Opioid Settlement Sample Request for Proposal Process

Michigan Association of Counties

1. Request for Proposal (RFP) Development

1.1 Assess Community Needs and Priorities

- Conduct community needs assessments, including data on:
    - Substance use and mental health trends, service gaps, service and community strengths
    - Barriers to accessing care
    - Community priorities
- Gather public input through listening sessions or surveys.
- Review or incorporate existing local data from providers, strategic plans, actions plans, other needs assessments, gap analyses, etc.
- Identify priority funding areas based on these insights.

1.2 Customize Templates

- (This step can be completed prior to, or with, the RFP Review and Oversight Committee based on county needs – see Step 2)
- Use the MAC **RFP Template** and adapt to local needs by incorporating:
    - Specific objectives or priorities tied to community needs
    - Required outcomes and performance metrics
    - Inclusion of scoring criteria
    - Alignment with the Transparency, Monitoring, and Accountability Guidance Document
- Customize:
    - **Request for Proposals Budget Template** – for use by those submitting applications

- **Request for Proposals Scoring Template** – for use by RFP Review Committee

- **Vendor/Contractor Agreement** – for use by County after notice of award

- **Pass-through Entity Agreement** – for use by County if subcontracting out RFP development and implementation process, specifically if using an entity to distribute funds

2. Establish RFP Review and Oversight Structure

2.1 Create Review and Oversight Committee

- Customize and pass resolution using **RFP Review and Oversight Committee Creation Resolution Template**.

- Define the committee's purpose, authority, and structure.

- Utilize **Steering Committee Development and Tips for Processing Requests for Funds Guidance Document**

2.2 Committee Composition

- Neutral parties not seeking funding

- Subject matter experts in substance use and mental health

- Individuals with lived experience

- Community representatives from populations most affected by the overdose crisis

3. RFP Issuance Process

3.1 Define RFP Timeline

- Set an annual, or other, timeline that includes:

  - Release of RFP

  - Question deadline

  - Submission deadline

  - Review and scoring periods

  - Award notifications

  - Contract execution

- o Contract end date

3.2 Formal Exceptions Process or Emerging Needs Fund

- Determine and outline anticipated dollar amount to set aside for exceptions or emerging needs

- How and when requests may be made through this specific off-cycle fund

- Conditions for special review (e.g., overdose spikes, budget cuts, etc.)

- Approval process for such exceptions

3.3 Publish RFP

- Distribute through multiple channels:

    - o Government website

    - o Press release

    - o Local media

    - o Community boards

    - o Email lists to service providers and stakeholders

- Consider offering a webinar to assist with proposal development and/or questions and answers

- Include:

    - o Brief overview of scoring criteria (using the Scoring Template)

    - o Application forms

    - o Budget forms

    - o Transparency and reporting expectations

4. Proposal Review and Selection

4.1 Proposal Review Committee Process

- Reviewers receive proposals and score them using the **RFP Scoring Template**.

- Schedule scoring sessions.

- Require disclosures of potential conflicts of interest using **Conflict of Interest Disclosure Form Template**.

- Consider training scorers on the outlined process and expectations for review.

4.2 Selection and Notification

- Select vendors based on scores, equity, and alignment with community needs and county priorities.

- RFP Review and Oversight Committee should recommend specific funding for programs and strategies to the overarching Opioid Settlement Fund Steering Committee or comparable body.

- Opioid Settlement Fund Steering Committee should recommend specific funding for programs and strategies to the Board of Commissioners.

- County legal should be consulted on all recommended expenditures to ensure alignment and allowability with Exhibit E and the legal definition of "Opioid Remediation".

- Consider use of **Public Input/Feedback Session Resolution Template** and hosting a public feedback session on the proposed expenditures

- **Spending Plan Adoption Resolution Template** can be used for approval of recommended, or other, expenditures by the Board of Commissioners.

- Complete **Spending Plan Template**.

- Notify applicants of awards and provide feedback upon request.

5. Contracting and Implementation

5.1 Vendor Agreements

- Execute **Vendor/Contractor Agreement** with each chosen vendor

- Clearly state expectations around:

  - Performance period

  - Reporting periods – Utilize **Vendor/Contractor Reporting Form Template**

  - Metrics – Work with vendor to determine appropriate and meaningful metrics and utilize **Opioid Settlement Principles Resource and Indicators (OSPRI)** to outline county expected metrics.

5.2 Launch of Funded Services

- Publicly announce awards.

- Host onboarding for vendors covering:

    o Reporting requirements

    o Monitoring expectations

    o Points of contact

6. Monitoring, Reporting, and Transparency

6.1 Ongoing Oversight

- Use the **Vendor/Contractor Reporting Form Template** to collect regular updates.

- Hold regular RFP Review and Oversight Committee meetings to monitor progress of vendors and associated metrics.

6.2 Amendments and Regular Reviews

- Allow for program adjustments if:

    o New substances emerge

    o There is a surge in overdoses

    o Vendor faces challenges outside of their control

    o Other funding sources supporting vendors face challenges

    o Vendor would like to carry funds forward instead of aiming to spend down by contract termination date

6.3 Transparency

- Follow **Transparency, Monitoring and Accountability Guidance Document** throughout all stages of the process.

- Consider ways in which progress and impact can be shown to the public and what other relevant information and data the public would benefit from.

- Identify target audiences and specific dissemination strategies associated with those audiences.

- Consider ways in which to include public feedback throughout the process.