



County of Allegheny

ALLEGHENY COUNTY HEALTH DEPARTMENT

Bureau of Administration

542 4th Avenue

Pittsburgh, PA 15219

Inquiry No. 2018-02
DATE: August 8, 2018

Please submit a Proposal for Conducting **Opioid Overdose Prevention and Response**, as per the Scope of Work (SOW) specified herein.

Proposals will be accepted electronically up until 5:00 P.M. E.S.T. on: Monday, October 1, 2018 via email only to: mark.ferrari@alleghenycounty.us

No Proposals shall be accepted in person, by US Mail, by private courier, via oral or email communication, telephone or fax transmission, or beyond the due date stated above.

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THIS IS AN INVITATION FOR PROPOSALS ONLY AND SHOULD NOT BE CONSTRUED AS AN ORDER  
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Conducting Opioid Overdose Prevention and Response

WORKSHEET FOR REFERENCE PURPOSES ONLY – PRICING AND PROPOSALS MUST BE SUBMITTED ONLINE OR BID WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Proposer's Name	Description	Price
	Conducting Opioid Overdose Prevention and Response	\$ _____ Lump Sum

Proposers must also attach and include the following information with their electronic submission:

Proposer's Address _____

Contact Name: _____

Email Address: _____

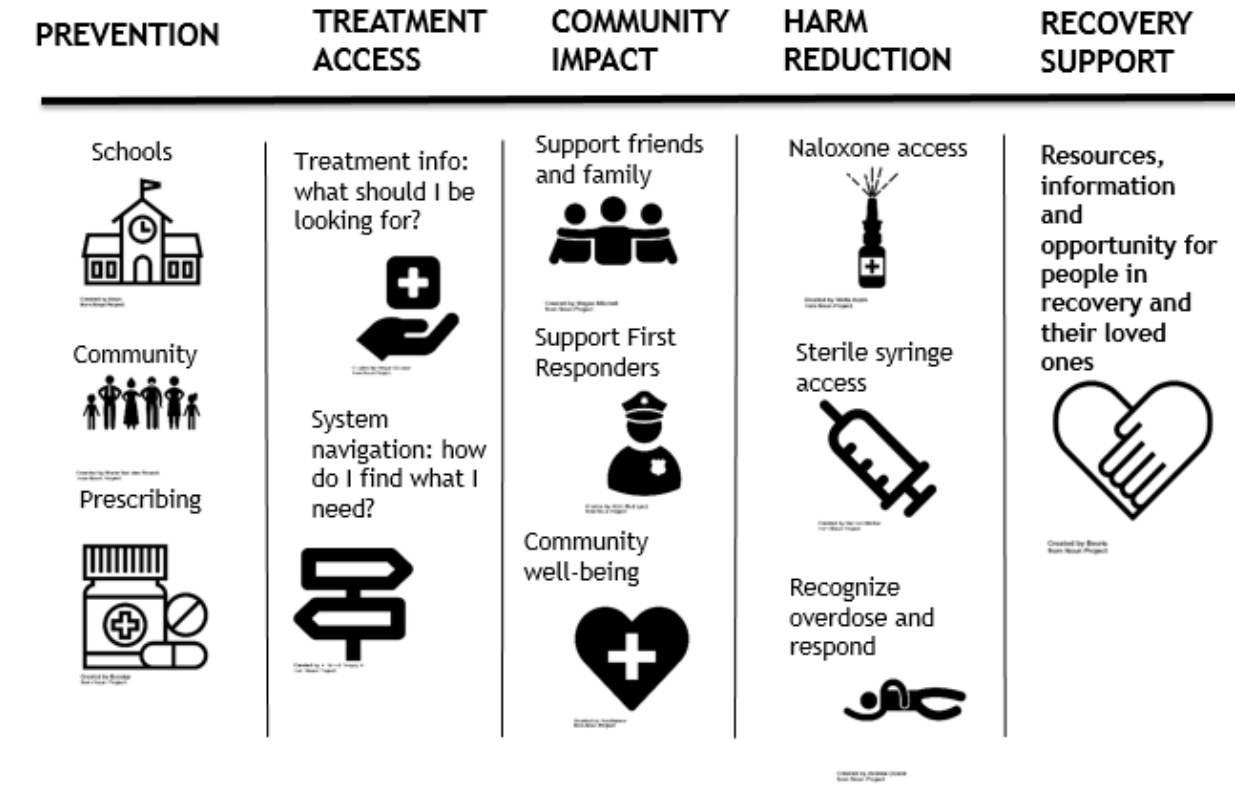
Telephone No.: _____

PERIOD OF CONTRACT: January 1, 2019 – December 31, 2019

Opioid Overdose Prevention and Response Mini-Grants
Scope of work

Opioid Overdose Prevention and Response Mini-Grant Program Overview and Criteria for Eligibility

The Allegheny County Health Department (ACHD) is issuing this request for mini-grant proposals as part of its larger countywide overdose prevention and response efforts.



ACHD Overdose Prevention and Response Framework, 2018.

Funded by the Hillman Foundation and administered by ACHD, these mini-grants will provide seed dollars to organizations uniquely positioned to prevent and respond to opioid overdoses and support effective community responses.

All submissions should clearly answer at least one of the following questions:

1. How will the proposed work prevent people using opioids from dying?
2. How will the proposed work get people using opioids the help they need? This could include access to treatment, harm reduction, and/or pain management.
3. How will the proposed work support the well-being of communities, care providers, families and friends who are related to, live and work with people using drugs?

Required

ACHD and the Mini-grant Technical Review Panel will accept proposals **not exceeding \$9500** which meet the following required criteria:

- Target at-risk populations (i.e., individuals who inject substances or are otherwise at risk of overdose)
- Link proposed activities to recommendations from the joint DHS/ACHD report or its update¹
- Propose activities in any CONNECT municipality (<http://www.connect.pitt.edu/>) or any other municipality in Allegheny County within the top 25% of overdose rates of overdose. For more information, visit www.alleghenyanalytics.us.
- Use evidence-based practices that exist as much as possible. Here are a few examples:
 - <https://www.drugabuse.gov/publications/finder/t/95/Evidence-Based%20Practices>
 - <https://jamanetwork.com/journals/jama/fullarticle/2654370>
 - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2916744/>
 - <https://www.samhsa.gov/newsroom/press-announcements/201706201100>

All award recipients must:

- Agree to support Medication Assisted Treatment in any proposed activities relating to treatment modalities (including any public education)
- Receive training from ACHD partners on overdose prevention and response
- Demonstrate a commitment to health equity and stigma reduction
- Demonstrate the ability to work in Allegheny County.

Priority Communities:

Additional points will be given to proposals with the following:

- Plans to serve residents of the top 20 communities for fatal overdose in 2015-2017:

Penn Hills
McKeesport
West Mifflin
Brookline, City of Pittsburgh
Carrick, City of Pittsburgh
Mckees Rocks
Monroeville
Beechview, City of Pittsburgh
Brentwood
Baldwin Borough
Wilkinsburg
Mount Washington, City of Pittsburgh

Ross
Munhall
Bloomfield, City of Pittsburgh
Shaler
Stowe
Bethel Park
Crafton
Millvale

- Plans to serve communities with a median annual household income below Allegheny County's: **\$54,357²**
- Letter of support from local government
- Collaboration between multiple organizations/municipalities/groups
- Organizations that have implemented naloxone (Narcan) training and have made naloxone (Narcan) available to all public-facing employees

Award Details:

Proposals submitted shall be for no more than \$9,500. Multiple Proposals may be awarded.

\$50,000 is available to support funded activities in this first round of funding. A second phase of funding will be awarded either based on another round of RFQ's or an extension to existing Contracts.

The maximum funding period for a Proposal is one year. ACHD staff may propose a reduction in Scope of Work depending on other proposals received. Technical assistance will be offered – details forthcoming.

Proposals will be accepted no later than 5:00 P.M. E.S.T. on Monday, October 1, 2018 via email only: mark.ferrari@alleghenycounty.us.

Deliverables:

Awardees will participate in at least one project kickoff and training session, and a midpoint check-in with other awardees.

Awardees are expected to complete a final report describing activities performed, the number of people engaged, and any outcomes that can be documented. This report should also include any changes to the original plan and obstacles or challenges encountered during the process. Multi-media reports are welcome, and creativity is encouraged.

Timeline:

Oct. 1, 2018: Deadline to submit proposals

Oct 1, 2018 – Oct 15, 2018: ACHD review process

Week of Oct 15: Grants announced

Oct 15, 2018– Dec 1, 2018: Contracts prepared and signed between ACHD and Awardees. Paperwork and documents prepared and signed (including any scope adjustment)

Dec 2018 (date TBD) project kickoff and training

Jan. 1, 2019: Mini-grant funded work begins

Dec 31, 2019: Work completed

Dec 31, 2019: Final report due

Proposal Components (5 pages max. typed double spaced)

1. **Organization description and background.** Describe your organization’s goals and how this project relates to it. Include any experience doing outreach, including but not limited to substance use specifically.
2. **Description of activities.** Explain planned activities and describe how you plan to engage people at risk of overdose and other community stakeholders. Is there evidence to support the effectiveness of proposed activities?
3. **Critical questions:** (Respond to whichever question(s) your proposal addresses)
 - a. How will the proposed work prevent people using opioids from dying?
 - b. How will the proposed work get people using opioids the help they need? This could include access to treatment, harm reduction, and/or pain management.
 - c. How will the proposed work support the well-being of communities, care providers, families and friends who are related to, live and work with people using drugs?
4. **Location of activities.** Where will your work take place geographically and in what kinds of environments (i.e., churches, grocery stores, door-to-door, individuals’ homes)?
5. **Expected impact.** What are the goals of the project? How will you know if you are successful?
6. **Project timeline.** Assuming you are able to invoice for 50% of mini-grant funds up front and the other 50% upon completion of half the work proposed, can you do the work you’re proposing within a year?
7. **Budget.** Organizations may Propose up to a maximum of \$9,500. Provide a budget detailing expenditure that will be funded by the requested grant. Detail expenditures for each separate activity included in the project. If this project is co-financed by the organization or a third party, briefly explain if the funds are already available or need to be collected.

Evaluation Criteria:

Proposals will be reviewed and scored by a committee consisting of staff from the Allegheny County Health and Human Services Departments and key personnel from partner organizations. Organizations involved in the Proposal Evaluation may not submit proposals, although they may end up being a partner in proposed activities if funded.

Proposals will be evaluated based on the following criteria and weights:

Criteria		Weights
1	Clarity and organization of the proposal	10
2	Proposal uses evidence-based practices	25
3	Demonstrates knowledge of at risk populations	40

5	Demonstrates ability to meaningfully engage individuals at risk of overdose, their loved ones, and community members impacted by overdose	60
6	Proposed activities target at least one community with annual household income below County median	10
7	Targets at least 1 of top 20 communities for fatal overdose 2015-2017	20
8	Proposal includes letter of support from local government	5
9	Proposal brings together multiple organizations	10
10	Proposing organization is already making naloxone available and training staff and other stakeholders in naloxone administration and overdose prevention	10
11	Budgets appears realistic given proposed activities	10
	Total	200

Payment Terms:

Full payment will be paid to Vendor, upon full execution of their Agreement.

Questions regarding the Proposal process can be addressed to:

Commercial Questions regarding the Proposal: Mark Ferrari, ACHD Manager of Procurement; mark.ferrari@allegHENYcounty.us

Technical Questions regarding the Scope of Work: Abby Wilson, ACHD Deputy Director of Public Policy and Community Relations; abby.wilson@allegHENYcounty.us

Terms and Conditions:

INSURANCE

Worker's Compensation and Employers Liability. The supplier shall meet the statutory requirements of the Commonwealth of Pennsylvania, \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.

Proof of Insurance. The supplier shall not commence any work in connection with the Contract until it has the foregoing types of insurance and proof of such insurance has been approved by County. The supplier shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained and approved.

Deductibles. The County shall be exempt from, and in no way liable for any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the supplier and/or subcontractor providing such insurance.

The successful bidder shall be responsible to require his sub-contractors to comply with insurance requirements of this agreement.

PERIOD OF CONTRACT: January 1, 2019 through December 31, 2019

OPTION TO EXTEND

The Division of Purchasing and Supplies, reserves the right, upon notice to the supplier, to extend the Contract or any part of the Contract for up to one (1) year, upon the same terms and conditions after the indicated expiration date as described in the Contract. When applicable, an extension notice will be issued defining the exact extension of the Contract; all other terms and conditions of the extended Contract will remain in full force and effect.

RIGHT TO TERMINATE

The County retains the right to terminate any contract(s) resulting from this solicitation upon thirty (30) days written notice to the Vendor. The County reserves the right to reject any and all Proposals, also the right to waive any minor discrepancies in the Proposal(s) when deemed to be in the best interest of the County.

¹https://www.alleghenycounty.us/uploadedFiles/Allegheny_Home/Health_Department/Programs/Special_Initiatives/Overdose_Prevention/Opiate-Related_Overdose_Deaths_in_Allegheny_County.pdf

<https://www.alleghenycountyanalytics.us/wp-content/uploads/2018/02/ACDHS-Opioid-Overdose-Deaths-Report-021518.pdf>

²<https://www.census.gov/quickfacts/fact/table/alleghenycountypennsylvania,pittsburghcitypennsylvania/PST045217>