

## **NOTICE**

### **REQUEST FOR PROPOSALS FOR *OPIOID ABATEMENT SERVICES* Region 5 Opioid Abatement Council (Eagle, Garfield, Lake, Pitkin, Summit Counties) Fiscal Agent: Eagle County Government, Eagle County, Colorado**

Posted **January 9, 2023** by Eagle County, serving as fiscal agent on behalf of the Region 5 Opioid Abatement Council consisting of Eagle, Garfield, Lake, Pitkin, and Summit Counties, Colorado.

The State of Colorado's appointed Region 5 Opioid Abatement Council, consisting of Eagle, Garfield, Lake, Pitkin, and Summit Counties is soliciting proposals for Opioid Abatement Services, specifically:

1. Harm Reduction programming
2. Anti-Stigma and Education Campaign design and implementation, and
3. Opioid Data Dashboard development.

This Request for Proposals ("RFP") will be non-exclusive. As acting fiscal agents, Eagle County reserves the right to purchase supplies or services from other third parties on behalf of the Council.

The evaluation of proposals in response to this RFP will include types of services to be provided, price, quality of service, qualifications, ability to reach diverse audiences/populations and capabilities of the respondent to provide the specified service in a consistent manner for the entire five county region. Following evaluation of the proposals received by Eagle County in response to this RFP, the successful respondent will be given the first right to negotiate a services agreement acceptable to Eagle County and/or the Council. In the event that an agreement satisfactory to Eagle County cannot be reached, Eagle County may enter into negotiations with one or more of the remaining respondents. The successful respondent shall commence work only after execution of an acceptable agreement and approval of insurance certificates.

**Proposals must be received via mail by Chelsea Carnoali at [chelsea.carnoali@eaglecounty.us](mailto:chelsea.carnoali@eaglecounty.us), no later than 4:00 p.m. MST on Friday, March 10, 2023.** Any proposal received after this time will be considered non-responsive and will not be considered unless good cause is shown as determined by Eagle County and/or the Council in its sole discretion. Proposals will be evaluated only from those firms that meet the minimum criteria as set forth in the complete Request for Proposals document.

Any and all questions, or requests for clarification must be submitted by 4:00 PM MT on February 17th, 2023. Questions and requests for clarification will only be accepted via email at [chelsea.carnoali@eaglecounty.us](mailto:chelsea.carnoali@eaglecounty.us). Answers to submitted questions will be recorded and available for public reference posted to [www.eaglecounty.us](http://www.eaglecounty.us).

**REQUEST FOR PROPOSALS:  
INSTRUCTIONS TO PROPOSERS**

1. **Proposals must be received via mail by Chelsea Carnoali at [chelsea.carnoali@eaglecounty.us](mailto:chelsea.carnoali@eaglecounty.us), no later than 4:00 p.m. MST on Friday, March 10, 2023.**
2. Any question, interpretation, or clarification regarding this RFP is required no later than 4:00 PM MT on February 17th, 2023. Responses, if any, will be issued by addenda posted to [www.eaglecounty.us](http://www.eaglecounty.us). All questions regarding this proposal must be in writing to Chelsea Carnoali, Eagle County Public Health and Environment Partnership Strategist at [chelsea.carnoali@eaglecounty.us](mailto:chelsea.carnoali@eaglecounty.us). No additional questions will be accepted after the date and time referenced above unless good cause is shown as determined by Eagle County and/or the Council in its sole discretion. Oral interpretations shall be of no force and effect.
3. When submitting via email, proposals must be clearly identified in the subject line of the email by RFP title. Please provide a PDF version of the proposal. Please include the name, address, and phone number of the firm's submitting project personnel. Responsibility for timely submittal of proposals lies solely with the respondent.
4. Eagle County and/or the Council reserves the right, in its sole discretion, to reject any and all proposals submitted in response to this RFP, to waive or not waive informalities or irregularities in proposals received or RFP procedures. Eagle County and the Council also reserves the right to re-advertise, or to otherwise provide the services as determined by Eagle County and the Council to be in its best interest, and to accept any portion of the proposal deemed to be in the best interests of Eagle County and the Council to do so, or further negotiate cost, terms or conditions of any proposal determined by Eagle County and the Council to be in its best interests. Eagle County and the Council may also choose to disregard all proposals and issue another RFP.
5. Eagle County and the Council may, at its sole discretion, modify or amend any and all provisions herein. If it becomes necessary to revise any part of the RFP, addenda will be provided through posting at <http://www.eaglecounty.us>. Eagle County reserves the right to extend the RFP submittal date or to postpone selection of the most qualified respondents.
6. Respondents are encouraged to clearly identify any proprietary or confidential data or information submitted with the proposal. Regardless of whether or not so marked, Eagle County and the Council will endeavor to keep that information confidential, separate and apart from the proposal. Notwithstanding the foregoing, the respondent acknowledges that Eagle County and the Council may be required to release the information in accordance with state statute or order of the court.
7. Eagle County and the Council will not pay for any information requested herein, nor is it liable for any costs incurred by the respondent in connection with its response to this

RFP.

8. No telephone or oral proposals will be accepted.
9. Respondent(s) who submit a proposal are responsible for becoming fully informed regarding all circumstances, information, laws, and any other matters that might, in any way, affect the respondent's role and responsibilities. Any failure to become fully knowledgeable shall be at the respondent's sole risk. Eagle County and the Council assumes no responsibility for any interpretations made by respondents on the basis of information provided in this RFP or through any other source.
10. All respondents must include a fully executed Proposal Form and Summary Sheet Form with their proposal.
11. All valid proposals received by Eagle County will be reviewed by a selection committee of the Council and any other review as determined to be necessary. Respondents may be asked to supplement their initial proposals with additional written material. Eagle County and the Council may short-list respondents based on an evaluation of the written submittals. Eagle County and the Council may arrange for in-person interviews with the short-listed respondents for a detailed presentation.
12. Following evaluation of proposals, successful respondents will be given the first right to negotiate an agreement acceptable to Eagle County and/or the Council. In the event that an agreement satisfactory to Eagle County and/or the Council cannot be reached, Eagle County may enter into negotiations with one or more of the remaining respondents.
13. The selected proposal will be the one considered the most advantageous regarding types of services to be provided, price, quality of service, qualifications, ability to reach diverse audiences/populations and capabilities of the respondent to provide the specified service in a consistent manner for the entire five county region, and any other factors the Council may consider as determined by Eagle County and/or the Council in its sole discretion. Eagle County and/or the Council may award a contract.
14. No work shall commence nor shall any invoices be paid until the successful respondent has entered into a fully executed agreement with Eagle County and/or the Council and provides requested proof of insurance.
15. This RFP is not intended to completely define the contractual relationship to be entered into with the successful respondent(s).

**REQUEST FOR PROPOSALS:  
PROPOSAL FORM**

**THIS PROPOSAL FORM MUST BE SUBMITTED WITH YOUR PROPOSAL**

**Electronic Copies Email Address:**

chelsea.carnoali@eaglecounty.us

Re: Region 5 Opioid Abatement Services

The undersigned, having examined the Instructions to Proposers and any and all documents related to the above referenced RFP:

- A. Agree to comply with all conditions, requirements, and instructions of the Request for Proposal as stated or implied therein;
- B. Acknowledges the right of Eagle County, and/or the Council in its sole discretion to reject any or all proposals submitted, and that an award may be made to a proposer even though not the lowest cost;
- C. Acknowledges and agrees that the discretion of Eagle County and/or the Council in selection of the successful proposers shall be final, not subject to review or attack; and
- D. Acknowledges that this proposal is made with full knowledge of the foregoing and full agreement thereto.

By submission of this proposal, and signature below, the respondent acknowledges that he has the authority to sign this Proposal Form and bind the company named below. The proposer further acknowledges that Eagle County and/or the Council has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to Eagle County and/or the Council of any and all information sought in such inquiry or investigation.

**Company Name:** \_\_\_\_\_

**Title of Proposer:** \_\_\_\_\_

**Signature of Proposer:** \_\_\_\_\_

## **REQUEST FOR PROPOSAL: Region 5 Opioid Abatement Services**

Fiscal Agent Eagle County Government, on behalf of Region 5 Opioid Abatement Council  
Service area of Eagle, Garfield, Lake, Pitkin, and Summit Counties

### **PROJECT DESCRIPTION**

The general purpose of this funding opportunity was developed collaboratively by a steering committee with input from law enforcement, treatment providers, public health and those with lived experiences. The goals that the Committee identified through this work are listed below:

- **Reduce the number of substance use-related deaths**
- **Increase the number of people seeking help for Substance Use Disorders (SUDs)**
- **Increase community awareness of substance use risks, understanding of local needs and gaps, and where to find resources and support**
- **Increase the availability of and knowledge surrounding harm reduction services**
- **Increase potential for winning grants and other funding sources**

Proposals should identify services to meet the above-identified goals. Proposals will be reviewed by a volunteer regional steering committee. The steering committee will be monitoring the process of services provided.

Proposals that address multiple counties within the region will be given priority.

The five counties that makeup Region 5 include numerous diverse populations. First, nearly one quarter (24%) of our population identifies as Hispanic/Latinx and requires linguistically and culturally relevant SUD interventions. As such, it is imperative that each program we fund is intentional about how to reach and include this population, particularly because the distribution of Hispanic community members is not uniform across the 5-county region. Moreover, residents of region 5 face vast geographic barriers and inclement weather due to the rural and mountainous nature of our region. These challenges further complicate access to substance use services, especially for low-income populations. Successful programs will focus on serving culturally diverse and economically diverse communities.

## SCOPE OF SERVICES

As detailed above, three program areas are being pursued in this RFP. Please indicate which program area your proposed services will address by checking the appropriate box below, and attaching the corresponding required documentation.

- Anti-Stigma and Education Campaign** - The successful proposal of this opportunity will design a marketing campaign to address stigma and provide education targeted to high-risk populations across the entirety of region 5. These materials will direct families and individuals to resources in their area to access services. The campaign will be culturally appropriate and responsive to the needs and languages are spoken in the region. Materials will be specific to opioids and substance use recovery. The successful proposal will submit a services plan for two years and up to \$300,000.
  
- Harm Reduction Services**- The successful proposal of this opportunity will increase access to harm reduction strategies across the region. Proposals will provide these services to populations with the greatest risk of opioid use disorder. Proposals will deliver such resources and ensure people receive harm reduction support and are linked to the services available to them across the region. The successful proposal will submit a plan for two years and up to \$100,000.
  
- Opioid Data Dashboard** - The successful proposal of this opportunity will develop and maintain a region-wide data dashboard that includes data from local health agencies, criminal justice and law enforcement entities, and SUD treatment and recovery providers. The dashboard should also include information about upcoming funding opportunities. The successful proposal will submit a plan for two years and up to \$100,000.

## PROPOSAL SUBMITTAL REQUIREMENTS

1. **Proposal Form:** Must be signed and submitted with response.
2. **Cover Letter** (one page): Include the purpose of the fund request and a brief description of how the request fits with the review committee's goals set forth herein.
3. **Summary Sheet Form:** Template provided below, complete and attach with submission.
4. **Attachments:** List provided below. If you omit any of the required attachments, provide an explanation.
5. **Schedule:** Provide a detailed schedule for completion of the services to be performed within a two-year time period.
6. **Budget/Pricing:** Provide a detailed budget for the completion of the applied-for program as shown in the program description above. Including, but not limited to, payroll and salary costs, operational and administrative expenses, supply and technical fees, etc.
7. **References:** Please provide three (3) references from current customers receiving the same or similar service(s). Include name of entity, contact name, and telephone number.

- 8. Evaluation Criteria:** Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate qualifications. These criteria are not listed in any order of evaluation priority and are a non-exhaustive list. Eagle County may seek additional information or perform further investigations as it deems necessary.
- a. Types of services to be provided
  - b. Price
  - c. Quality of service
  - d. Qualifications
  - e. Ability to reach diverse audiences/populations and capabilities of the respondent to provide the specified service in a consistent manner for the entire five county region

## ATTACHMENTS

Label each attachment and provide it in the order listed.

### **Financial Attachments**

Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

#### **1. Budgets**

Include revenues and expenses in each document.

- a. The organization's operating budget for the current fiscal year. If available, also include the budget for the upcoming fiscal year.
- b. Program or project budget for the program period (if requested)

#### **2. Current (year-to-date) Financial Statements**

Each document must capture the most recently completed operating month available (must be within the past three months).

- a. Statement of Financial Position (Balance Sheet)
- b. Statement of Activities (Income and Expense Statement)
- c. Provide the Statement of Activities in a budget-to-actual format if the organization uses that format.

#### **3. Year-End Financial Statements, Audit, & Sources of Income**

- a. Most recent fiscal year-end financial statements, audited if available. If the organization has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.
- b. Sources of Income Table: Complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified to fit your organization's funding sources:

<b>Percentage</b>	<b>Funding Source</b>
%	Government grants (federal, state, county, local)
%	Government contracts
%	Foundations
%	Business
%	Events (include event sponsorships)
%	Individual contributions
%	Fees/earned income
%	Workplace giving campaigns
%	In-kind contributions (optional)
%	Other
%	<b>Total (must equal 100%.)</b>



**4. Major Contributors**

For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.

**5. In-Kind Contributions**

Include a summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.

**Other Attachments**

Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

**6. Summary Sheet Form-** Provided below.

**7. Board of Directors List-**

Include the following information for each board member:

- a. Position(s) on the board (officer and committee positions)
- b. Occupation and name of employer and/or affiliation(s)
- c. City or county of residence
- d. Term end date for each board member

**8. Proof of IRS Federal Tax-Exempt Status-**

or a Letter of Determination. This letter must be dated within the last five years.

**9. Anti-discrimination Statement-**

Include any documentation of an anti-discrimination statement that has been formally adopted by the board of directors.

**10. Key Staff Names and Qualifications-**

Include length of service with the organization. Include bilingual capabilities if applicable. Do not include job descriptions or resumes.

**11. Annual Report-** if available.

**12. Evaluation Results-** (optional)

Provide the organization's most recent evaluation results or findings, relevant to this request.

## SUMMARY SHEET FORM

The Summary Sheet Form includes five sections, please fill out each question within the sections to completion. Sections include:

- I. Basic Organization Information
- II. Organization Background
- III. Proposal Information
- IV. Financial Information
- V. Organization Vision and Goals

### **Basic Organization Information: Section I**

**Legal Name of Organization:**

**DBA (if applicable):**

**Federal Tax Identification/EIN:**

**Mailing Address:**

**Physical Address:**  
*(if separate and non-confidential)*

**Organization Phone Number:**

**Organization Fax:**

**Organization Website:**

**Organization Email Address:**

**Name CEO or Executive Director:**

**Phone:**

**Email:**

**Applicant Name (if separate):**

**Phone:**

**Email:**

## Organization Background: Section II

**Year Founded/Years in Operation:**

**Mission Statement:**

**Geographic Area Served:**

*(specific to this proposal)*

**Tax Exemption Status:**

**501(c)(3):**

**Using a fiscal agent/fiscal sponsor:**

**Name of fiscal agent/sponsor:**

*(if other than 501(c)(3), describe)*

**Number of Employees:**

**Full-time:**

**Part-time:**

## Proposal Information: Section III

**Program Focus Requested:**

*(select one)*

Anti-stigma & Education Campaign

Harm Reduction Services

Opioid Data Dashboard

**Cost to Provide Services:**

**General Operating Cost:**

**Program or Project Specific Cost:**

**Describe what the funds will be used  
for:**

**Financial Information: Section IV**

<b>Organization’s Current FY Budget:</b>	
<b>Organization’s Income:</b>	
<b>Organization’s Expenses:</b>	
<b>Name of Current Coinciding Program (if applicable):</b>	
<b>Current Coinciding Program Budget (if applicable):</b>	
<b>Current Coinciding Program Income (if applicable):</b>	
<b>Current Coinciding Program Expenses (if applicable):</b>	

**Organization Vision and Goals: Section V**

<b>ORGANIZATION BACKGROUND</b>	Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time:
<b>ORGANIZATION GOALS</b>	Describe the organization’s current goals:
<b>CURRENT PROGRAMS</b>	Provide a brief description of the organization’s current programs. Include population and numbers served, as well as expected results. If this request is for a specific program, describe the organization’s other programs here. Describe the program for which you are seeking funding in question:

<p><b>PROJECT REQUESTS</b></p>	<p>Provide a summary of the plan for the program or project request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline:</p>
	<p>Explain why the organization is approaching the issue and/or opportunity in this way:</p>
<p><b>EVALUATION/ PLANNING &amp; OUTCOMES</b></p>	<p>Describe the organization’s overall approach to evaluation:</p>
	<p>Describe how the organization measures impact. If this is a program request, describe how impact is measured for the program that is the subject of this proposal:</p>
<p><b>REGIONAL COLLABORATION</b></p>	<p>Describe the organization’s most significant interactions with other organizations and efforts. For program and project requests, address this question with respect to that program or project only:</p>
	<p>Describe the organization’s familiarity and experience with Counties within Region 5 Opioid Abatement Council (Eagle, Lake, Garfield, Pitkin, Summit):</p>
	<p>Describe the organization’s Spanish-speaking service capabilities and experience, including bicultural staff:</p>

<p><b>QUALIFICATIONS AND EXPERIENCE</b></p>	<p>Describe the organization’s experience in providing services in the applied-for program area, including any applicable certifications or legal allowances for operation:</p>
<p><b>INCLUSIVITY &amp; EQUITY</b></p>	<p>How will you address the varied needs of the populations who may utilize the services offered across our five-county region? Particularly looking at rural/frontier minority populations, including those involved in the criminal justice system, LGBTQ+, BIPOC, Indigenous populations, and indigent persons:</p>
<p><b>BOARD/ GOVERNANCE or TEAM STRUCTURE</b></p>	<p>Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that is being addressed this year, the organization’s policy regarding board terms, and the percentage of the board that contributes financially to the organization.</p>
<p><b>SUSTAINABILITY PLANNING</b></p>	<p>Describe how the program will be sustained past the two-year time frame:</p>