

Request for Proposals

Lead Hazard Reduction Capacity Building Program

Outreach and Education



Proposals Due: May 2, 2025, at 4PM

City of Haverhill

Community Development Department

Melinda Barrett, Mayor

Andrew Herlihy, Community Development Division Director

I. General Information and Proposal Submission Requirements

Proposal Delivery

All proposals must be delivered to the City of Haverhill Community Development Department, 4 Summer Street, Room 309, Haverhill, MA 01830.

Proposals must be delivered by 4 PM on May 2, 2025

One original and two (2) copies of the proposal should be submitted. Proposals must be sealed and marked as follows: **Lead Based Paint Hazard Outreach and Education Proposal**. All proposals must include a non-collusion form, tax compliance certificate, **separate sealed proposal pricing sheet**, and reference form as provided in this RFP.

Changes and Addenda

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

Proposal Signature

A proposal must be signed as follows: 1) if the proposal is executed by an individual, by her/him personally; 2) if the proposal is executed by a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposal is executed by a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

Time for Proposal Acceptance

The contract will be awarded within 30 days after the proposal opening.

Questions about the RFP

Questions concerning this request for proposal must be submitted in writing by 4 pm on April 22, 2025 to: Yosita Thanjai, Lead Capacity Grant Program Manager, ythanjai@haverhillma.gov City of Haverhill Community Development Department, 4 Summer Street, Room 309, Haverhill, MA 01830. Questions shall be delivered, mailed, or emailed. Written responses will be emailed to all parties on record as having downloaded the RFP.

Modification or Withdrawal of Proposals, Mistakes, and Minor Informalities

A party who submits a proposal shall correct, modify, or withdraw a proposal by written notice received by the City of Haverhill Community Development Department prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. _" to the address listed in part one of this section. Each modification must be numbered in sequence and must reference the original RFP.

After the proposal opening, a party shall not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the party will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the party will be notified in writing; the party shall not withdraw the proposal. A party shall withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

Right to Cancel/Reject Bids

The City of Haverhill Community Development Department shall cancel this RFP or reject in whole or in part any and all proposals, if it is determined that cancellation or rejection serves the best interests of the City of Haverhill Community Development Department.

Proposal Prices to Remain Firm

All proposal prices submitted in response to this RFP must remain firm for 60 days following the bid opening.

Unforeseen Office Closure

If, at the time of the scheduled proposal opening, City of Haverhill Community Development Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal opening will be postponed until 4 p.m. on the next normal business day. Proposals will be accepted until that date and time.

II. Scope of Services

General Description

The Proposer will conduct any outreach activities as follows, but not limited to:

- Provide outreach and education concerning various topics associated with lead paint and the Lead Hazard Reduction Capacity Building Program (LHRCBP) to enrollees of its existing programs, primarily during evenings and weekends at community events, community meetings, and as requested by the Program Director or designated staff.
- Provide education, outreach, and case management services to households where a child has been identified as being “at risk” from exposure to lead-based paint especially from cases within its clientele.
- Conduct a minimum of four workshops for Haverhill residents and property owners to provide education concerning various topics associated with lead paint and LHRCBP at Community Meetings, Scheduled Events, and Faith Based Organization Meetings.

- Announce the educational workshops concerning various topics associated with lead paint and LHRCBP through local media, social media, neighborhood canvassing, community newsletter, direct mailing, etc.
- When applicable, partner with the local Department of Public Health (DPH) and the Childhood Lead Poisoning Prevention Program (CLPPP) to identify referrals as a result of court ordered lead hazard control arising from the identification of a poisoned child with an elevated blood lead level.
- Coordinate outreach efforts in pediatric offices to raise awareness about LHRCBP.
- Provide outreach for deleader training opportunities to the Merrimack Valley contractors.
- Assist perspective LHRCBP participants with MassHealth enrollment.
- Submit quarterly reports to the LHRCB Program Manager, provide detailed updates on outreach activities, participation rates (number of inquiries/referrals from events, etc.)
- Other ideas are encouraged.

Period of Performance

Period of Performance to be outlined in a contract, will be from June 1, 2025, through May 31, 2027.

Separate Sealed Price Submission

All proposals must provide per year and total price on the enclosed PROPOSAL PRICING SHEET. This must be submitted in a **separate sealed envelope** clearly labeled "Price Proposal".

Contract

Awardees will be expected to enter into a contract with the City of Haverhill for an amount not to exceed the award amount on a time and materials basis. A firm fixed-price contract provides a price that is not subject to adjustment because of variations in the contractor's cost of performance.

Reimbursement

The Contractor will be reimbursed on a quarterly basis. The Contractor will be deemed to be an Independent Contractor who will be responsible for his/her own taxes. Holidays, personal time, sick days, and vacations will not be compensated.

Performance Deadlines

All Quarterly Reports shall be submitted in a timely manner and before the deadline.

Funding Availability

In the event U.S. Department of Housing and Urban Development terminates the program, or if the federal government does not appropriate the funds for said program, this proposal and/or resulting grant agreement shall terminate upon the occurrence of either of the aforesaid events.

III. Minimum Quality Evaluation Criteria

Proposers submitting proposals must address plans to provide the services described in Section II and comply with all Proposal Submission Requirements listed in Section I. The Proposal shall include:

1. **Brief Narrative** (2 pages, maximum) providing a general overview of Proposer with complete detail of background and qualifications as they relate to the Scope of Services required.
2. **List of all relative outreach experience performed within the last two (2) years** with contact names and telephone numbers. NOTE: The City has express permission to contact each reference provided either in person, phone, and/or correspondence as to past performance.
3. **Two samples of work prepared by the Proposer** in the last two (2) years which demonstrate the Proposer's ability to satisfactorily perform and complete the Scope of Services (e.g, press release, marketing plan/materials)
4. **At least three (3) references** of persons who are familiar with the work of the Proposer for the past three (3) years. The City has express permission to contact each reference provided either in person, phone, and/or correspondence as to past performance. (Complete enclosed REFERENCE FORM).
5. **Available start date**
6. **Fee schedule.**

IV. Comparative Evaluation Criteria

1. Relevant experience of Proposer:

Highly Advantageous: The Proposer has at least five (5) years of experience as an Educational Institution.

Advantageous: The Proposer has at least three (3) years of experience as an Educational Institution.

Not Advantageous: The Proposer has less than three (3) years of experience as an Educational Institution.

Unacceptable: The proposer does not have the experience to undertake & fulfil the objectives stated in the RFP.

2. Proposed service plan and methodology:

Highly Advantageous: The proposed plan of services proposes a detailed, logical, and highly efficient scheme for undertaking all of the required issues. The proposal contains a clear and comprehensive plan that addresses all program objectives stated in the RFP.

Advantageous: The plan of services proposes a credible scheme for undertaking all of the required issues. The proposal contains a clear plan that addresses most of the program objectives stated in the RFP.

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to undertake all of the required issues.

Unacceptable: The proposal does not contain a plan that addresses most of the program objectives stated in the RFP.

3. Proposer's demonstrated ability to complete project goals and/or reports on a timely basis:

Highly Advantageous: All three of the Proposer's references indicate that project goals and/or reports were completed on schedule or with minimal, insignificant delays.

Advantageous: Only one of the Proposer's references indicates that project goals and/or reports were completed with substantial delays attributable to the Proposer.

Not Advantageous: Two of the Proposer's references indicate that project goals and/or reports were completed with substantial delays attributable to the Proposer.

Unacceptable: All three of the Proposer's references indicate that project goals and/or reports were completed with substantial delays attributable to the Proposer.

4. Community-Based experience of Proposer:

Highly Advantageous: The Proposer has at least five (5) years of experience communicating with/serving a multi-lingual, multi-cultural population, with special consideration given to experience serving the Haverhill Latino community.

Advantageous: The Proposer has at least three (3) years of experience communicating with/serving a multi-lingual, multi-cultural population, with special consideration given to experience serving the Haverhill Latino community.

Not Advantageous: The Proposer has less than three (3) years of experience communicating with/serving multi-lingual, multi-cultural populations, especially the Haverhill Latino Community.

Unacceptable: The Proposer has no experience communicating with/serving multi-lingual, multi-cultural populations, especially the Haverhill Latino Community.

REFERENCE FORM

Proposer's Name: _____ RFP Title: _____

Name: _____	Title: _____
Organization: _____	
Address: _____	
Phone: _____	Email: _____
Dates of Service: From _____ To _____	
Description of services provided:	

Name: _____	Title: _____
Organization: _____	
Address: _____	
Phone: _____	Email: _____
Dates of Service: From _____ To _____	
Description of services provided:	

Name: _____	Title: _____
Organization: _____	
Address: _____	
Phone: _____	Email: _____
Dates of Service: From _____ To _____	
Description of services provided:	

Attach any additional sheets if necessary.

PROPOSAL PRICING SHEET

Rule for Award:

All prices must remain constant for the entire twenty-four (24) month contract term. One contract for all services will be awarded to the most advantageous Proposer, taking into consideration the proposals' relative merits and prices.

It is expected that the Proposer's contract will begin as of June 1, 2025.

Basic Per Quarter Services:

Lead Based Paint Hazard Education and Outreach (per Quarter) \$ _____

Total Price: (24 Months) \$ _____

Signature _____ Date _____

** The Proposer will be responsible for his/her own taxes. Holidays, Personal Time, Sick Days, and Vacations will not be compensated. This position does not carry any benefits.*

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting proposal

Name of business