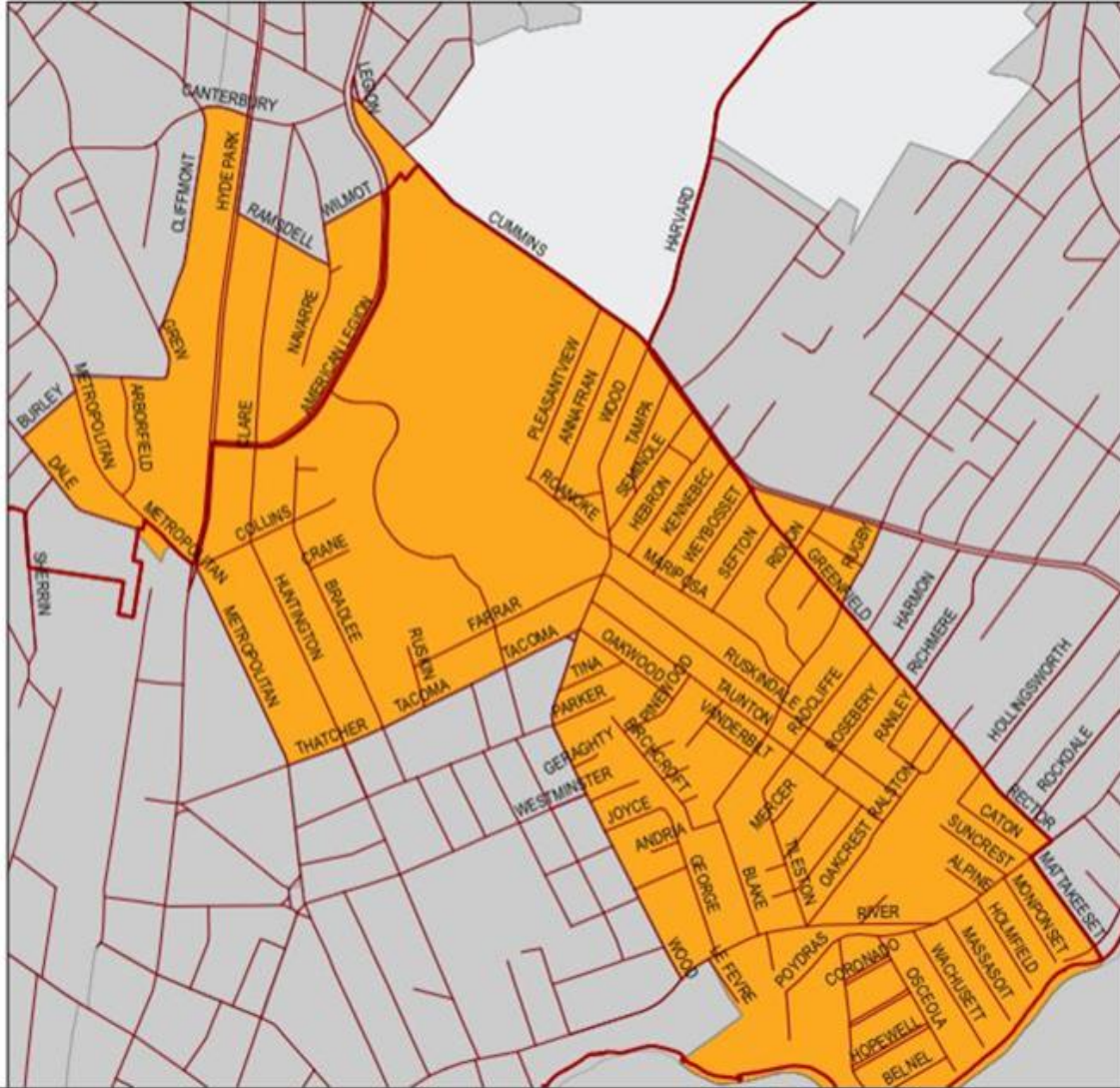
50 or more cases of children younger than 6 years with BLL exceeding 5ug/dl
(Between 2009 and 2013)



Population	6,838
Number of cases	55
Avg. Family Size	3.55
Median Household Income	\$57,946
Pre-1950 Structures	73.7%
English Only	37.56%
Spanish	9%
Creole	6.47%
White non-Hispanic	6.96%
Black non-Hispanic	43.48%
Asian non-Hispanic	8.23%
Hispanic	8.72%
Foreign Born	29.8%
Native Born	48%

Tract 1404 - Hyde Park

50 or more cases of children younger than 6 years with BLL exceeding 5ug/dl
(Between 2009 and 2013)



Population	8,441
Number of cases	52
Avg. Family Size	3.58
Median Household Income	\$70,792
Pre-1950 Structures	44.0%
English Only	51%
Spanish	11.74%
Creole	12.16%
White non-Hispanic	8.2%
Black non-Hispanic	59.4%
Asian non-Hispanic	.6%
Hispanic	14.17%
Foreign Born	32%
Native Born	57.4%