

TECHNICAL SPECIFICATIONS 2026

ANNUAL AS-NEEDED SERVICES FOR SUBSTANCE USE AND PREVENTION SERVICES EXPANSION OF POOL

This RFP is intended to expand the vendor pool by inviting additional qualified firms to submit proposals. Vendors that have already been awarded under the original RFP do not need to resubmit.

Purpose of the Request for Proposals

The objective of this Request for Proposals (RFP) is to identify and engage highly qualified firms ("Respondents") to provide specialized services required to support the Department of Health and Human Services ("Department") on an as-needed basis in its oversight of Opioid Settlement Fund projects.

Award and Administration of Contract

There shall be no minimum or maximum number of Respondents awarded. The County reserves the right to award this contract to any number of Respondents based upon review of the submitted proposals and the needs of the County.

This Contract will be open-ended with no minimum contract amount and any maximum contract amount and will be subject to the needs of the County and available funding. Award of contract does not guarantee services, and the Respondent shall not assume award value based on the proposal.

Following the award of this contract to the Respondents, the Department of Health and Human Services will solicit proposals from said Respondent(s) on an individual assignment basis. The County will make the determination on an assignment-by-assignment basis which qualified Respondent(s) will be solicited for a proposal for a given assignment. This determination will be based upon the capability / availability of said qualified Respondent(s) as determined by the Department.

Unless otherwise directed, within ten (10) days of receipt of an informal Request for Proposal for an individual assignment, the solicited qualified Respondent(s) shall submit their proposal for the assignment to Department. Requirements for the individual assignment proposal will be set forth within the assignment Request for Proposal. Individual assignment proposals will be evaluated by the Department, and upon selection of one qualified Respondent for the assignment, a purchase order will be generated in accordance with standard County purchasing procedures. Upon receipt of an approved County purchase order and a notice to proceed, the selected Respondent will commence work on the assignment.

TECHNICAL SPECIFICATIONS 2026

The following conditions apply to individual assignments:

1. The Department will issue to the qualified Respondent(s) an individual Request for Proposal for each work assignment in writing.
2. Within the timeframe specified in the individual Request for Proposal, the Respondent shall provide a proposal for the individual work assignment.
3. The Respondent shall not begin work on an individual assignment prior to receipt of a purchase order for the assignment.
4. The Respondent shall begin work on an individual assignment within ten (10) days of the notice to proceed unless otherwise stated in the approved schedule.
5. This Agreement does not create, for the Respondent, any right to provide any services other than those previously authorized by an executed purchase order.
6. The County reserves the right to perform any services needed to complete a work assignment, or portion thereof, with its own forces or to contract with other parties for performance of said services.
7. The Respondent shall notify the Department immediately of any unforeseen or unanticipated conditions which may alter the scope or magnitude of the assignment work.
8. The Respondent will continue to advance active assignments with open County purchase orders until completion of those assignments, unless otherwise directed by the Department. Active assignments are not subject to the annual renewal requirements of the contract and may extend beyond the contract period when required for completion of the assignment.

Anticipated Scope of Services

It is anticipated that the qualified Consultant(s) will provide services to the County on an as-needed basis according to Exhibit E (attached) with a focus on but not limited to:

- **Prevention Services:**
 - o Funding media campaigns to prevent opioid misuse including public education campaigns and information about services and treatments available in the community.
 - o Funding community anti-drug coalitions that engage in drug prevention efforts.
 - o School-based prevention efforts
 - o Community-based prevention efforts
 - o Training programs for educators, parents, and youth.
 - o Risk and protective factor assessments.
- **Intervention Services:**
 - o Early identification and referral for individuals at risk of SUD.
 - o Outpatient treatment for co-occurring mental health/substance use disorders, to include Trauma and PTSD, using evidence based treatment methods including EMDR.
 - o Brief intervention programs.
 - o Family support and counseling services.
 - o School-based interventions
 - o Peer support services.
 - o Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs

TECHNICAL SPECIFICATIONS 2026

- **Other Related Services:**

- o Housing and housing support for people with OUD.
- o Technical assistance and training for stakeholders.
- o Development and dissemination of prevention materials.
Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
- o Training for First Responders.
- o Support and Services for people with OUD and their families.

- **Additional Expansive Services**

- o The County may solicit services that historically would not be categorized under SUD-related programs, but may be needed services in order for the County to accomplish its goals. As such, the County invites Respondents to submit for any services that may be broad in concept but able to be focused dependent upon individual County needs. (See Exhibit E attached.)

Quality of services proposed shall:

- Align with Department's strategic goals.
- Have cost-effectiveness.

Firm Qualifications

Respondents must meet the following criteria:

- Demonstrated expertise in providing services to support goals of scope.
- Proven track record of utilizing evidence-based practices.
- Appropriate licensure and certifications, where applicable.
- Ability to comply with reporting and program evaluation requirements.
- Organizational capacity to manage funding and deliver proposed services within required timelines.

Submission Requirements Proposals shall include the following:

Cover Letter

- Brief introduction to the Respondent and a summary of the services.

Qualifications and Experience

- Description of the organization or individual's background, relevant experience, and key personnel.

Services Offered

- Overview of services that have been provided, including objectives, methods, and anticipated outcomes.

Budget Responsibility

- Statement or outlined experience working with public funds and budget

tracking. References

- At least three references from public agencies, organizations, non-profits, or individuals familiar with the Respondent's work.

TECHNICAL SPECIFICATIONS 2026

Schedule of Fees

- Hourly rates for projects, consultant fees, and cost breakdowns of similar projects.

Attachments

- Copies of licenses, certifications, and any relevant documentation.

Request for Proposals Evaluation and Selection Process

A committee comprised of County staff will evaluate and rank all proposals which comply with the above referenced requirements as outlined below. Proposals from Respondents that do not provide the above requirements may neither be ranked nor considered for award.

As part of the RFP selection process the County reserves the right to solicit clarifications or additional information which may take the form of requests for additional documentation, phone calls, in-person presentations, etc.

The following criteria shall be used in evaluating the proposals:

1. Proposed Project Team	25 Points
2. Applicable Capability	25 Points
a. Evaluation will be based on narratives provided	
3. Experience and Performance with Public Agencies and Non-Profits	25 Points
a. Consideration will also be given to past experience with similar projects outside of the public sphere.	
4. Schedule of Fees	15 Points
5. Overall Experience of the Consultant and Quality of Proposal	10 Points
Total Possible Points	100 Points

Contract Period

The Contract resulting from this proposal will be in effect from February 26, 2027 through February 25, 2028, for a period of twelve (12) consecutive months, with the County reserving the right to extend said Contract for one (1) additional and consecutive one (1) year periods at the rates proposed in the proposal.