This is a Request for funding announcement (RFF) issued by the Family and Social Services Administration/Division of Mental Health and Addiction, Addiction and Forensic Treatment Team.

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.

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.

COMPENSATION

FSSA/Division of Mental Health and Addiction encourages respondents, in their responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF.

TERMS

Selected applicants will receive a seventeen (17) month grant, with funding available May 1, 2019 to September 29, 2020.

PROPOSALS

Respondents interested in providing these services to FSSA/Division of Mental Health and Addiction should submit electronic proposals to:

Michael Tomlinson
FSSA/Division of Mental Health and Addiction
Email Address: michael.tomlinson@fssa.IN.gov
The proposal must include:

1. Cover Letter with agency and contact persons information
2. Proposal narrative (no more than 10 pages)
3. Budget and budget justification
4. Identify Administrative Staff overseeing project
5. Most recent audit report for agency identified as fiscal agent for funds made in accordance with OMB circular A-133 if applicable.

Proposals must be received no later than 4:30 p.m. Eastern Time on April 8, 2019. Proposals received after 4:30 p.m. will not be considered. Proposals must be delivered in electronic format with all required documents. Please use the following language in the subject heading of the email:

**RESPONSE TO RFF #2019-09**  
Recovery Residences Assessment Plan

No more than one proposal per respondent will be accepted. Proposal must not be more than ten (10) pages. In the cover letter please indicate the principal contact for the proposal along with a telephone number and email address.

Any questions regarding this RFF must be submitted in via email to Michael Tomlinson (michael.tomlinson@fssa.IN.gov) no later than 4:30 p.m. Eastern Standard Time on April 2, 2019. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority. Responses to all questions will be promptly prepared and emailed to group.

All inquiries are to be directed to Michael Tomlinson and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF.

**SCOPE OF WORK**

Indiana Division of Mental Health and Addiction (DMHA) is granting funds to an outside vendor that will facilitate a focus group of landlords to assess feasibility of developing Recovery Residences that are NARR level two, three or four. The vendor must be familiar with recovery residences and the NARR (National Association of Recovery and Residences) standards. The intent of the focus group is to gather feedback around challenges or barriers in developing a Recovery Residence with goal to publish a manual on how to develop a recovery residence for level two, three or four. The vendor must write the policies and procedures involved in opening up a level two, three or four Recovery Residence.

The outcome should be conveyed in a published manual for future landlords to use as a source of information. The published manual should include, but not limited to: difficulties, overall process, working with government agencies, laws and regulations, positive experiences, potential roadblocks, neighborhood concerns, what to expect, etc. The vendor is also responsible for holding four (4) seminars next year to educate potential landlords interested in creating new recovery residences.
FUNDS
Funds are to be used for all tasks associated with facilitating the focus groups, time spent reviewing or researching recovery residences, and writing of the manual during year one of the five month contract. Funds available for year one $30,000. Year two of the contract includes $30,000 to hold a minimum of four sessions to train individuals on the recovery residence manual developed in year one.

TIME FRAME:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 28, 2019</td>
<td>RFF sent to potential applicants</td>
</tr>
<tr>
<td>April 2, 2019</td>
<td>RFF questions due</td>
</tr>
<tr>
<td>April 8, 2019</td>
<td>RFF proposals due back</td>
</tr>
<tr>
<td>April 15, 2019</td>
<td>Notify Grantees of Awarded Funds</td>
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<tr>
<td>May 1, 2019</td>
<td>Grant effective date</td>
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Funding:
The maximum award for this funding opportunity is $60,000. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal funding.

Eligible Respondents:
All entities that are eligible to conduct business within the state of Indiana.

SELECTION PROCESS AND CRITERIA
Proposals will be reviewed and scored by a committee selected by the Division of Mental Health and Addiction or designee. Proposals will be evaluated based upon the proven ability of the respondent to meet the goals of the Program in a cost-effective manner. Specific criteria are:

Evaluation Criteria
Each narrative will be evaluated on the following criteria:

1. **Experiences** (30 points)
   The following standards will be considered when evaluating this criterion.
   a. Knowledge of NARR standards and Recovery Residences in Indiana.
   b. Experience with facilitating focus groups.
   c. Experience with manual writing and development.
   d. Attach resumes of key staff for this project

2. **Process** (20 points)
   a. Timeline for facilitating focus group, manual development and training sessions in year two
   b. Brief description of your plan of action and how you would execute
   c. Outline of topics to be included in the manual

3. **Budget** (30 points)
   a. Detailed budget including number of staff and percentage of time on project
   b. Justification of the amount allocated in the RFF.
Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the proposal in a cost-effective manner.