State of Alaska
Department of Health and Social Services
Division of Behavioral Health

Request for Proposals
State Opioid Response: Medication Assisted Treatment Expansion
For FY2020 Through FY2021

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx, to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

CONTACT PERSON: Alyssa Hobbs, Grants Administrator
PHONE: 907-465-3469
E-MAIL: alyssa.hobbs@alaska.gov

PROPOSAL DUE DATE: January 31, 2020, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: January 21, 2020, 3:59 PM
PROJECT PERIOD BEGINS: March 1, 2020

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Amendments

Amendment 1 Extend due date **Posted: 1/3/2020**

Explanation

This amendment serves to extend the due date by one day to allow the last day for written inquiries to fall on a week day.

Additional Information

This amendment serves to extend the proposal due date by one day.

Amendment 2 Answers to written inquiries **Posted: 1/7/2020**

Explanation

This amendment serves to provide answers to written inquiries and to extend the proposal due date to January 31, 2020. All other terms and conditions remain the same.

Additional Information

Amendment 2, issued 01/07/2020, serves to provide answers to written inquiries and to extend the proposal due date to 01/31/2020. Please see the document titled "Amendment 2- Written Inquiries" in the attachments section of this RFP.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS or Department), Division of Behavioral Health (DBH), is requesting proposals from eligible applicants to provide State Opioid Response: Medication Assisted Treatment Expansion services for the State of Alaska in FY2020 through FY2021. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.30.520-.620 Community Mental Health Services Act; AS 47.30.655-.915 Alaska Civil Commitment Statutes; 7 AAC 70 Behavioral Health Services; 7AAC 135 Medicaid Coverage for Behavioral Health Services; and AS 47.37 Uniform Alcoholism and Intoxication Treatment Act; 7 AAC 10.930 Request for a Variance. State of Alaska statutes and regulations are accessible at http://www.law.state.ak.us/doclibrary/doclib.html or through the contact person identified on the cover page of this Request for Proposals (RFP).

Applicants must be actively engaging in the process to become a certified Opioid Treatment Program (OTP) with the Substance Abuse Mental Health Services Administration (SAMHSA) as defined by 42 CFR Part 8.11 (located here) in order to be eligible to apply.

The OTP will offer methadone treatment along with comprehensive addiction services in the Kenai Peninsula Borough to increase access to medication assisted treatment (MAT) for adults and adolescents (ages 16-18) with opioid use disorder (OUD) and those who are at risk of OUD.

The grantee is required to utilize an adaptation of Vermont's proven Hub and Spoke service delivery. They will provide services to clients through Medicaid, insurance or self-pay/ sliding scale. The grantee must be appropriately staffed with medical professionals who can provide medical intakes and conduct admissions into OTP services. The grantee must have a care coordinator to ensure that there is coordination between the behavioral health agency and the OTP, and that the individual is seamlessly linked to the “spokes,” which may be a long term prescriber and recovery support services such as housing, peer support, employment, etc.; and that the individual is transitioning between levels of care as needed (moving into the “hub” for more intensive services if needed at any point). Current research indicates that when individuals with opioid use disorder have immediate access to medications they are more likely to engage in treatment services. Grantees will ensure immediate access (1-2 days) to appropriate medications. The agencies will provide access to all of the FDA approved medications for the treatment of opioid use disorders (buprenorphine, methadone, and naltrexone). The appropriate medications must be identified by addiction specialists trained in addiction medicine in partnership with the individual service recipient and selected based on the evidence base that determines which medications are more appropriate for individuals according to the severity of their use, history of use, and other biopsychosocial factors. It is expected that clients will be provided with evidence based individual and group treatment. Additionally the grantee will offer support to clients, as needed, including housing vouchers and transportation vouchers to access treatment and support for the medication costs. Each grantee will be required to either develop peer support services for the clients served or to provide access to peer support activities within the community for the clients served.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. The purpose of this project is outlined in the goals and objectives listed below.

Goal 1: Become established as an Opioid Treatment Program (OTP), also known as a methadone clinic. Applicants

must submit a narrative as part of their application to provide a status regarding which of the steps below have been completed and which are currently in progress.

Requirements to become an established OTP:

1. **SAMHSA form SMA-162**- OTP applicants must complete this form in order to obtain Provisional Certification. The form can be found at http://dpt2.samhsa.gov/sma162/. Additional information can be found at http://www.samhsa.gov/medication-assisted-treatment/opioid-treatment-programs
2. **Drug Enforcement Administration** (DEA)- applicants must contact the regional DEA office for a list of DEA requirements. Applicants may fill out the DEA application form online: https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp
3. **Accreditation**- applicants must agree to apply for accreditation by one of the SAMHSA approved OTP accrediting bodies. http://www.samhsa.gov/medication-assisted-treatment/opioid-treatment-accrediting-bodies/approved. OTP applicants must attach the "early application letter" from the accrediting body you have applied for to SAMHSA Form SMA-162.

Goal 2: Increase the number of admissions for medication assisted treatment.

Objective 2: Successful applicants will be required to demonstrate an increase in individuals being admitted for OUD services as verified in the AKAIMS electronic record.

Goal 3: Projects will demonstrate a decrease in illicit opioid drug use and prescription opioids used in a non-prescribed manner at 6 month follow-up with the enrolled clients. Grantees will participate in the biannual data collection required.

Objective 3: Grantees will be required to report urinalysis screening results to AKAIMS. The data entered will demonstrate decrease in illicit opioid drug use.

The anticipated outcomes related to the above goals and objectives include:

- An increase in admissions for medication assisted treatment
- A decrease in illicit opioid drug use and prescription opioid use in a non-prescribed manner.

Projects must meet or exceed anticipated minimum outcomes described in this RFP.

1.03 Program Services/Activities

Applicants will upload a detailed plan for services for March 1, 2020 through July 1, 2020. Proposals must describe the ways in which the project aligns with program intent. The submitted project proposal must identify agency resources available to the project, describe project activities, and clearly state the project's anticipated goals, outputs and outcomes.

Applicants must provide an implementation timeline and corresponding narrative that explains the agencies' current status in the process for applying to become a certified OTP. In addition to this, the applicant must describe the facility and infrastructure that is already in place to support the addition of these services.

Requirements for operation of the grant funded Opioid Treatment Program:

1. Applicants must comply with all state regulations. http://dhss.alaska.gov/dbh/Documents/OTP-Regulations.pdf

2. Applicants must have a valid drug room license from the Board of Pharmacy under 12 AAC 52.800(a) as per 7 AAC 70.125(a)(5).
3. Programs must be appropriately staffed with medical professionals who can provide medical intakes and conduct admissions into OTP services. (See federal guidelines for information about staffing requirements for OTP services.)
    - Programs must have a medical director: a licensed physician that provides clinic oversight, medical evaluations as part of the intake process and the ordering of methadone for patients enrolled in the OTP.
    - Nurse Practitioners and Physician Assistants under the supervision of the medical director could potentially order, administer and dispense medication at the OTP, so as long as an exemption request is submitted and approved by both the State Opioid Treatment Authority and the SAMHSA. These approved waivers under 42 CFR 8.11(h) contribute toward increasing access to OTP's since there is a limited number of medical physicians available for this service.
4. OTP's are required to provide structured, observed daily dosing until patient achieves stability and moves through phases of their recovery when they can earn take-home privileges. Individuals must meet certain criteria in order to be eligible for treatment in an OTP and generally adolescents (individuals younger than 18) do not meet criteria except for in instances when the individual adolescent has two documented attempts at detoxification within a 12 month period.

Applicants must review the above requirements and ensure that the identified applications are completed and submitted to the SAMHSA and the DEA. Grant funds are to be used toward developing the program for start-up costs including supplies and personnel. It is expected that the infrastructure needed (i.e. facility) already exists and this program will be an enhancement to an existing operation.

The grantees will provide OTP services in a community where OTP services in the Kenai Peninsula Borough. The agency will serve as the “Hub” and utilize a version of the Vermont Hub and Spoke method of MAT. Alaska’s system is comprised of a different payment structure and types of services than that of Vermont, so it is not possible to fully replicate the Vermont Hub and Spoke. However, it is possible to implement a service delivery method that has an emphasis on stabilizing individuals in one setting and referring them out to “spokes” for less intensive services when appropriate. Proposals must have a strong emphasis on the care coordination operation in this service delivery model to ensure timely access, and supported transitions to ancillary services and levels of care.

In general the “hub” is responsible for the following:

- Provide comprehensive assessments and treatment protocols;
- Initiate MAT and provide care for initial stabilization period;
- Coordinate referral and transition to ongoing care (“spoke”);
- Provide specialty addictions consultation and support to ongoing care; and
- Provide ongoing coordination for clinically complex clients.

The “spoke” is the ongoing care system comprised of a prescriber and collaborating health and addictions professionals who:

- Monitor adherence to treatment;
- Coordinate access to recovery supports; and
- Provide counseling contingency management and case management services.

Spokes can be outpatient substance use disorder treatment providers, primary care providers, federally qualified health centers, community behavioral health centers, or independent psychiatrists.

All applicants agree to comply with the following program requirements and service standards.

1. **Service Delivery:** Applicants must develop a treatment program and protocols for MAT which includes collaboration with a MAT prescriber, the use of medications in combination with counseling and behavioral health therapies, and providing a whole-patient approach to the treatment of substance use disorders. Applicants must describe their treatment program, which must include all of the following:
    - Outreach and engagement strategies for MAT with diverse populations at risk of OUD, including veterans and pregnant women.
    - Immediate access to medications upon brief screening to verify eligibility criteria are met. Access must be within 1-2 days of initial contact (initial contact means first encounter such as when client calls asking for assistance or shows up at the agency for help).
    - Identify screening and assessment protocols for immediate access and for co-occurring disorders.
    - Identify service delivery sources to meet the treatment needs of clients presenting with complex problems (co-occurring mental health, trauma, and/or chronic pain).
    - Peer and other recovery support services will be implemented to improve access and retention in MAT.
    - Tobacco cessation integration in the program for MAT participants.
    - Participate in monthly teleconference meetings with DBH program manager and other MAT and opioid treatment programs.
    - Participate in yearly onsite review with DBH program manager.
    - Participate in technical assistance as recommended by DBH program manager.
    - Participate in the development of the biannual reporting.
2. **Outreach and Cultural Diversity:** The agency hosting the Hub must develop relationships with emergency departments/ first responders for referrals of individuals treated for opioid overdoses. Outreach must take place with homeless shelter providers and psychiatric providers. These sites must also actively coordinate with Department of Corrections and prisoner re-entry programs to link individuals with an OUD who are re-entering the community to treatment and recovery support services. Particular attention will be provided to any individuals leaving incarceration who are already on MAT. Although the VA system provides MAT services to the veteran population, this project will work with local coalitions coordinating services for veterans to make available these MAT services to them as well. This project will also focus on serving pregnant women and providing outreach to service providers providing pre-natal and post-natal care to women and their families.
3. **Evidence Based Practices:** Applicants must describe how they will implement evidence based practices in addition to the Hub and Spoke method of delivering services. Evidence Based Program and Practices applicable to this project include methadone, buprenorphine and or naltrexone in conjunction with substance use disorder treatment utilizing modalities such as cognitive behavioral therapy, trauma informed care, peer support, vocational support, relapse prevention, motivational interviewing, and adolescent community reinforcement approach, among others.
   This project will focus on increasing the number of clients receiving MAT services. Education opportunities will be offered by the State and grantees will be required to participate. Grantees are required to have their clinical staff, case managers, and prescribers participate in the DBH Annual MAT conference (expected to take place in Spring 2020 in Anchorage) and other provider education opportunities to increase knowledge, competency, and skills in implementing evidence based treatment and recovery support for individuals with opioid use disorders. It is expected that both the behavioral health staff and the medical professionals implementing these projects will participate in these provider education opportunities and will be required to provide evidence of their participation in their grant reporting.
4. **Travel:** Each grantee will be required to attend and participate in the Annual State of Alaska Medication

Assisted Treatment Conference. Grantees must budget for two individuals to attend. This conference will take place in Anchorage in the Spring of FY20.

5. **Patient to Counselor Ratio:** Each applicant must agree in their plan for services to maintain a maximum of 35:1 patient to counselor ratio for all behavioral psychosocial counseling services.
6. **Target Opioid Use Disorder population:** This project will provide treatment services to 15 unduplicated adult clients in Year 1 (FY20). The minimum number of adults an applicant must serve in Year 1 is 10. There is no minimum number of youth that must be served. Each applicant must identify in their plan for services how they will engage and retain the target OUD populations in the first year of the grant. The plan for services must also include a brief outline for the subsequent year that addresses the following:
    - Describe how your program will sustain.
    - Describe the outreach plan for referrals.
    - Describe the evidence based practices.
    - Describe how motivational interviewing will be used and how staff will be trained in this modality
    - Describe how individuals' needs for recovery supports will be evaluated and supported (need for transportation, food, housing, and linkage with appropriate supports).
    - Describe how peer support will be integrated into the program
    - Describe understanding of opioid use disorder and the potential for recurrences and how a service environment is created where individuals are welcomed and supported when there is a recurrence of their substance use disorder condition.
    - Describe how family members will be engaged in the individuals' treatment. This is a requirement for adolescent programs. Engagement of family members is encouraged in adult programs.
    - Describe how your program is meeting the needs of diverse groups and individuals.
7. **Diversion Control Plan:** Applicants must submit a diversion control plan.
8. **Additional Requirements:** Grantees will be required to meet the requirements identified in:
    - Attachment 1- Program Service Type #11, pg. 48;
    - Attachment 1- All Substance Use Disorder Treatment Types - Excluding Withdrawal Management Services pg. 9; and
    - Attachment 2- Federal Guidelines for Opioid Treatment Programs (Medical Units) pg. 12 and pg. 66.

Programs serving youth must also implement a family support and education component based on evidence based practice.

1.04 Program Evaluation Requirements and Reporting

Results Based Budgeting Framework

Results based budgeting provides a framework in which allocated resources support, and are justified by, a set of outputs and expected results. Within this framework, actual performance and achieved outcomes are measured by objective performance measures.

Projects are required to align with program objectives expressing Department priorities and core services. Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

The Department Priorities, Core Services, Objectives, and Performance Measures of Effectiveness and Efficiency for this program are:

Department Priorities

- 1 Health & Wellness Across the Life Span

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

Department Objective

- 1.1.3 Decrease Substance Abuse and Dependency

Performance Measures

- Percent of individuals with reduced illicit drug use enrolled at the 6 month Government Performance Results Act (GPRA) follow-up.
- Cost (grant expenditures) per client served.

The applicant's proposed evaluation plan will incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes.

Grant Reporting

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant and match expenditures by budget line; and
2. Program Reports in the format prescribed by the program which will require information such as:
    - The increase in individuals admitted for MAT services as verified by AKAIMS electronic record;
    - The decrease in use of prescription opioids in a non-prescribed manner at 6 month follow-up as evidenced by urinalysis testing results entered into the AKAIMS electronic record;
    - Coordinate with the AKAIMS team to create specific SOR report(s);
    - Number of provider education activities that staff participate in, and which staff are participating; and
    - The number of family members engaged and provided in support services.
3. AKAIMS minimal data set reporting Treatment Episode Data Set (TEDS); and
   This grant requires the recipient to conduct GPRA interviews. This information will be gathered using SAMHSA's Performance Accountability and Reporting System (SPARS); access will be provided upon award. Data will be collected via a face-to-face interview using this tool at three data collection points: intake to services; six months post intake; and at discharge. Recipients will be expected to do a GPRA interview on all clients in their specified unduplicated target number and are also expected to achieve a three-month follow-up rate of 80 percent. GPRA training and technical assistance will be offered to recipients.

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, including the area or communities that will be served. Proposals will be evaluated for compatibility with the program's intended target population identified in this solicitation.

Target Population: The target population for the solicited services is adults and youth (16-18) with opioid use disorder.

Service Areas and Communities: The service areas and communities requested for the services solicited are Kenai Peninsula Borough.

1.06 Program Funding

Funds available for this program are anticipated to total $1,000,000 federal funding for the full duration. One project will be awarded in the Kenai Peninsula Borough, $500,000 per fiscal year.

Please Note: Each award will be for a partial year period.

Year 1 (FY20): Grantees will be awarded March 1, 2020 through June 30, 2020

Year 2 (FY21): Grantees will be awarded July 1, 2020 through December 30, 2020, subject to requirements located in section 3.05 of this RFP.

Match Requirement*: The budget must include matching funds equal to 25.00% of the proposed DHSS funds. Calculate required match with the following formula.*

Total Requested Grant Award x Required Match Percentage = Required Match

Federal grant funds may not be used to match federal funds awarded through this grant program, and State grant funds may not be used to match State funds awarded through this grant program.

Eligible sources of matching funds include:

- *Local Cash: local sources, including local tax receipts, municipal revenue sharing, cash donations*
- *Local In-Kind: donated items of value for which the applicant incurs no cost, including volunteer labor and donations of supplies, equipment, space*
- *Other Sources: government and non-government grant awards, third party receipts, direct receipts such as gaming or sales of goods*
- *Grant Income: earnings anticipated as a result of this project proposal receiving award, and Medicaid reimbursements if award of this grant is required for the applicant to bill Medicaid for awarded services*
- *Medicaid: includes Medicaid which is not Grant Income, as well as other third party receipts)*

Proposed Budget: The applicant must submit a budget proposal for March 1, 2020 through June 30, 2020, and include costs to attend the Annual State of Alaska Medication Assisted Treatment Conference anticipated to take place in the spring of FY20. If no costs will be incurred to attend this conference please state this in the Travel narrative.

The proposed budget detail and narrative, *(including required match)*, will support the program's results based service delivery and staffing requirements stated in this RFP, and be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Regulations are provided under the GEMS Documents tab.

Resources specific to budgeting are also available under the GEMS Documents tab. DHSS Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. DHSS funds are the payer of last resort.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in the detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include DHSS site reviews, program audits, and confirmation of the successful resolution of any findings. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

The applicant must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the time period over which services were provided and the target population served.

2.02 Project Staffing

Project staffing must be sufficient to implement the proposed activities in order to meet program goals and the anticipated outcomes. Resumes, position descriptions and professional credentials for key project personnel must be uploaded as part of the response. Key project personnel include:

- Care Coordinator;
- Dispensing staff meeting the requirements of 42 CFR 8.12(h), Federal Guidelines for Opioid Treatment Programs; and
- Medical Director.

This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. The applicant must ensure procedures are in place to protect client confidentiality compliant with State and

federal standards.

2. The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.

Awarded proposers will be required to submit additional agency information if the agency GEMS record is not current.

Audit Requirements:

Federal Requirements: Agencies spending $750,000 or more total Federal Financial Assistance in the agency fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

State Requirements: Agencies spending $750,000 or more total State Financial Assistance in the agency fiscal year are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, http://www.law.state.ak.us/doclibrary/doclib.html, or copies may be obtained from the contact identified on the cover page of the RFP.

Information on State and Federal Single Audit Acts compliance may be obtained from:

State Single Audit Coordinator
Department of Administration
Division of Finance
PO Box 110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

State of Alaska Department of Health and Social Services
Finance and Management Services
Audit Section
PO Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for DHSS grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in the State Grant Assurances.
4. Applicants must address how medications will be provided for clients in the event of a natural disaster and

where back up dosing sites are along with supporting documentation of the disaster plan.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Community support from individuals/entities located within the Kenai Peninsula Borough;
2. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project;
4. Coordination with necessary referring agencies and the role of each described; and
5. Participation in and utilization of the Prescription Drug Monitoring Program (PDMP).

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Federal Funding Accountability and Transparency Act (FFATA): In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award And Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $25,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at www.USASpending.gov. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at www.fsrs.gov.

All grantees receiving awards with federal funds are required to obtain a Data Universal Numbering System (DUNS) number. A DUNS number can be secured at no charge at https://fedgov.dnb.com/webform. An Agency Power User must add the agency DUNS number in the General section of the Agency Administration tab.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines, 7 AAC 78, and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website (http://aws.state.ak.us/OnlinePublicNotices/) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a 10-month period, beginning 3/1/2020 through 12/30/2021. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the 10-month grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for 3/1/20 through 6/30/20 (4 months) only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. DHSS staff will evaluate each proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. DHSS staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations are advisory only, including those from any PEC that may be held. The final decision to approve or disapprove award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

NOTE: The final decision may include additional considerations, such as a lack or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety. The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State, and retains the right to make final awards that ensure responsible distribution of grant funds.

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, applicants will be notified of the final funding decisions, and, if awarded, any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner, and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

With a copy to the contact identified on the solicitation cover page, send appeal to:

Adam Crum, Commissioner
Department of Health & Social Services
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. DHSS may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

4.01 Minimum Responsiveness Criterion per 78.100(2)(A)

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per 7 AAC 78.030.	☑	

2 Applicant is a methadone clinic that is a certified Opioid Treatment Program with the Substance Abuse Mental Health Services Administration (SAMHSA) as defined by 42 CFR 8.11.

Evaluation/Review Criteria		Review	Points
a	Applicant is listed as a certified OTP program in the state of Alaska on SAMHSA's Opioid Treatment Program Directory confirmed at https://dpt2.samhsa.gov/treatment/	☑	

4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria		Review	Points
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at https://www.commerce.alaska.gov/cbp/main/search/entities and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at https://apps.irs.gov/app/eos/.	☑	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	☑	

2 If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at https://www.federalregister.gov/documents/2019/02/01/2019-00897/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of. If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

3 If applying as a government entity, confirm the following criterion is met.

Evaluation/Review Criteria		Review	Points
a	The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at https://www.commerce.alaska.gov/web/dcra/LocalBoundaryCommission/MunicipalCertificates.aspx; or an REAA under AS 14.08.031 verified at http://education.alaska.gov/facilities/pdf/doe2013map.pdf.	☑	

4 Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Evaluation/Review Criteria		Review	Points
a	Neither the applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at https://www.sam.gov/SAM/.	☑	

5 Electronically sign the State Grant Assurances form.

Evaluation/Review Criteria		Review	Points
a	State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.	☑	

6 This program receives federal funds. Confirm the following criteria are met.

Evaluation/Review Criteria	Review	Points

a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's DUNS number.	☑	
c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

7 Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.

Evaluation/Review Criteria		**Review**	**Points**
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	
c	The General section contains a State of Alaska business license number, verified at https://www.commerce.alaska.gov/cbp/businesslicense/search/License.	☑	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	
e	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	

f	The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.	☑	

4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

1 Previous recipients of DHSS awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at http://doa.alaska.gov/dof/ssa/ssainfo.html. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at http://dhss.alaska.gov/fms/Pages/Audit.aspx.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. DHSS review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

4.04 Questions and Criteria Related to Program Policy, Goals, Outcomes, and Activities

1 Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP.

Evaluation/Review Criteria		Review	Points
a	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	☐	80

2 Provide the timeline and corresponding narrative for the initiation of services and implementation of project activities in the upload field below.

Evaluation/Review Criteria	Review	Points

a	The timeline proposed for initiation of services and project activities is compatible with program intent.	☐	120
b	The timeline and corresponding narrative clearly explain the applicant's current status in the OTP certification process.	☐	80
c	The narrative clearly describes the facility and infrastructure that is already in place to support the addition of the solicited services.	☐	80

3 ***In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes. In the upload field below, submit the diversion control plan.***

Evaluation/Review Criteria		**Review**	**Points**
a	The described activities are well developed, reasonable and supportive of program intent.	☐	80
b	The response identifies project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.	☐	40
c	Service delivery is clearly described and is compatible with all service delivery requirements located in section 1.03 of this RFP.	☐	60
d	The proposal clearly describes the development of relationships with emergency departments, first responders, Department of Corrections and local coalitions for referrals of individuals treated for opioid overdoses.	☐	60
e	The evidence based practice(s) to be used are clearly described and will be implemented in addition to the Hub and Spoke method of delivering services.	☐	60
f	The proposal clearly describes a maximum of 35:1 patient to client ratio for all psychosocial counseling services.	☐	60
g	The applicant has clearly identified how they will engage and retain the OUD populations.	☐	60

h	The proposal addresses and confirms the applicant's willingness to meet the requirements in Attachment 1 that are applicable to this program.	☐	60
i	The applicant has submitted a clear and comprehensive diversion control plan.	☐	60

4 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04.

Evaluation/Review Criteria		Review	Points
a	The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	80

5 In the text box below, describe the target population and service area(s) of the proposed project.

Evaluation/Review Criteria		Review	Points
a	The description clearly identifies the proposed target population and the intent of the services solicited.	☐	80

6 Provide the proposed budget for March 1, 2020 through June 30, 2020 only. Include detail and supporting narrative as shown in the DHSS Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160, and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation, including travel to Anchorage for the Annual Medication Assisted Treatment Conference to be held in the Spring of FY20.	☑	

d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20
i	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible and the level of match is met.	☑	

4.05 Applicant Qualifications - Criteria Relating to Personnel, Management, and Facilities

1 ***In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.***

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: DHSS staff review will also include DHSS documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60

2 ***In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.***

Evaluation/Review Criteria	**Review**	**Points**

a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed.	☐	60
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80

3 In the text box below, describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	100

4 In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success. In the upload field below, provide evidence of a disaster plan that includes how medications will be provided for clients in the event of a natural disaster, and the location of back-up dosing sites.

Evaluation/Review Criteria		**Review**	**Points**
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	60
c	The applicant has submitted their disaster plan which includes an explanation of how medications will be provided in the event of a natural disaster and the location of back-up dosing sites.	☐	80

4.06 Demonstration of Support/Coordination of Service

1 In the text box below, address willingness of participation and utilization of the Prescription Drug Monitoring Program. In the upload field below, provide a single-file scan of documented community support for the proposed project.

Evaluation/Review Criteria		Review	Points
a	The applicant proposes to participate in the prescription drug monitoring program.	☑	
b	Appropriate documentation of support is provided from communities within the Kenai Peninsula Borough in which the applicant proposes to provide services.	☐	60

2 In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates the involvement of the public and potential recipients of services in planning the project proposed.	☐	40

3 In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project.

Evaluation/Review Criteria		Review	Points
a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	☐	60

4 In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a clear understanding of the roles that must be performed by the applicant and by referring agencies for the effective delivery of services to the targeted population.	☐	60