

RFF-2017-13
REQUEST FOR FUNDING ANNOUNCEMENT
FOR
Technical Assistance with Recovery Oriented System of Care

This is a Request for Funding announcement (RFF-2017-13) issued by the Family and Social Services Administration/*Division of Mental Health and Addiction, Addiction and Forensic Services* is for the purpose of supporting a minimum of two local communities with establishing a Recovery Oriented System of Care. The technical assistance and consultation will support key local stakeholders with completing a needs assessment and strategic plan to build consensus around addressing the opioid epidemic.

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

This agreement shall be for a period of four (4) months commencing on *January 1, 2018*, and terminating on *April 30, 2018*, and may be renewed one time from *May 1, 2018* and terminating on *April 30, 2019* through reapplication and new proposal, based upon available funding.

PROPOSALS

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

Rebecca Buhner, Deputy Director Addiction and Forensic Treatment
Email Address: Rebecca.Buhner@fssa.IN.gov

The electronic copies must be assembled in the following manner:

1. A letter of application signed by the agency lead or agency board president identifying the amount of funds requested.
2. Proposal
3. Budget
4. Documentation of previous work in state of Indiana
5. Most recent audit report made in accordance with OMB circular A-133 **if applicable**.

Proposals must be in electronic format, a **maximum of 15 pages** not including attachments, and be received no later than **4:30 p.m. Eastern Time on November 27, 2018**. **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 be titled:

RESPONSE TO REQUEST FOR FUNDING
RFF-2017-13
Technical Assistance with Recovery Oriented System of Care

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.

Any questions regarding this RFF must be submitted in electronic format to **Rebecca Buhner** (Rebecca.Buhner@fssa.IN.gov) with the subject heading of the electronic mail should state: **Questions RFF-2017-13** no later than **4:30 p.m. Eastern Standard Time on November 17, 2017**. **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 by DMHA.

All inquiries are to be directed to Rebecca Buhner 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

The Division of Mental Health and Addiction (DMHA) intends to grant funds to an entity with national experts on system development that will provide technical assistance and consultation to a minimum of two local communities on building a Recovery Oriented System of Care. The purpose is to further develop local system governance through increasing diverse community partnerships, training local governance members, improving communication and information sharing between local stakeholders, and collecting and analyzing community data to improve outcomes for individuals in recovery from opioid use disorder. At minimum, each community will have a needs assessment and strategic plan completed through this process. The national experts will develop the process to support a minimum of two local communities with the following objectives:

1. *Bring key stakeholders together to review local, state, and national data regarding the opioid epidemic and addiction treatment services including evidence based practices for opioid use disorder.*
2. *Complete a needs assessment based on data reviewed, community culture, gaps identified and building on successful community programs.*
3. *Develop a strategic plan that outlines and prioritizes goals, objectives and plan to address the opioid epidemic within their community.*
4. *Local constituents will be more educated about opioid use disorder, evidence based treatments for opioid use disorder, and feel more confident about community efforts to address the epidemic.*

DMHA expects the national experts to include the following in their proposal:

- 1. Identify key staff that have experience with training on Recovery Oriented System of Care principles, educating individuals on evidence based practices for opioid use disorder and addiction treatment, and facilitating the strategic planning process.*
- 2. Commitment to onsite training dates during the month of January 2018.*
- 3. Plan to arrive for training dates prepared to discuss local, state and national data around the opioid epidemic, collect all information and data required to complete the needs assessment, and assist the community with prioritization of needs, goals and objectives for the strategic plan.*
- 4. Timeline for finalizing needs assessment and strategic plan after the initial training.*
- 5. Plan for continued technical assistance and consultation after training to assist local communities with implementation of strategic plan.*

In addition to detailing how the above objectives will be met, provide documentation of previous work within the state of Indiana and understanding of our culture. Documentation can include a summary of previous work, letters of recommendation from communities in Indiana or feedback from evaluations of trainings in Indiana.

TIME FRAME:

<i>November 15, 2017</i>	<i>RFF sent to potential applicants</i>
<i>November 17, 2017</i>	<i>RFF questions due</i>
<i>November 27, 2017</i>	<i>RFF proposals due</i>
<i>December 5, 2017</i>	<i>Notify Grantees of awarded funds</i>
<i>January 1, 2018</i>	<i>Grant effective date</i>

Grant:

Selected Respondents will receive a four month Grant **January 1, 2018 – April 30, 2018.**

Respondents:

1. Any private not-for profit agency or organization, or
2. Any individual, entities or organizations that are not public or private nonprofit agencies or organizations.

Funding:

The total amount of funds available for this **RFF is \$50,000.** It is the intent of DMHA to fund one proposal. Potential respondents shall develop a budget appropriate to their organization’s capabilities to deliver quality services. Submitted budget amount 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. The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated on the basis of the categories listed below. A point score will be established for each response in each category.
2. Based on the results of the evaluation, the proposal determined to be most advantageous to the Target Population, taking into account all of the evaluation factors, may be selected by the State for further action.

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

1. **Eligibility** (Pass/Fail)

Documentation of previous work in the state of Indiana.

2. **Key Staff** (20 points)

The following standards will be considered when evaluating this criterion.

- a. Training experience for key staff
- b. Experience with facilitating the strategic planning process

3. **Onsite Training** (40 points)

The following standards will be considered when evaluating this criterion.

- a. Plan for training in January 2018 – Draft agenda or outline
- b. Identify support needed from state and local partners for January training

4. **Project Timeline** (40 points)

The following standards will be considered when evaluating this criterion.

- a. Finalization of needs assessment and strategic plan
- b. Ongoing technical assistance and consultation

5. **Budget and Cost Effectiveness** (20 points)

The following standards will be considered when evaluating this criterion.

- a. Detailed budget is adequate to support the communities with infrastructure development.
- b. Costs are reasonable in relation to the objectives.

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