

RFF-2020-09
REQUEST FOR FUNDING ANNOUNCEMENT
FOR
Disbursement for State of Indiana Funding

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***

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 applicant will receive a grant, with funding available from May 22, 2020, the start of the contract through September 30 2020.

PROPOSALS

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

Nicholas Svetlauskas
Family and Social Services Administration
Division of Mental Health and Addiction
Email Address: *Nicholas.Svetlauskas@fssa.IN.gov*

The proposal must include:

1. Agency Information
2. Proposal
3. Budget
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 May 15, 2020. Proposals received after 4:30 p.m. will not be considered.** Proposals must be delivered in electronic format with all appropriate forms and in the subject heading of the electronic mail should state:

RESPONSE TO RFF # 2020-09
Disbursement of State of Indiana Funding

No more than one proposal per respondent should be submitted. In the cover letter please indicate the principal contact for the proposal along with a telephone number and email address. **All proposals must have an electronic mailing address included.**

Any questions regarding this RFF must be submitted in electronic format to Nicholas Svetlauskas (Nicholas.Svetlauskas@fssa.IN.gov) no later than **4:30 p.m. Eastern Standard Time on May 11, 2020. 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 the group.

All inquiries are to be directed to *Nicholas Svetlauskas* 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

CFR 45 - 96.131- Treatment services for pregnant women. The State is required to, in accordance with this section, ensure that each pregnant woman, women with dependent children and those who use substances intravenously in the State who seeks or is referred for substance use disorder (SUD) treatment is given preference in admissions to treatment facilities receiving funds pursuant to the grant. In carrying out this section, the State shall require all entities that serve women and who receive such funds to provide preference to pregnant women.

The Division of Mental Health and Addiction is seeking a vendor to develop the programming for a waitlist tool that the contractor deems best to support the above requirement, and create a training video/tutorial to explain use of tool. The waitlist tool and tutorial will be owned by the state and accessible via the state website.

1. The comprehensive scalable waitlist tool must include:
 - a. Prioritization intake for those with higher need
 - (1) Women who are pregnant
 - (2) Women with dependent children
 - (3) Person(s) who use drugs intravenously
 - (4) All other persons
 - b. Best practices to implement prioritization of above population in 1. (a)
 - (1) To include references and links
 - c. Interim services for all populations who are not able to obtain services within 48 hours to include but not limited to:
 - (1) Dates of all services
 - (2) Necessary admission screening/paperwork e.g. TB testing, screening for co-occurring disorders
 - (3) Navigator to obtain insurance
 - (4) OB-GYN
 - (5) Primary care/mental health care
 - (6) Pre-natal education
 - (7) Individual sessions
 - (8) Family education/counseling
 - (9) Syringe Service Program
 - (10) Culturally specific services
 - d. Disaster/Disease planning/alteration for waitlist
 - e. Tool can interact with electronic health records for service import capability
 - (1) Information collected will be implemented into the persons documents once admitted or continued to be collected and saved for any future need.
 - f. Scalable and flexible policy and procedures to implement the tool
2. Training video/tutorial that is available to all recipients that receive grant funds at no cost through the state website. The training video/tutorial must be interactive and fully explain how to use the waitlist tool, policy and procedures for implementation.

The vendor must complete both the comprehensive waitlist and training video/tutorial before 9/30/2020.

TIME FRAME:

May 6, 2020	RFF sent to potential applicants
May 11, 2020	RFF questions due
May 15, 2020	RFF proposals due
May 22, 2020	Notify Grantees of awarded funds
May 22, 2020	Grant effective date

Funding:

The maximum award for this funding opportunity is **\$30,000 with administrative funds not to exceed 5% to the agency overseeing the disbursement of funds. All funds minus the amount allowed for agency administration must be used toward the four goals identified in this proposal.** Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

Scope of Project:

Respondents may submit proposals (**MAXIMUM OF 5 PAGES**) for the delivery of service identified under “Scope of Work” however, the agency is seeking to award grants that exemplify services.

Respondent should review evaluation criteria when completing the proposal.

Respondents:

Agency or organization that currently has the capacity to create an operational waitlist tool with the technical and clinical expertise.

Funding:

Potential respondents shall develop a budget appropriate to their organization’s capabilities to deliver scope of work. Submitted budget is subject to review by *Division of Mental Health and Addiction* and can be modified for those respondents selected to receive an award.

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 proposal will be evaluated on five criteria.

1. **Project Narrative and Justification.** (35 points)

The following standards will be considered when evaluating this criterion.

- a. Cover letter
- b. Description of project goals and measurable objectives.
 - How tool will prioritize the priority list within the agency
 - Example of best practices that will be included and list of which resources will be pulled
 - Must include federal agencies including SAMHSA
 - Example of Disaster/Disease planning alteration
- c. Import process to electronic health records
- d. Explanation of how achievement of goals will increase capacity to support the following:
 - Increase access to treatment
 - Increase continuity of care
 - Increase awareness of those not entering services in a timely manner or at all
- e. Provide a chart or graph depicting a realistic timeline for the entire project period including dates, key activities, and responsible staff (timeline should be part of narrative)

2. Cultural and Linguistic Competency (15 points)

A clear description of how the applicant will provide a tool which will include/reach members of groups that have been under-represented, including members of racial, ethnic minority and LGBTQ groups.

- a. Describe how the proposed tool will adhere and include the National Standards for Culturally and Linguistically Appropriate Services (CLAS standards) in Health and Health Care (go to <http://ThinkCulturalHealth.hhs.gov>). Select one element of each of the CLAS Standards: 1) Governance, Leadership and Workforce; 2) Communication and Language Assistance; and 3) Engagement, Continuous Improvement, and Accountability, and specifically describe how these activities will address each element you selected.

3. Minority Business (5 points)

- a. Provide documentation of minority business status or a business you will be working with.

4. Staff, Management and Relevant Experience (15 points)

The following standards will be considered when evaluating this criterion.

- a. Discuss the capability and past experience (at least two years) of the applicant organization with similar projects and populations, including experience in providing culturally appropriate and competent services for the tool and training
- b. Provide examples of the applicant's experience working with providers and agencies, and discuss the extent to which these efforts have resulted in progressive change(s).

5. Budget and cost effectiveness (15 points)

The following standards will be considered when evaluating this criterion.

- a. Detailed budget must be included with proposal
- b. The budget is adequate to support two main goals of the project
- c. Costs are reasonable in relation to the objectives of the project
- d. Include any potential ongoing costs associated with maintaining the waitlist

*Budget is considered a separate document and not included in 5 page count for narrative.

Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the proposal in a cost-effective manner.