



Eric Holcomb, Governor
State of Indiana

Division of Mental Health and Addiction
402 W. WASHINGTON STREET, ROOM W353
INDIANAPOLIS, IN 46204-2739

REQUEST FOR FUNDING ANNOUNCEMENT – RFF # 2023-003

FOR

Opioid Treatment Program Symposiums

Introduction:

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction. The date for this project is February 1, 2023, through September 29, 2023.

This RFF is intended to publicize the availability of Grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

Proposals can be submitted in a written format, or an oral format. The oral format (in person or virtual) must be requested by email to **Tony Toomer**, Tony.toomer@fssa.in.gov by the due date listed below. Please see below for Written and Oral Proposal formats and submission requirements.

Submission Requirements:

Written Proposals- should be submitted by email no later than **4:30pm EST on January 20, 2023**, to Tony Toomer’s email: Tony.toomer@fssa.in.gov

- Proposals received *after 4:30pm EST will not be considered.*
- The email subject line must be: **RFF # (2023-003)**
- Email must include the following:
 - A cover letter indicating the principal contact telephone number and email are required for each proposal. **This must be the first page of the proposal.**
 - Must use Times New Roman 12-point font for all pages of the proposal
 - All supporting documents for the proposal must be attached to the email as one PDF file.
 - Submit one proposal per applicant. Agencies that are not the lead applicant, may be included in multiple proposals.



Oral Proposals- should be requested by email no later than **4:30pm EST on January 20, 2023** to Tony Toomer's email: Tony.toomer@fssa.in.gov.

- Requested oral proposals received *after 4:30pm EST will not be considered.*
- The email subject line must be: **RFF# (2023-003)**
- Email must include the following:
 - A cover letter indicating the principal contact telephone number and email are required for each proposal. **This must be the first page of the proposal.**
 - Attach a cover letter, outline, budget, and a copy of visual presentation (ex. PowerPoint)
 - Must use Times New Roman 12-point font for all pages of the proposal
 - Indicate if this presentation will be onsite or virtual
- Failure to submit an email that includes all the above documents will result in no presentation being scheduled.
- Tony Toomer will schedule a date and time for the oral presentation within 5 business days.
- Oral Proposals may be face to face, teleconference (i.e., Microsoft Teams, Zoom).
- Presentations are limited to 30-minutes.

Questions Regarding this RFF:

Questions regarding this RFF must be submitted via e-mail to Tony Toomer no later than 4:30 p.m. EST on January 10, 2023.

- **Questions received after 4:30p.m. EST** will not be included in the Q&A session, on the Q&A form posted on the website and may not be answered timely if at all.
- Email subject line for questions must be: **Questions for RFF# 2023-003**

Questions received by the due date will be answered by January 13, 2023, and posted to the DMHA funding webpage (<https://www.in.gov/fssa/dmha/funding-information/>)

All questions and inquires must be directed to ONLY Tony Toomer at Tony.toomer@fssa.in.gov. Failure to follow this expectation disqualifies the application from this RFF.

Project Description:

The Indiana Division of Mental Health and Addiction (DMHA) is granting funds for qualified vendors to organize Opioid Treatment Program (OTP) Symposiums throughout the State of Indiana. Specifically, a total of \$250,000 is available for vendors to establish and operate five (5) OTP Symposiums. The grant will start on February 01, 2023 and conclude on September 29, 2023. The responsibilities will include, but are not limited to the following tasks: Meeting with each regional OTP event team to complete the process, scheduling the symposiums, selecting the locations, contacting organizations within the regions for donations to assist with cost of food and refreshment for the symposiums, assist in the selection and scheduling of speakers and panel participants and moderators for each session,

set up the agenda for the symposiums, set up the registration procedures through the approved state process, collect pre-survey questions and provide the information to the OTP administrative team for inclusion in the presentations, set up invitation lists and send out invitations and marketing for the symposiums, monitor the registration process, organize and staff registration tables, assist with set up of the symposium sites, conduct symposiums, assist with the clean-up of the locations as requested by venue staff, facilitate/collect/provide reports for pre and post surveys and the overall, event satisfaction survey using the State Staff identified questions, post-survey, certification of attendance (if possible), and event survey and reporting.

This grant will be funded beginning February 01, 2023, through September 29, 2023. Funding is made available through the State Opioid Response 3 Grant.

RFF Timeline:

Subject to change

January 03, 2023	RFF Released
January 10, 2023	RFF Questions Due
January 13, 2023	RFF Answers Posted to DMHA Funding Website
January 20, 2023	RFF Proposal Submissions Due
January 23-26, 2023	Oral Presentations Conducted
January 30, 2023	Submissions scored
January 31, 2023	Notify Applicants of Award Determination

Project Timeline

<u>02-01-2023</u>	Project starts
<u>09-29-2023</u>	Project ends

Funding

This funding is coming from the State Opioid Response Grant 2. If federal funding, CFDA# 93.788 FAIN# H79TI085779
The total funding amount available for this RFF is \$ 250,000.

FSSA/Division of Mental Health and Addiction encourages applicants to be as creative as possible in their proposals regarding costs. Cost efficiency will be considered when determining grant(s) awards.

Non-Authorized Activities: Such items may include, but not be limited to the following:

- Food
- Pay for promotional items
- Capital purchases such as buildings

Evaluation – Total Points Available: 100

Proposals will be reviewed and scored by a committee selected by the Division of Mental Health and Addiction. Proposals will be evaluated based upon the proven ability of the applicant to meet the goals of the project description in a cost-effective manner.

The following checklist is for your reference only as it indicates the maximum points available for each item required in your proposal. Each proposal should be broken down by each of the sections below.

Organize Proposal Pages as Follows:

Proposal Content/Scoring Criteria	Maximum Points Available	Applicant Checklist
1.) Cover Letter/Introduction: One (1) page maximum: Including items below:	5 points	
a.) Primary program contact information, (name, email, and phone number):		
b.) Signature of Director/Authorized individual:		
c.) Total Amount of funds requested:		
2.) Organization/Agency Information: ___ (1) page maximum:	5 points	
a.) What is the make-up of your organization?		
b.) Describe your mission, goals, and area(s) of focus:		
c.) What makes your agency unique in regional planning and hosting events of this nature?		
3.) Cultural Competency/Cultural Humility: ___ (1) page maximum:	10 pts	
a.) Describe how your organization strives to be culturally competent and how you proactively and intentionally work to include disparate populations or those who have not historically been served or engaged.		
b.) Describe the activities you will engage in to increase diversity, equity, and inclusion with the population being served.		
4.) Current/Past Planning and hosting Experiences: _____ (4) page maximum	30 points	
a.) Provide a thorough explanation of Organization/Agency experience in implementing an initiative of this kind:		
b.) Highlight at least one event you are especially proud of and why. What outcomes were achieved?		
c.) Demonstration of collaboration with community entities:		

d.) Qualifications of Key Personnel: Provide the resume of each Key Personnel [Note: Resumes are not counted toward page maximum].		
5.) Narrative/Plan for Operation: Five (5) page maximum	30 points	
a.) Design/Description of the project: Please prepare a realistic timeline for implementation.		
b.) Provide detailed explanation of internal staff and/or external collaborations you intend to work with for the completion of this project.		
c.) Indicate goals/outcomes you plan to achieve. How will you measure these?		
d.) Explain potential barriers to success and ways to overcome said barriers		
e.) Describe your contingency plans in the event you are unable to implement the activities as originally planned (i.e., consequences of Covid, closures, etc.)		
6.) Budget Template with Budget Justification: ____ No page maximum	20 points	
a.) Develop a budget for the selected project. Include the associated justification and the total amount requested. [Note: See below for link to access a budget template].		
Total Points		

Sample Budget Template – RFF # 2023-003

A sample budget template is available and can be used to assist you in completing your proposal. Visit this link to download: <https://www.samhsa.gov/sites/default/files/grants/budget-template.pdf>

Confidential Information

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request. The State will not determine price to be confidential information.