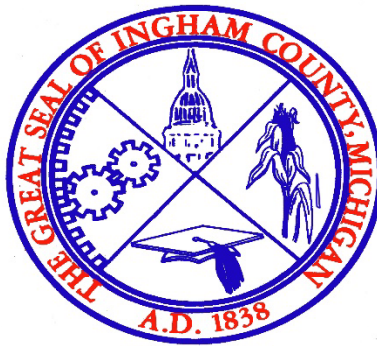


County of Ingham

Request for Proposals (RFP) Packet #65-26



Opioid Crisis Response Grant

**Proposals Due:
October 21, 2025 by 11:00 A.M.**

**Proposals are to be submitted by e-mail to:
packetresponse@ingham.org**

Please read the entire document & submit according to the directions

*County Forms & Applications that are incomplete or unsigned
will be deemed non-responsive, and your proposal will not be accepted.
A checklist is provided – sign and submit with your proposal*

Phone: (517) 676-7222

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1.0 PURPOSE

The purpose of this grant program is to invest \$1.4 million from Ingham County's (herein referred to as 'the County') opioid litigation settlement to address the impacts of opioid use disorder (OUD) within the County. This funding will support innovative and effective initiatives that address Ingham County's opioid remediation priority areas. We are seeking applications that strengthen prevention efforts, expand treatment access, strengthen recovery systems, reduce overdose deaths through proven harm reduction methods, and build long-term community capacity to support individuals and families affected by OUD. Proposed projects should be designed for a 2-year implementation period and include a sustainability plan that describes how services will continue beyond the grant funding period.

2.0 AVAILABLE FUNDING

A total of \$1.4 million is available during this grant cycle for awards to eligible community partners implementing opioid remediation initiatives. Applicants may request up to \$200,000 per award. While matching funds are not required, they are strongly encouraged. The Ingham County Board of Commissioners reserves the right to establish limits on funding for specific budget categories.

3.0 BACKGROUND

In 2021, a \$26 billion nationwide settlement was reached to resolve all Opioids litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors: McKesson, Cardinal Health, and AmerisourceBergen (“Distributors”), and manufacturer Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson (collectively, “J&J”). The State of Michigan is slated to receive approximately \$776 million over 18 years. Fifty percent (50%) of the settlement amount will be sent directed to county and local governments. The national agreement also requires significant industry changes that will help prevent this type of crisis from ever happening again.

In 2022, additional settlements with pharmacies and manufacturers were announced, including CVS, Walmart, Allergan, and Teva. These four settlements are expected to bring in around \$450 million to Michigan, divided with fifty percent (50%) directed to local governments. Michigan can also expect additional funds received through companies Purdue Pharma, Mallinckrodt PLC, and Endo, which are pursuing bankruptcy plans that include funding opioid abatement trusts.

4.0 OWNER

County of Ingham, 121 E. Maple St., Mason, Michigan 48854

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5.0 SUPPLEMENTAL INFORMATION

1. Summary of Grant Application – RFP Grant cycle 3 – V2-July 26 2026
2. Required Forms & Grant Application Worksheet (excel) – separate attachment
 - Required as part of the proposal submission, completed and signed
3. Grant Application & County Forms – Complete and sign
4. Budget Template V1
5. Exhibit E
6. Scoresheet Rubric – for reference only
7. Ingham County Opioid Settlement Grant Reviewer Score Sheet – for reference only
8. University of California – Smart Goals: A How to Guide
9. Useful Resources – for reference only

Link to Documents: [65-26 OPIOID CRISIS RESPONSE GRANT](#)

6.0 PRE-PROPOSAL MEETING

A Pre-Proposal Meeting will be held on September 24, 2026 at 11:00 A.M via ZOOM

The purpose of this meeting is to allow proposers an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Any material changes resulting from this meeting will be issued in a written addendum and sent to vendors who have completed the Sign-in Sheet legibly. Information can also be found online at

https://pu.ingham.org/departments_and_officials/purchasing/bid_archives.php

If interested you can pre-register for the meeting by sending an e-mail to jbuckmaster@ingham.org include the business name, your name, email and phone number. Vendors who are registered will receive addendums (if issued) to this RFP.

*Attendance at this meeting is **not** mandatory but informational in order to fully understand the request for proposal and application documents.*

Join Zoom Meeting:

<https://ingham.zoom.us/j/89753494938?pwd=ObgmTh2h4faxqqMxbP97abeugWpoQ9.1>

Meeting chat link: <https://ingham.zoom.us/jc/89753494938>

Meeting ID: 897 5349 4938 | Passcode: Opioid

One tap mobile: +13017158592,,89753494938# US (Washington DC)
+13052241968,,89753494938# US

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Join instructions

https://ingham.zoom.us/join/89753494938?signature=Iy7ivjtzMbTUcvo1OApNMAMXZ7ukp5vTGwYVS_4tfSM

7.0 **TECHNICAL ASSISTANCE from the Michigan Association of Counties (MAC)**

Applicants may seek technical assistance from the Michigan Association of Counties (MAC) in preparing their proposals. MAC is an independent, statewide association of which Ingham County is a member. Applicants should note that MAC's technical assistance is entirely optional. Applicants are not required to consult with MAC to submit a proposal. Receiving technical assistance from MAC does not guarantee funding or influence the outcome of the County's funding decisions. It also does not provide any competitive advantage during proposal review. All proposals will be evaluated using the same criteria, regardless of whether an applicant received technical assistance from MAC.

Applicants interested in receiving technical assistance may contact MAC employee,
Dan Kelly, MSW | Phone: 734-926-8731 | Email: kelly@micounties.org

8.0 **SUBMISSION REQUIREMENTS**

8.1 **Registering as a Vendor with Ingham County**

Proposers who have not registered their company with Ingham County are requested to do so by visiting <https://apps.ingham.org/vendorreg/> or by emailing Vendor Registration at vendreg@ingham.org for assistance.

Vendors registering to provide goods and services to Ingham County under contract shall certify to their knowledge of the County's Equal Opportunity Employment / Nondiscrimination Policy, and of their agreement to comply, and shall disclose any conclusive findings of violations of Federal, State, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

8.2 **Pre-opening Inquiries and Response**

Any explanation desired by a Proposer regarding the meaning or interpretation of this RFP and attachments must be requested only to the Ingham County Purchasing Department, at questions@ingham.org.

- The deadline for submitting final questions is **no later than 3:00 PM on October 5, 2026**. If an addendum is required, it will be issued after this date.
- In the subject line of the e-mail, reference the Packet Number and Description: **"Packet #65-26 – Opioid Crisis Response Grant"**.

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- Submit only questions that are pertinent to the content of the RFP and, if possible, reference the page number and section.
- Do not call the Purchasing Office or other departments to ask questions.
 - Questions must be sent in an e-mail or a Word document.
 - Do not send questions in any other format, for example: PDF.
- Questions are gathered until the deadline and answered in an addendum.
 - Addendums are issued after all questions are received and answered.

8.3 Due Date, Time & Location

It is the responsibility of the bidder/proposer to ensure that their proposal is submitted by the DUE DATE, TIME, AND LOCATION as described below.

➤ Due Date & Time

Proposals will be received **no later than 11:00 AM local time prevailing (EST) on October 21, 2026**, at which time they will be opened.

- Keep in mind that bids received at 11:01 a.m. are late and cannot be accepted. This includes uploads.
- You will receive confirmation that your bid was received within approximately 15 minutes of your submission; if not, contact the Purchasing Department at 517-676-7222 or 517-676-7322 to confirm receipt of your e-mail. If we are unavailable please leave a message and include, your name, phone number, email and “**Packet #65-26; Opioid Crisis Response Grant**”.

➤ Location:

- Proposers are required to submit an electronic version of their proposal by the due date and time set above to packetresponse@ingham.org.
- Bids received other than at packetresponse@ingham.org or at other locations or received after the due date and time will not be accepted.
- In the subject line of your e-mail include: “**Packet #65-26**” / “**your firm’s name**” / “**Opioid Crisis Response Grant**” / “- Bid/Proposal”.
- The Purchasing Department cannot accept bids in Zip files and/or any format that requires a download or clicking on a hyperlink.

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- ENCRYPTED SUBMISSIONS – The County’s servers may result in failed delivery – request a link to upload.
- The County’s servers may reject emails that have been compromised in the past year. Ask for a link to upload your proposal.
- If you have a problem e-mailing the electronic version of your bid you may upload your bid by emailing packetresponse@ingham.org of the due date and time to ensure the bid submission is not late.
 - In your request, please reference the Packet Number and Project Name.
 - You may request a link once you have decided to submit a bid; but no later than 2 days prior to the due date and time.

Bid Opening:

Bid openings are posted to the public by year and packet number located online “Bid Archives”, in a reasonable amount of time. Bid results are typically posted within 2-3 workdays, link: https://pu.ingham.org/departments_and_officials/purchasing/bid_archives.php.

SEE NEXT PAGE FOR VERY IMPORTANT SUBMISSION REQUIREMENTS

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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8.4 Submission of Proposals

Proposers must complete, sign and include the following County Required Forms and Grant Application Forms, with their submittal, as follows:

COUNTY FORMS / Complete, Sign and Submit	Required or Optional
Local Purchasing Preference Form	Required
Addendum Form	Required
Legal Status of Proposer Form	Required
Non-Collusion Affidavit of Prime Proposers	Required
Certificate of Compliance with Public Act 517 or 2012	Required
Standards of Conduct for Ingham County Vendors	Required
Compliance with Ingham County Purchasing Policy	Required
Signature Form	Required
Litigation	Required
Appendices – Strictly optional	Optional
Statistical Questionnaire	Optional
APPLICATION FORM / Complete, Sign & Submit	Required or Optional
SECTION I: Organization Information	Required
SECTION II: Project Information (5 points)	Required
SECTION III: Project Narrative (35 points)	Required
Section IV: Data, Monitoring, and Evaluation (20 points)	Required
SECTION V: Budget, Timeline, and Milestone (15 points)	Required
SECTION VI: Sustainability and Service Integration Plan (10 points)	Required
SECTION VII: Barriers and Mitigation Strategies (5 points)	Required
Section VIII: Fairness & Inclusion (10 points)	Required
SECTION IX: Attachments Checklist	Required
Project Budget	Required
Organization Budget	Required
Implementation Timeline & Milestones	Required
Proof of Insurance	Required
W-9 Form	Required
Governance Authorization	Required
Letters of Collaboration (if applicable)	Optional
All County Required Forms	Required
Grant Application Worksheet	Required

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8.5 Timely Submittals

Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal will be rejected. It is the sole responsibility of the proposers for ensuring that their proposal(s) are received by the Purchasing Department. Proposals and/or any addenda pertaining thereto received after the announced time and date of receipt will be rejected and deleted and the proposer will be notified by e-mail of such.

However, nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.

8.6 Preparation of Proposal

All proposals must be made on the required forms prepared and executed fully and properly. Proposed prices shall be based on the selected proposer furnishing all labor, supervision, administration, design, incidentals, bonds, insurance, and any other services required to complete the work in strict accordance with this RFP. All fees and costs must be disclosed in the proposal.

8.7 Proposal Process

Proposals, which do not completely address all the solicitation requirements, will be considered non-responsive and may be excluded from consideration. Any exceptions shall be duly noted in the submittal.

8.8 Authority to Bind Firm in Contract

Proposer shall provide the full legal firm name and address. Any proposal that has not been manually signed (digital signature is acceptable) will be deemed non-responsive and excluded from consideration. Firm name and authorized signature must appear in the space provided on the enclosed Signature Sheet.

8.9 No Submittal

If you desire not to respond to this RFP, please forward your acknowledgment of "NO PROPOSAL SUBMITTED" via an e-mail to packetresponse@ingham.org. Please also state the reason for not submitting a proposal. Failure to comply may be cause for removal of your company's name from the vendor notices. In the subject line of the e-mail reference the packet number and title of this RFP.

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8.10 Special Accommodations

If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department at (517) 676-7222 or 517-676-7322, three (3) working days prior to need.

9.0 GENERAL INFORMATION

9.1 Conflict of Interest

By submitting a proposal, the Proposer certifies that he/she has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under any subsequent agreement with respect to this RFP. If at any time during the bidding process or subsequent contractual period, an actual or potential conflict of interest arises, the Proposer/Contractor shall immediately disclose in writing the conflict of interest to the County. The County reserves the right to immediately terminate in writing to the Contractor any subsequent agreement where, in the reasonable judgment of the County, such conflict poses a material conflict to the performance of the Contractor's obligations under the agreement; such termination of the agreement shall be effective upon the receipt of such notice by the Contractor.

9.2 Local Purchasing Preference Policy

The Ingham County Board of Commissioners (BOC) believes that its purchasing policies should encourage local vendors to provide goods and/or services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County. As such, in 2010, the BOC amended its purchasing policies to include a ten percent (10%) purchasing preference to qualified and registered local vendors who respond to solicitations for the purchase of goods and/or services.

In 2017, the BOC amended the LPPP in the event of two or more registered local vendors:

When there are two registered local vendors (RLVs) bidding on a County contract and when the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work, then the non-low RLV who is within ten percent (10%) of the lowest RLV's bid and who is also utilizing non-local subcontractors for less than fifty percent (50%) for the contract, shall be given an opportunity to reduce its cost to match the low RLV's bid, and in doing so, shall be recommended for the award of the contract.

In the event that there are multiple RLVs who are within ten percent (10%) of the lowest RLV who is using more than fifty percent (50%) of non-local vendors for the contract, the RLV who is utilizing the largest percentage of local subcontractors shall be given an opportunity to reduce its cost to match the low RLV's bid, and in doing so, be recommended for award of the contract;

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provided, however, that the percentage of non-local subcontractors utilized does not exceed fifty percent (50%); in the event that all non-low RLVs are using the same percentage of local subcontractors, the Purchasing Director shall toss a coin to determine the recommended bidder for contract award.

In Ingham County, a local vendor is defined as a vendor that operates a business within the legally defined boundaries of Ingham County and pays Ingham County taxes. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) on the enclosed Local Purchasing Preference Form at which business is being conducted. The vendor must also agree to comply with all other policies and requirements of the County. More information about the Local Purchasing Preference Policy can be found at https://pu.ingham.org/departments_and_officials/purchasing/terms_and_conditions.php.

9.3 Advice of Omission or Misstatement

In the event it is evident to a proposer responding to this RFP that the County has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding vendor shall advise Kristen Romo, Director of Purchasing, at kromo@ingham.org of such omission or misstatement. In the subject line of the e-mail reference the packet number and title of this RFP.

9.4 Notification of Withdrawal of Proposal

Proposals may be withdrawn prior to the date and time specified for proposal submission with a formal written notice by an authorized representative of the proposer. No proposer may withdraw a proposal after the opening for a minimum period of ninety (90) days.

9.5 Rights to Pertinent Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proposers that are submitted as part of the proposal shall become the property of the County after the proposal submission deadline.

9.6 Firm Pricing for County Acceptance

The proposal price must be firm for County acceptance for ninety (90) days from the proposal opening date unless the proposer specifically notes otherwise.

9.7 Cost of Preparation

The County will not pay any costs incurred in the proposal preparation, printing, or demonstration process. All costs shall be borne by the proposers.

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9.8 Standard Forms

Any preprinted contract forms the vendor proposes to include as part of the contract resulting from this solicitation must be submitted as part of the proposal. Any standard contract provisions not submitted as part of the proposal and subsequently presented for inclusion may be rejected. The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

9.9 Addendum

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued to all vendors known to have received a proposal and posted on the current bids web page, https://pu.ingham.org/departments_and_officials/purchasing/current_bids.php.

It is the responsibility of the proposer to ensure that he/she has received and signed all addendums prior to submitting a proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a proposer shall be binding.

9.10 Workplace Diversity

Ingham County encourages, but in no way requires, its vendors to develop and maintain a diverse workforce that is reflective of the population of Ingham County. According to the U.S. Census Bureau, the statistics of Ingham County's population in 7/1/25 V2025 was comprised of the following:

- a) White persons – 74.1%
- b) Black or African American persons – 12.7%
- c) American Indian and Alaska Native persons - 0.6%
- d) Asian persons – 7.7%
- e) Native Hawaiian and other Pacific Islander - 0.1%
- f) Persons of Hispanic or Latino origin – 8.8%

<https://www.census.gov/quickfacts/inghamcountymichigan>

Ingham County tracks vendor diversity information for statistical purposes with companies with which it does business. Reporting of this information to the County is optional and not all companies participate. Statistical information regarding workplace diversity is submitted to the County in a separate e-mail in the subject line: "STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT." Upon receipt of these separate e-mails, the Purchasing Department segregates the e-mails from the other proposal documentation. The e-mails containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

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9.11 Independent Price Determination (Non-Collusion)

By submission of a proposal, the proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

1. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror and will not be knowingly disclosed by the offeror to any competitor;
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition; and,
4. The price quoted is not higher than that given to the general public for the same service.

9.12 Freedom of Information Act

It is understood and agreed by the parties that the County, as a public entity, is subject to the Michigan Freedom of Information Act (FOIA) and therefore the responsive documents submitted by Proposer may be subject to disclosure if a valid FOIA request is received under MCL 15.231 et seq.

9.13 Exceptions

Proposers must submit a listing of any and all exceptions to this RFP. Suggested substitutions, printed forms, sample contracts etc. may be provided with the listed exceptions.

10.0 CONTRACTUAL TERMS AND CONDITIONS

10.1 Nondiscrimination Clause

The Proposer who is selected as the Contractor, as required by law, and/or the Equal Opportunity Employment and Non-Discrimination Policy of Ingham County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.)

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The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- 1) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- 2) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- 3) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- 4) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

Proposers shall disclose with their proposals any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules, regulations, or policies within the past three (3) years.

10.2 Indemnification and Hold Harmless

The Proposer who is selected as the Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Ingham and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Ingham and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Contractor or its employees, servants, agents or Subcontractors that may arise out of the agreement.

The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

10.3 Contractors Insurance Requirements

The Contractor, and any and all of his/her subcontractors, shall not commence work under this contract until he/she has obtained the insurance required under this paragraph and any subsequent contract. All coverage's shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage's shall be with insurance carriers acceptable to the County of Ingham and rated A+ (Superior) or A or A- (Excellent) by the A.M. Best Company (www.ambest.com).

1. Worker's Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.

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2. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.
3. Motor Vehicle Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable No-Fault coverage's, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
4. Professional Liability/Errors and Omissions Insurance: The Contractor shall procure and maintain during the life of this contract, Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is Claims Made Form, then the Contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of three (3) years after the termination of this contract.
5. Additional Insured: Commercial General Liability and Vehicle Liability, as described above, shall include an endorsement stating the following shall be "Additional Insured's: The County of Ingham, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, including employees, and volunteers thereof. The coverage shall be primary to the Additional Insured's, and not contributing with anyother insurance or similar protection available to the Additional Insured's, whether other available coverage is primary, contributing or excess." The appropriate boxes must be check under the "Addl Insr" heading on the Certificate of Insurance.
6. Cancellation Notice: All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Purchasing Department, P.O. Box 319, Mason, Michigan 48854."
7. Proof of Insurance: The Contractor shall provide the County of Ingham at the time the contracts are returned by him/her for execution, two (2) copies of the aforementioned Certificates of Insurance and/ Policies, acceptable to the County. If so requested, certified copies of all policies will be furnished. The Contractor shall provide the County evidence that all subcontractors are included under the contractor's policy.

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If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the County of Ingham at least ten (10) days prior to the expiration date.

10.4 Applicable Law and Venue

Any agreement resulting from this RFP shall be construed according to the laws of the State of Michigan. The County and Contractor agree that the venue for any legal action under this agreement shall be the County of Ingham, State of Michigan. In the event that any action is brought under any agreement resulting from the RFP in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District - Southern Division.

10.5 Compliance with the Law

Contractor shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

10.6 Living Wage Requirement

Ingham County policy requires vendors contracting with the County primarily to perform services to pay their employees a living wage if the following two (2) conditions apply:

- a) The total expenditure of the contract or the total value of all contracts the vendor has with the County exceeds \$50,000 in a twelve-month calendar; and,
- b) The vendor employs five (5) or more employees.

In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four. For 2026, the "living wage" is \$20.63 per hour without benefits and \$16.50 per hour plus 20% benefits and is subject to change annually. Twenty percent (20%) of the living wage costs paid by the employer can be for an employee's health care benefits. This wage rate applies to part and full-time employees who work on County contracts.

See https://pu.ingham.org/departments_and_officials/purchasing/terms_and_conditions.php for more information.

10.7 Independent Contractor

The Proposer who is selected as the Contractor shall be an independent Contractor. The employees, servants and agents of the Contractor shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave.

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The Contractor shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

The Contractor will work with the Health Promotion and Prevention Division Director at ICHD. They may also engage with other ICHD employees, including the Health Equity/Social Justice Coordinator, the Prevention Programs Coordinator, Community Health Workers, and/or other ICHD staff as needed.

10.8 Compliance with The Law and License Requirements

The Contractor shall render the services required by this agreement in complete compliance with all applicable Federal, State and Local laws, ordinances, rules and regulations. The Contractor and its employees shall meet all Federal, State and Local license and authorization requirements for this type of service which it is required to provide under this agreement. Failure by the Contractor to obtain and/or maintain any required license and authorization shall result in the immediate and automatic termination of this agreement. The failure on any of the Contractor's employees to obtain and/or maintain any required license or authorization for the services which they are responsible for providing shall bar such person from providing services under this agreement until the required license of authorization has been obtained.

11.0 GRANT PRIORITY AREAS

Applicants must present a clear plan to address one or more of the following priority areas in their application:

11.1 Expand Treatment Access

Increase access to withdrawal management services, residential and inpatient treatment, medication-assisted treatment (MAT), and integrated behavioral health services to improve access to treatment and recovery support for individuals in the County.

11.2 Strengthen Recovery Housing & Support

Expand recovery housing capacity by increasing the number of beds to accommodate extended lengths of stay. Reduce or eliminate restrictions for individuals returning to recovery housing and develop transitional/independent housing pathways for those requiring guidance toward independent living.

11.3 Support Peer Services & Workforce Development

Strengthen the substance use services workforce by increasing wages and expanding the number of roles for peer recovery coaches and peer support specialists.

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11.4 Advance Harm Reduction, Public Awareness, and Prevention

Expand access to harm reduction resources (e.g., naloxone, fentanyl test strips, wound care supplies), OUD education, and overdose response training. Raise public awareness through outreach efforts, like media campaigns and community education events, to reduce stigma and provide information about opioid risks, prevention, and treatment options.

11.5 Address System Gaps

Strengthen jail-based services by ensuring incarcerated individuals have access to necessary substance use disorder treatment and recovery support, and implement strategies to reduce barriers during transitions from jail to the community.

11.6 Build Recovery Community & Collaboration

Expand initiatives that foster community support systems, encourage collaborative efforts, and promote provider networking.

12.0 GRANT APPLICATION REQUIREMENTS

Applicants must submit a complete application by the specified deadline to be considered for review. **Incomplete or late applications will not be considered.**

A complete application package must include the following:

- **Completed Application Form:** Applicants must complete the application form provided as part of this RFP. The form includes detailed instructions for responding to each of the required sections listed below:
 - Project Narrative
 - Data, Monitoring, and Evaluation
 - Budget Summary, Timeline, and Milestones
 - Sustainability and Collaboration
 - Barriers and Mitigation Strategies
 - Fairness and Inclusion
- **Required Attachments:** Applicants must also submit the following documents:
 - **Letters of Collaboration** (if applicable)
 - **Detailed Project Budget** (as attachment, using the budget template provided)
 - **Organization Budget** (as attachment): Applicants must submit their organization's current budget to demonstrate financial stability, organizational capacity, and their ability to implement the project successfully.
 - **Detailed Implementation Timeline and Milestones** (as attachment)

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- **Proof of Insurance** (as an attachment)
- **W-9**
- **Governance Authorization**
- **County-Required Forms:** Applicants must complete and submit all additional forms required by the County as part of this application. These forms will be provided as part of this RFP and must be fully completed and signed, as applicable.

13.0 GRANT ELIGIBILITY REQUIREMENTS

To be eligible to receive this grant, applicants must meet the following criteria:

- **Organizational Status:** *Applicants must be a nonprofit 501(c)(3) organization, a government entity, or a tribal government that provides services within the County. For-profit agencies are not eligible to apply. However, schools, hospitals, and government entities may subcontract with for-profit organizations for tasks or services they cannot perform internally.*
- **Project Capacity:** *Applicants must demonstrate their capacity to successfully implement and complete the proposed project within the specified grant period.*
- **Need Alignment:** *Proposed projects must align with community-identified needs related to opioid and substance use disorders. These needs have been outlined in the "Priority Areas" section of this document.*

14.0 GRANT JOINT APPLICATIONS

Applications from multiple organizations collaborating on a single project are welcome. In such cases, one organization must serve as the lead applicant and fiscal agent. The lead applicant should clearly identify each partner's role, responsibilities, and budgets. **Please note that the County reserves the right to fund only selected partners within a joint application.** Accordingly, applicants should develop work plans and budgets that clearly distinguish each partner's proposed activities and associated costs, allowing individual components to be funded and implemented independently if only partial funding is awarded.

15.0 EVALUATION, AWARD & TIMELINE

15.1 Evaluation Methodology

All applications will be reviewed for completeness before the formal review process. This review will include verifying that the application form is fully completed and signed, that all required

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attachments are included, and that the application was submitted by the deadline. Applications that do not meet these requirements will be considered incomplete and will not proceed to the evaluation stage.

All completed applications will be evaluated by a review committee using a comprehensive and standardized scoring rubric. Members of the review committee with conflicts of interest will be excluded from the evaluation process. Each application section will be scored according to the point values outlined below. An application's total score will be determined by adding points across all sections, and applications will be ranked by their overall score.

- ❖ Project Information – 5 points
- ❖ Project Narrative – 35 points
- ❖ Data, Monitoring, and Evaluation– 20 points
- ❖ Budget and Timeline – 15 points
- ❖ Sustainability and Service Integration Plan – 10 points
- ❖ Barriers and Mitigation strategies – 5 points
- ❖ Fairness and Inclusion – 10 points

Top-scoring applications from the evaluation will be recommended to the Ingham County Opioid Advisory Panel. The review committee reserves the right to recommend parts of an application for funding and not others. The Ingham County Opioid Advisory Panel will vote on which applications are submitted to the Ingham County Board of Commissioners for final funding decisions.

With questions related to this funding opportunity, please contact Jared Cypher, Deputy Controller at jcypher@ingham.org.

15.2 Award of Contract

Award(s) shall be made to the most responsible and responsive proposer(s) whose proposal is determined to be the most advantageous to the County provided that the proposal has been submitted in accordance with the terms and conditions of the RFP and does not exceed the budgeted funds available.

Awards will be made based on available funds, application scores, and the project's alignment with identified priority areas. The Ingham County Board of Commissioners reserves the right to issue partial awards, including funding only specific components of an application. All awards are contingent upon the execution of a grant agreement with the County and the submission of required documentation. Funding under this program will be provided on a reimbursement basis contingent upon meeting project milestones. Grantees will be reimbursed only for eligible expenses incurred and documented during the approved project period. Requests for reimbursement must match the approved budget. Grantees may request that any unspent portion of the approved funding at the end of the grant period be carried over beyond the approved project duration. Such requests must be submitted in writing, include a justification for the

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carryover, and receive prior written approval from the County before any funds are disbursed after the original project end date.

15.3 Right of Rejection

The County reserves the right to reject any or all proposals, to waive any informalities or irregularities in proposals, and/or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County's best interests at its sole discretion even though not the lowest cost.

15.4 Contract Term

The contract term is to be determined based on proposals received. The period of funding will be two years for programmatic contract and one year for purchases.

15.5 Contract Approval

The Ingham County Board of Commissioners and other boards and committees must approve the contract resulting from this solicitation.

15.6 Contract Development & Preparations

1. Ingham County reserves the right to negotiate further with one or more responsible and responsive proposers. The content of the RFP and the successful proposer's proposal will become an integral part of the contract but may be modified by the provisions of the contract.
2. By submission of proposals pursuant to this RFP, proposers acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process. A proposal in response to an RFP is an offer to contract with the County based upon the terms, conditions, scope of work and specifications contained in this RFP. The County retains the right not to make any subsequent award.
3. Furthermore, all proposers, by submitting proposals, agree that they have read, are familiar with all the terms and conditions of the different documents and will abide by the terms and conditions thereof. The County has the right to use, as it determines to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFP and the proposal.
4. The County will prepare a formal contract, if one is awarded, specific to this solicitation for execution by the successful proposer.

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5. The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

The successful proposal shall be incorporated into a resulting contract and shall be a matter of public record subject to the provisions of Michigan law.

15.7 Notification of Award

Upon acceptance by the County, and approval by the Board of Commissioners, the successful proposer will be notified by the department managing the contract; as well as, posted on the Purchasing Department's webpage at

https://pu.ingham.org/departments_and_officials/purchasing/bid_archives.php.

15.8 Contract Execution

The successful proposer(s) shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the County. A valid and enforceable contract exists when an agreement is fully executed between the parties.

1. The successful proposer will perform all the services indicated in the RFP and in the negotiated contract. The successful proposer shall within ten (10) business days of commencement of work under contract furnish the required insurance.
2. The Certificate of Insurance, as required shall be delivered to the Ingham County Purchasing Department by email to controller@ingham.org; packetresponse@ingham.org, include "**Packet #65-26 – Opioid Crisis Response Grant**" in the subject of the email and to the Ingham County Health Department.

16.0 MONITORING AND REPORTING

Grantees will be expected to facilitate onsite visits by County representatives, who may observe program activities and services as part of the grant monitoring process. Grantees will be required to participate in County-facilitated provider meetings, as requested, and submit biannual progress reports documenting project activities, progress toward project objectives and performance measures, expenditures of grant funds, and any implementation challenges or barriers encountered. The County may also request additional information as needed to ensure compliance. Failure to comply with reporting or monitoring requirements may result in suspension or termination of the award. Grantees are required to submit a final project report within 60 days of project completion.

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16.1 Prime Contractor Responsibilities

The Contractor will be responsible for the delivery and management of all services proposed, regardless of whether those services are provided directly by the Contractor or through subcontractors. Ingham County will consider the selected Contractor to be the sole point of contact for all contractual matters, including the payment of all costs and charges arising from the contract.

In addition, the Contractor will:

- Submit quarterly progress reports to the Ingham County Deputy Controller detailing program activities, outcomes, and expenses incurred. Each report will include:
 - A list of staff assigned to the project.
 - Identification of community partners engaged in the project.
 - A summary of challenges and barriers encountered during the reporting period.
 - A summary of key successes achieved during the reporting period.
 - Planned next steps for the upcoming quarter.
 - Updates on one-time purchases or the status of ongoing program activities.
 - Activity and outcome metrics based on data collection methods outlined in the Contractor's Scope of Services and this RFP.

17.0 ALLOWABLE USES OF FUNDS & FUNDING RESTRICTIONS

Specific to the J&J, Distributor, CVS, Teva, Allergan, and Walmart settlements, funds must be spent on opioid remediation. Opioid Remediation is defined as:

Care, treatment, and other programs and expenditures (including reimbursement for past such programs or expenditures except where this Agreement restricts the use of funds solely to future Opioid Remediation) designed to (1) address the misuse and abuse of opioid products, (2) treat or mitigate opioid use or related disorders, or (3) mitigate other alleged effects of, including those injured as a result of, the opioid epidemic.

Activities must meet the definition of opioid remediation, be evidence-based strategies or promising practices and align with allowable uses outlined by “**Exhibit E**” link: <https://inghamcnty.sharepoint.com/:f:/s/PurchasingBids/IgAXaLIvXsHQR7JR8ZxLtiMFAdTlmafsftloSlvIyeKiqI?e=ThbltV>

Indirect costs may not exceed ten percent (10%) of funds.

Unallowable Use of Funds

The funds provided through this grant are intended solely to support programmatic activities. Grant funds cannot be used for the following purposes:

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- **Indirect Costs Exceeding 10%:** Budget requests for indirect costs exceeding 10% of the total grant award are not allowable. For this RFP, indirect costs (also known as overhead or administrative costs) are defined as operational expenses that support the organization's overall functions and cannot be directly attributed to a specific project.
- **Supplanting Existing Funding:** Grant money cannot replace or supplant existing funding streams for ongoing programs.
- **Political Activities (e.g., lobbying):** Funds may not be used for political activities of any kind, including lobbying or advocacy efforts that involve lobbying.

18.0 INVOICING

18.1 Correspondence

The Contractor shall send invoices, reports, inquiries, and other general correspondence to the Ingham County Controller's Office unless otherwise advised.

18.2 Payment

- 1) The first payment unless otherwise explicitly stated in the agreement, will be made within sixty (60) days of full execution of the contract.
- 2) Up to one (1) subsequent payment every six (6) months throughout the term of the contract will be made within sixty (60) days of receipt and approval of a six (6) month report as detailed above addressed to the Ingham County Controller's Office.
- 3) The County shall notify the Contractor of any discrepancies, issues, or need of further information in order to issue payment to the Contractor, if the initially provided report is not sufficient.
- 4) Payments will be issued to, and reports must be received from, the same Contractor whose name is specified in the agreement.

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19.0 RESPONSE FORMAT and REQUIRED FORMS

The following documents and forms must be filled out and signed as part of your submission. Incomplete or unsigned forms as designated will be deemed non-responsive and your proposal will not be accepted.

Submission of Proposals

Proposers shall complete, sign and include with their submittals the following items:

COUNTY FORMS / Complete, Sign and Submit	Required or Optional
Local Purchasing Preference Form	Required
Addendum Form	Required
Legal Status of Proposer Form	Required
Non-Collusion Affidavit of Prime Proposers	Required
Certificate of Compliance with Public Act 517 of 2012	Required
Standards of Conduct for Ingham County Vendors	Required
Compliance with Ingham County Purchasing Policy	Required
Signature Form	Required
Litigation	Required
Appendices – Strictly optional	Optional
Statistical Questionnaire	Optional
APPLICATION FORM / Complete, Sign & Submit	Required or Optional
SECTION I: Organization Information	Required
SECTION II: Project Information (5 points)	Required
SECTION III: Project Narrative (35 points)	Required
Section IV: Data, Monitoring, and Evaluation (20 points)	Required
SECTION V: Budget, Timeline, and Milestone (15 points)	Required
SECTION VI: Sustainability and Service Integration Plan (10 points)	Required
SECTION VII: Barriers and Mitigation Strategies (5 points)	Required
Section VIII: Fairness & Inclusion (10 points)	Required
SECTION IX: Attachments Checklist	Required
Project Budget	Required
Organization Budget	Required
Implementation Timeline & Milestones	Required
Proof of Insurance	Required
W-9 Form	Required
Governance Authorization	Required
Letters of Collaboration (if applicable)	Optional
All County Required Forms	Required
Grant Application Worksheet	Required

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Ingham County Opioid Settlement Grant Application Form and Ingham County
Standard Forms are located on the following pages.

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**Ingham County Opioid Settlement Grant
Application Form**

Please use the fillable “Application Form” located in Supplement Information, link:
[65-26 OPIOID CRISIS RESPONSE GRANT](#)

SECTION I: Organization Information	
Organization Name:	Click or tap here to enter text.
Organization Aims/Objectives:	
Click or tap here to enter text.	
Years of Service in Ingham County:	Click or tap here to enter text.
Primary Contact:	
Name	Click or tap here to enter text.
Email	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Type of application (check all that apply):	
☐ Nonprofit 501(c)(3) ☐ Unit of Government	
☐ Tribal Government	
Name(s) and responsibilities of partnering organization (if applicable):	
Click or tap here to enter text.	

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SECTION II: Project Information (5 points)

Project Title: Click or tap here to enter text.

Project Duration (in years)

Funding Priorities Addressed (check all that apply):

- ☐ Expand Treatment Access
- ☐ Strengthen Recovery Housing & Support
- ☐ Support Peer Services & Workforce
- ☐ Advance Harm Reduction, Public Awareness, & Prevention
- ☐ Address System Gaps
- ☐ Build Recovery Community & Collaboration

Project Estimated Start Date Click or tap to enter a date.

Geographic Area (e.g., specific communities or neighborhoods that will benefit):

Click or tap here to enter text.

Target Population
(e.g., group(s) the project is intended to serve) Click or tap here to enter text.

Project **SMART** Objectives (Specific Measurable Achievable Relevant Time-Bound)

Click or tap here to enter text.

Brief Executive Summary (e.g., overall goal, target population, expected impact, key activities) ~ 200 words:

Click or tap here to enter text.

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SECTION III: Project Narrative (35 points)

Describe the specific OUD-related needs or gaps in services that this project will address. Use relevant local data (where applicable and cite the information used) to justify this need and explain why an intervention is necessary. (~300 words)

Click or tap here to enter text.

Explain how the proposed project aligns with the funding priorities selected in Section II. For each priority, describe the specific activities that support it. (~200 words)

Click or tap here to enter text.

Describe the project's expected impact on the defined target population (e.g., reduced ED utilization, improved care coordination, increased treatment access). Do not list project outcomes here. (~250 words)

Click or tap here to enter text.

Describe your organization's capacity to implement this project, including staffing, facilities, relevant experience, and past performance with similar projects. (~250 words)

Click or tap here to enter text.

Describe how the target population will be engaged and connected to services, including outreach strategies, referral pathways, intake processes, service locations and hours, and transportation supports. (~250 words)

Click or tap here to enter text.

Explain why this project should be funded. Describe the gap it fills, the value it adds to the County's OUD response, and why your organization is best positioned to deliver it. (Limit: 200 words)

Click or tap here to enter text.

If full funding for the proposed project is not available, would you be willing to accept partial funding to support selected components of the project? ☐ No ☐ Yes

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Section IV: Data, Monitoring, and Evaluation (20 points)

List at least 5 measurable outcomes you will track. Each outcome must directly correspond to one of your SMART objectives.

Click or tap here to enter text.

Describe how your agency currently collects data and client feedback, including the methods used (e.g., surveys, interviews, focus groups), the type of feedback collected, and the frequency. Provide a specific example from the past year of how this feedback led to changes in services, processes, or program operations. (~300-500 words)

Click or tap here to enter text.

If your organization does not currently collect data and client feedback, describe how you will begin collecting it. Explain the methods you will use, how often feedback will be gathered, and how the information will be used to evaluate services and guide program improvements. (~300 words)

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SECTION V: Budget, Timeline, and Milestone (15 points)

Requesting Amount (\$): Click or tap here to enter text.

Provide a budget narrative explaining each item included in the budget.

Click or tap here to enter text.

Are there other funding sources supporting this project? ☐ Yes ☐ No

If yes, list them and their associated amounts.

Click or tap here to enter text.

Have you applied for, or do you plan to apply for, other funding to support this project? ☐ Yes ☐ No

If yes, please list the sources and amounts and indicate whether they are confirmed, pending, or planned.

Click or tap here to enter text.

☐ Attach a detailed project budget

☐ Attach organization budget

☐ Attach detailed implementation timeline and milestones

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SECTION VI: Sustainability and Service Integration Plan (10 points)

Describe how the project will be sustained after the grant period. Identify specific future funding sources, billing mechanisms, partnerships, or organizational resources that will support ongoing operations. (Limit: 200 words)

Click or tap here to enter text.

Explain how this project will be integrated into your organization's existing programs, workflows, and service delivery systems to ensure continuity beyond the grant period. (Limit: 200 words)

Click or tap here to enter text.

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SECTION VII: Barriers and Mitigation Strategies (5 points)

Identify at least two barriers to project implementation and describe specific strategies to mitigate them.

Click or tap here to enter text.

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Section VIII: Fairness & Inclusion (10 points)
Describe 2-3 strategies the project will use to reduce health disparities in the impact of OUD among the target population. (~200 words)
Click or tap here to enter text.
Describe at least 2 strategies for how the project will be delivered in a culturally responsive and inclusive manner. (~200 words)
Click or tap here to enter text.
Describe at least 2 strategies for how your project will ensure accessibility for individuals with disabilities or other barriers. (~200 words)
Click or tap here to enter text.

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SECTION IX: Attachments Checklist

- ☐ Project Budget (using the template provided)
- ☐ Organization Budget
- ☐ Implementation Timeline and Milestones
- ☐ Proof of Insurance
- ☐ W-9 Form
- ☐ Governance Authorization
- ☐ Letters of Collaboration (if applicable)
- ☐ All County Required Forms

☐ I certify that the information provided in this application is true and accurate, and that I am authorized to submit this application on behalf of the organization.

Authorized Representative Name: [Click or tap here to enter text.](#)

Signature: _____

Date: _____

Ingham County Opioid Settlement Grant Reviewer Score Sheet

Applicant Organization: _____

Project Title: _____

Reviewer Name: _____

Date: _____

Section	Criteria	Max Points	Score	Reviewer's Note
Project Information	SMART objectives	5		
	Executive summary			
Project Narrative	Project description & activities	35		
	Target population & expected impact			
	Alignment with Needs Assessment			
	Organizational capacity and collaboration			
	Service connection plan			
	Funding justification			
	Innovation/added value			
Data Collection, Monitoring, and Evaluation	Measurable outcomes	20		
	Data collection & monitoring			
	Evaluation strategy			
Budget, Timeline, and Milestones	Budget justification	15		
	Implementation timeline			
	Milestones			
Sustainability and Service Integration Plan	Funding Strategies beyond the grant period	10		
	Integration of project activities into the organization's existing programs			
Barriers and Mitigation Strategies	Barriers & mitigation plan	5		
Fairness & Inclusion	Addressing health disparities	10		
	Cultural responsiveness & inclusivity			
	Accessibility for those with disabilities or other barriers			
Total		100		

Reviewer's Overall Assessment:

- **Strengths of The Application:**
- **Weaknesses/Areas for Improvement:**
- **Funding Recommendation:**
 - ☐ Strongly Recommend
 - ☐ Recommend
 - ☐ Recommend with Reservations
 - ☐ Do Not Recommend

Scoresheet Rubric

Sections (max points)	Unsatisfactory	Poor	Good	Great
Project Information (5)	0–1: No executive summary; unclear or missing SMART objectives.	2: Summary present but vague; poorly defined SMART objectives.	3–4: Adequate summary; SMART objectives partially clear or incomplete.	5: Strong, clear executive summary with well-defined SMART objectives.
Project Narrative (35)	0–7: Project description, target population, and activities unclear; no alignment with needs; organizational capacity and collaboration not demonstrated; no service connection plan; weak or missing funding justification; no innovation.	8–14: Limited detail on description, activities, or target population; weak alignment with needs; organizational capacity and collaboration only partly evident; unclear service connection plan; funding justification vague; minimal innovation.	15–25: Adequate project description and activities; target population and impact somewhat clear; organizational capacity and collaboration sufficient; partial alignment with needs; service connection plan partly addressed; reasonable funding justification; some innovation/added value.	26–35: Strong, detailed narrative with clear description of activities, target population, and impact; robust organizational capacity and collaboration; strong alignment with needs; well-developed service connection plan; clear and well-supported funding justification; innovative and adds unique value.
Data Collection, Monitoring & Evaluation (20)	0–4: No measurable outcomes identified; no plan for data collection, monitoring, or evaluation.	5–9: Outcomes vague or poorly defined; data collection/monitoring/evaluation plan unclear or unrealistic.	10–15: Measurable outcomes identified; monitoring and evaluation plan present, but with gaps or limited feasibility.	16–20: Strong, clearly measurable outcomes; detailed and feasible plan for data collection, monitoring, and evaluation.
Budget, Timeline & Milestones (15)	0–4: Budget missing, unrealistic, or unjustified; no clear timeline; milestones absent.	5–8: Budget or timeline included but vague, weak, or unrealistic; milestones unclear.	9–12: Adequate budget with some justification; timeline mostly realistic; milestones partially specified.	13–15: Detailed, well-justified budget; realistic and feasible timeline; clear, measurable milestones provided.
Sustainability & Service Integration Plan (10)	0–2: No discussion of funding strategies beyond the grant period or service integration plan.	3–5: Minimal discussion of funding strategies beyond the grant period; unclear service integration plan.	6–8: Some strategies for future funding and service integration identified, but limited in detail.	9–10: Strong, realistic plan for sustaining funding; clear strategies for integrating project activities into existing organizational programs.
Barriers & Mitigation Strategies (5)	0: No discussion of potential barriers or mitigation strategies.	1: Barriers mentioned but unclear, or no mitigation strategies provided.	2–3: Some potential barriers identified with limited strategies to address them.	4–5: Clearly identifies potential barriers and provides strong, feasible mitigation strategies.
Fairness & Inclusion (10)	0–3: No plan to address health disparities, cultural responsiveness, or accessibility.	4–5: Minimal or vague mention of health disparities, cultural responsiveness, or accessibility.	6–8: Adequately addresses disparities, cultural responsiveness, and accessibility, but with gaps.	9–10: Strong, comprehensive plan to reduce health disparities; culturally responsive; inclusive and accessible for individuals with disabilities or other barriers.

INGHAM COUNTY STANDARD FORMS – REQUIRED
Located in Supplemental Information

COUNTY FORMS / Complete, Sign and Submit	Required or Optional
Local Purchasing Preference Form	Required
Addendum Form	Required
Legal Status of Proposer Form	Required
Non-Collusion Affidavit of Prime Proposers	Required
Certificate of Compliance with Public Act 517 or 2012	Required
Standards of Conduct for Ingham County Vendors	Required
Compliance with Ingham County Purchasing Policy	Required
Signature Form	Required
Litigation	Required
Appendices – Strictly optional	Optional
Statistical Questionnaire	Optional
APPLICATION FORM / Complete, Sign & Submit	Required or Optional
SECTION I: Organization Information	Required
SECTION II: Project Information (5 points)	Required
SECTION III: Project Narrative (35 points)	Required
Section IV: Data, Monitoring, and Evaluation (20 points)	Required
SECTION V: Budget, Timeline, and Milestone (15 points)	Required
SECTION VI: Sustainability and Service Integration Plan (10 points)	Required
SECTION VII: Barriers and Mitigation Strategies (5 points)	Required
Section VIII: Fairness & Inclusion (10 points)	Required
SECTION IX: Attachments Checklist	Required
Project Budget	Required
Organization Budget	Required
Implementation Timeline & Milestones	Required
Proof of Insurance	Required
W-9 Form	Required
Governance Authorization	Required
Letters of Collaboration (if applicable)	Optional
All County Required Forms	Required
Grant Application Worksheet	Required

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: LOCAL PURCHASING PREFERENCE FORM

(Please type or print clearly in ink only)

1. Do you desire to have your company considered a “local vendor” and therefore have your bid evaluated with the 10% local purchasing preference? ☐ Yes ☐ No

If yes, please provide below the verifiable business address (not a PO Box) at which your business is being conducted.

2. Complete Legal Firm Name: _____

3. Company Address: _____

4. Company Phone: () _____

5. E-mail: _____

6. Name and title of person authorized to sign on behalf of your company:

7. Signature: _____

8. Date: _____

Note: Local vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific proposal are not entitled to the preference for that specific proposal.

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: ADDENDA FORM

(Please Type or Print Clearly in Ink)

The following addenda have been received and acknowledged:

#1 date _____ #2 date _____ #3 date _____

SIGNED THIS _____ DAY OF _____, 2025

Respectfully Submitted,

BY: _____
Authorized Signature of Proposer

TITLE: _____

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: LEGAL STATUS OF PROPOSER FORM

(Please Type or Print Clearly in Ink)

(The proposal shall check and fill out the appropriate form.)

☐ Corporation

☐ Partnership

☐ Individual

☐ Limited Liability Corporation

☐ Non-Profit

☐ Government

☐ Other, please specify: _____

Name

Title

Address

Phone #

Email

Fax #

Federal Tax I.D. Number

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER FORM

(Please Type or Print Clearly in Ink)

I, _____, of _____
(Name and Title) (Company Name)

Attest to the following:

- (1) That I am fully informed respecting preparation and content of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (2) That my Proposal is genuine and not a collusive or sham proposal;
- (3) Neither myself nor any of our officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost element of the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract;
- (4) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signature)

(Date)

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

(Please type or print clearly in ink only)

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an “Iran linked business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

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REQUIRED: STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

(2 pages)

(Please type or print clearly in ink only)

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

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- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Please acknowledge your receipt and acceptance of the aforementioned Standards of Conduct for Ingham County Vendors by signing below and returning with your submittal.

Company Name

Phone #

Address, City, State, Zip Code

E-mail address

Signature

Date

Print Name

Title

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: COMPLIANCE WITH INGHAM COUNTY PURCHASING POLICY

(Page 1 of 2)

Labor, Employment, and environmental criteria in evaluating bids and Proposals

All vendors, as a condition for registering to do business with the County, shall self-certify to the County regarding any violations of environmental, labor, and employment laws and regulations of the State of Michigan or any other regulatory agency, including, but not limited to, the following:

- The potential vendor's history of compliance with labor and employment laws and regulations, including the Workforce Opportunity Wage Act, MCL 408.411 et seq., the Fair Labor Standards Act of 1938, 29 USC 201 et seq., and the National Labor Relations Act, 29 USC 151 et seq.; and
- The potential vendor's environmental track record and sustainability practices, including the potential vendor's history of compliance with environmental laws and regulations such as the Natural Resources and Environmental Protection Act, MCL 324.101 et seq., the Clean Water Act, 33 USC 1251 et seq., and the Clean Air Act, 42 USC 7401 et seq.

All vendors shall notify the Purchasing Department of any subsequent violation of this Policy within ten (10) years after becoming a vendor; failure to do so may result in the vendor being barred from doing business with the County for a period of up to five (5) years.

A local vendor claiming the local purchasing preference in accordance with the Local Purchasing Preference Policy, may not be afforded the preference if it is verifiably proven that the local vendor is found to have violated any provisions of this amended policy.

If it is discovered that a vendor performing work under a contract with the County is in violation of this policy, that vendor shall be found to have committed a material breach of the contract and that vendor shall make restitution payment to the County in the amount of \$500 per day for every day that the violation occurred since signing the contract. Upon being notified in writing by the County of violating this policy, vendors who do not agree to make such restitution shall be barred from doing business with the County for a period of not less than ten (10) years. The vendor may appeal any such decision to the Ingham County Board of Commissioners who shall have the final say in all matters and appeals.

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COMPLIANCE WITH INGHAM COUNTY PURCHASING POLICY (Page 2 of 2)

Labor, Employment, and environmental criteria in evaluating bids and Proposals

Have you or your business been fined and/or cited by any regulatory agency regarding any equal opportunity statutes, ordinances, rules, regulations, or policies?

___ No;

___ Yes, list and explain on a separate piece of paper any fines and/or citations you or your firm has received by any regulatory agency regarding equal opportunity statutes, ordinances, regulations or policies.

Company Name

Phone #

Address, City, State, Zip Code

E-mail address

Signature

Date

Print Name

Title

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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REQUIRED: SIGNATURE FORM

(Please type or print clearly in ink only)

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Firm: _____

Order from Address: _____

Remit to Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: (____) _____ Fax No.: (____) _____

Date: _____

Send Notification of Award to: _____
(First and Last Name)

E-mail of Person Receiving Award Notification: _____

Send post-bid addendum (if issued) to: _____
(First and Last Name)

E-mail of person receiving post-bid addendum: _____

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REQUIRED: LITIGATION

(Please type or print clearly in ink only)

Proposers must identify and describe any current, pending or threatened litigation against them related to their business.

☐ There are no current, pending or threatened litigation against them related to their business;

or, describe below:

Click or tap here to enter text.

Company Name

Phone #

Address, City, State, Zip Code

E-mail address

Signature

Date

Print Name

Title

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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APPENDICES – STRICKLY OPTIONAL

(Please type or print clearly in ink only)

The content of this tab is left to the proposer's discretion. However, the proposer should limit materials included here to those that will be helpful to the Evaluation Committee in understanding the services and goods to be provided for this specific contract. Some examples may be evidence-based studies or links to reliable, promising practices. Include links to any of these studies if not the study itself.

Click or tap here to enter text.

Company Name

Phone #

Address, City, State, Zip Code

E-mail address

Signature

Date

Print Name

Title

Forms that are incomplete or unsigned will be deemed non-responsive, and your proposal will not be accepted.

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STATISTICAL QUESTIONNAIRE FORM - STRICKLY OPTIONAL

(Please type or print clearly in ink only)

The Ingham County Board of Commissioners monitors workplace demographics of proposers and vendors for statistical purposes and to indicate the need for inclusive outreach efforts to ensure that members of underutilized groups have equal opportunity to contract with the affected departments.

To that end, the County requests vendors to submit as part of their response to any formal solicitations, the following workplace diversity information. Vendors are encouraged to complete as much information as possible. This information will be used for statistical purposes only.

Statistical information shall be submitted to the County in a separate email sent to:

packetresponse@ingham.org, in the body of the email notate "STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT". Upon receipt of these separate emails, the Purchasing Department segregates the emailed file from the other Proposal documentation. The emailed files containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

What percentage of your firm's workforce is?

Female _____ %

Physically-disabled _____ %

Veteran _____ %

African-American _____ %

Asian-Indian American _____ %

Asian-Pacific American _____ %

Caucasian _____ %

Hispanic-American _____ %

Native-American _____ %

If your business is at least 51% owned by one of the following individuals, please check all that apply:

☐ Female

☐ African-American

☐ Caucasian

☐ Disabled

☐ Asian-Indian American

☐ Hispanic-American

☐ Veteran

☐ Asian-Pacific American

☐ Native-American

Complete Legal Firm Name: _____

Company Address: _____

Company Phone: () _____ E-mail: _____

Name and title of person authorized to sign on behalf of your company:

Signature/date: _____

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Useful Resources

- Principles for Spending
 - [Principles for the Use of Funds From the Opioid Litigation](#)
- Evidence-Based Strategies and Promising Practices
 - [Evidence-Based Strategies for Abatement of Harms from the Opioid Epidemic](#)
 - [Evidence-Based Strategies for Preventing Opioid Overdose: What's Working in the United States](#)
- Local data
 - [Michigan Overdose Data to Action Dashboard](#)
 - Data on overdose deaths, emergency department visits and emergency medical services (EMS) calls, and Substance Use Vulnerability Index
 - [Michigan Department of Health and Human Services Opioids Webpage - EMS Responses](#)
 - "Public Use Dataset EMS Responses to Probable Opioid Overdose", found under "Overdose Reports"
 - [Michigan Substance Use Disorder Data Repository \(SUDDR\)](#) and [Data Visualizations](#)
 - Suspected fatal overdoses and emergency medical services naloxone administration data
 - [University of Michigan Injury Prevention Center System for Opioid Overdose Surveillance \(SOS\)](#)
 - County-level data on overdose deaths, emergency department visits, and emergency medical services (EMS) calls
 - [Overdose Detection Mapping Application Program \(ODMAP\)](#)
 - Near real-time tracking of fatal and non-fatal overdoses and naloxone administration by public health and public safety
 - [Wayne State University's School of Social Work Center for Behavioral Health and Justice Dashboard](#)
 - Customizable dashboard that shows multiple topics including behavioral health, public health, criminal justice, housing, demographic and other data
 - Data and information may also be accessed through local communities within health departments, prevention coalitions, harm reduction providers, behavioral health providers, recovery support providers, and other groups.