

# REQUEST FOR PROPOSAL

**Proposal Name:** Overdose Prevention Center Assessment

**Release Date:** April 5, 2024

**Due Date:** May 3, 2024

<b>RFP Number:</b>	RFP #13035-0-2024-AM
<b>Funding Priority:</b>	We are requesting proposals for the completion of an assessment to explore the feasibility of establishing an Overdose Prevention Center in Dane County, Wisconsin.
<b>Submission Deadline:</b>	11:59 P.M. CDT, Friday, May 3, 2024 Proposals received after the deadline will not be considered.
<b>Approximate Number of Awards:</b>	1
<b>Total Available Funds:</b>	\$100,000
<b>Individual Fund Limit:</b>	\$100,000
<b>How to Apply:</b>	All application material must be submitted on our application portal site: <a href="https://vpgrant.smapply.io/">https://vpgrant.smapply.io/</a>
<b>Questions?</b>	<b>Contact:</b> Ahmad Moghadam <b>Email:</b> amoghadam@publichealthmdc.com <b>Phone:</b> 608-243-0326
<b>Anticipated Timeline:</b> (These dates may be adjusted as needed.)	<b>April 5, 2024</b> RFP Released <b>May 3, 2024</b> Application Due Date – no later than 11:59 P.M. CDT <b>June 6, 2024</b> Intent to Award Notifications <b>July 1, 2024</b> Project Start Date <b>June 30, 2025</b> Project End Date

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# SECTION 1: OVERVIEW

## Background

The Dane County Board of Supervisors has approved the use of \$100,000 from funds received through opioid settlements for the purpose of conducting a comprehensive feasibility study on establishing an Overdose Prevention Center (OPC) in Dane County, Wisconsin. In response to this approval, Public Health Madison and Dane County (PHMDC) is issuing this Request for Proposal (RFP) valued at \$100,000, aimed at identifying a qualified consultant or consulting firm. This firm will be tasked with undertaking a thorough analysis to evaluate the feasibility of establishing an OPC in the area.

Harm reduction plays a critical role in the comprehensive care framework for individuals using substances, identified by Substance Abuse and Mental Health Services Administration's (SAMHSA) comprehensive prevention strategy. This strategy underlines the necessity of ensuring safety, providing supportive care, and diminishing the negative impacts on both people and their communities. Globally, OPCs have shown significant benefits, maintaining a record of zero overdose deaths in over twenty years. (1,2,3) Additionally, OPCs are also associated with decreased public drug use (4) and reduced strain on local healthcare and emergency services, (5,6) without contributing to higher crime rates in the community.

OPCs deliver more than just safer consumption options; they provide crucial services and care like hygiene facilities, access to resources, connections to healthcare, and much more, all in a supportive, non-judgmental, and safer environment. In 2021, OnPoint emerged as the first authorized OPC in the United States, introducing a broad spectrum of community services and has since been involved in over 1,000 overdose interventions.

## What are we looking to fund?

The purpose of this funding is to evaluate the potential for an OPC in Dane County. This is part of the work of Public Health Madison & Dane County to address overdose deaths as an ongoing public health crisis. The recipient of this funding will analyze the current landscape and evaluate the feasibility of establishing an overdose prevention center in Dane County.

## Expected Consultant Scope of Work

The project will unfold over four phases, with continuous stakeholder engagement central to each stage.

### **PHASE 1: Initial Assessment and Legal Review** (July 1, 2024 - September 30, 2024)

This phase aims to establish a foundational understanding of community needs and the legal context for the OPC's implementation. This phase will begin with a comprehensive needs assessment to identify the specific health challenges related to overdose and substance use within the community, focusing on the needs of people who use drugs (PWUD). Additionally, a review of the Legal and Policy Framework will assess the legal viability and regulatory considerations for an OPC.

### **PHASE 2: Stakeholder Engagement and Preliminary Impact Assessment** (October 1, 2024 - January 31, 2025)

Building upon the foundational insights from Phase 1, this phase will deepen stakeholder engagement. The consultant will lead the engagement process with key stakeholders, including individuals vulnerable to overdose, local business owners, residents, healthcare providers, and policymakers. The formation of

a core OPC planning group will facilitate community consultations. These interactions will begin to inform a Detailed Community Impact Assessment, focusing on the potential benefits and challenges of establishing an OPC.

**PHASE 3: Detailed Community Impact Assessment and Program Design Planning** (February 1, 2025 – April 30, 2025)

This phase will extend the work of Phase 2 by completing the Detailed Community Impact Assessment, evaluating the anticipated benefits, challenges, and public safety strategies of the OPC. With continued stakeholder feedback, the consultant will refine the program design and operational considerations, focusing on specifics including but not limited to, service integration, accessibility, and effectiveness. This stage ensures that the proposed OPC design is thoroughly informed by comprehensive community and stakeholder input.

**PHASE 4: Financial Analysis and Final Operational Planning** (May 1, 2025 - June 30, 2025)

In the final phase, the consultant will conduct a Cost-Benefit Analysis to assess the financial sustainability of establishing and operating the OPC. This includes evaluating organizational capacities needed, funding sources, operational expenses, and projected benefits. Leveraging insights from all previous phases and ongoing stakeholder feedback, the consultant will finalize the OPC's Design and Operational Considerations.

**Consultant Requirements and Expectations**

- Must work with public health staff and a range of stakeholders
- Must have experience engaging with stakeholders, including people who use drugs and PULSE (Wisconsin's drug users union)
- Must have experience managing projects with the capacity to operate both independently and as part of a team
- Must possess expertise in the areas of harm reduction, policy development, overdose prevention, and public health best practices
- Will be expected to gather and interpret qualitative data
- Will need to function as a bridge between state and local authorities, including officials from community services, elected positions, zoning, and law enforcement

## Deliverables

**Needs Assessment (Phase 1)**

- Current overdose rates and drug use patterns
- Access to health services for people who use drugs
- Community needs regarding the establishment of an OPC in Dane County
- Identification of specific needs and utilization desires of people who use drugs towards an OPC

**Legal and Policy Framework Review (Phase 1)**

- An in-depth assessment of existing legislation and regulatory barriers affecting the operation of OPCs, including federal, state, and local laws.
- Evaluation of the city of Madison and Dane County's legal authority to establish OPCs independently of state endorsement or legislation.
- Analysis of legal liability issues and recommendation of protection methods for the host organization.

- Recommendations for navigating legal challenges, agency protections, and leveraging policy opportunities to support OPC establishment.

### **Stakeholder Engagement (Phase 2)**

- Summary report of engagement outcomes with key stakeholders including people who use drugs, local businesses, residents, healthcare providers, and policymakers.
- Summary reports from the OPC planning group facilitating community consultations.
- Insights from focus groups and interviews with people who use drugs and successful program participants from other locations.

### **Detailed Community Impact Assessment Report (Phase 3)**

- An extended analysis on the anticipated benefits, challenges, and public safety strategies of the OPC.
- Evaluation of community benefits and strategies for addressing community concerns.
- Effective messaging and communication approaches to support OPC implementation.

### **Program Design and Operational Considerations Document (Phase 4)**

- Detailed program design proposals focusing on service integration, accessibility, and effectiveness.
- Considerations for racial and gender equity, community partnerships for co-located services, and outreach strategies.

### **Cost-Benefit and Operational Analysis Report (Phase 4)**

- Detailed analysis on lowering costs associated to:
  - Emergency services usage
  - Healthcare costs
  - Criminal justice costs
- Evaluation of budgetary requirements, funding sources, and exploring the utilization of Opioid Settlement Dollars.
- A comprehensive financial analysis assessing the sustainability of establishing and operating the OPC.

### **Operational and Implementation Plan (Phase 4)**

- A finalized document detailing the OPC's design, operational guidelines, and implementation strategies.
- Incorporation of financial details, design plans, and stakeholder feedback.
- Specifications on operations guidelines, data collection and reporting protocols, continued community engagement strategies, and training and staffing plans.

## **Citation**

Kral AH, Lambdin BH, Wenger LD, Davidson PJ. [Evaluation of an unsanctioned safe consumption site in the United States](#). *N Engl J Med*. 2020;383(6):589-590. doi:10.1056/NEJMc2015435

Potier C, Laprévôte V, Dubois-Arber F, Cottencin O, Rolland B. [Supervised injection services: what has been demonstrated? A systematic literature review](#). *Drug Alcohol Depend*. 2014;145:48-68. doi:10.1016/j.drugalcdep.2014.10.012

European Monitoring Centre for Drugs and Drug Addiction. Preventing overdose deaths in Europe (Perspectives on drugs) 3 October 2018. Lisbon; 3 October 2018.

Levengood TW, Yoon GH, Davoust MJ, et al. Supervised injection facilities as harm reduction: a systematic review. *Am J Prev Med.* 2021;61(5):738-749. doi:10.1016/j.amepre.2021.04.017

Salmon AM, Thein HH, Kimber J, Kaldor JM, Maher L. Five years on: what are the community perceptions of drug-related public amenity following the establishment of the Sydney Medically Supervised Injecting Centre? *Int J Drug Policy.* 2007;18(1):46-53. doi:10.1016/j.drugpo.2006.11.010

Roux P, Jauffret-Roustide M, Donadille C, et al. Impact of drug consumption rooms on non-fatal overdoses, abscesses and emergency department visits in people who inject drugs in France: results from the COSINUS cohort. *Int J Epidemiol.* 2023;52(2):562-576. doi:10.1093/ije/dyac120

## Eligibility and Allowable Expenses

### Eligibility:

Eligibility is open to all non-governmental agencies with a successful history of performing similar types of assessments. We reserve the right to evaluate applicants' ability to successfully complete the project and appropriately manage funds.

### Allowable Expenses:

Eligible expenses include:

- Personnel
- Supplies
- Space
- Travel
- Equipment
- Other costs

We may identify specific uses for funding as we work with the recipient. Capital expenses related to the purchase of vehicles or property are not eligible. All awarded funds must be utilized in the timeline outlined in resultant contracts. Expenses incurred after the contract end date will not be reimbursed.

## SECTION 2: HOW TO APPLY

### Application Process

- All documents and information related to this RFP are available on [our website](#).
- All application material must be submitted on our application portal site: <https://vpgrant.smapply.io/>
- Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to reviewers or committee members, or considered in the evaluation of proposals.
- **Applications are due no later than Friday, May 3, 2024.** No exceptions will be made.

Document	Submission Format	Requirement
A. RFP Application	Application Portal	Required

B. Budget Template (Budget for the proposed program)	Upload to Portal	Required
C. Letters of Support, Collaborative Agreements, and/or MOUs (If applicable)	Upload to Portal	If applicable
D. Sample Work: Provide samples of previous assessment reports or similar documents that demonstrate your ability to deliver high-quality, actionable insights.	Upload to Portal	If applicable

## Review Process & Scoring Rubric

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration.

Our designated RFP Reviewers will score submitted proposals. Our staff may contact applicants during the review process for clarification on submitted items. However, we may make preliminary selection(s) based on the original proposals only, without negotiation or communications with applicants.

Our staff will make final determination of funding recommendations to present for final approval to the Board of Health.

Review Criteria	Points Available
<i>Descriptions of answers that would earn full points</i>	
<b>HISTORY AND EXPERIENCE</b>	
Response provides a robust description of previous experience and history successfully completing similar assessments to the one requested in the RFP. Agency history includes experience working in communities like Dane County, Wisconsin.	15
<b>CURRENT AND FUTURE COMMITMENTS</b>	
Response indicates a clear plan for ensuring the proper management of time and resources to achieve deliverables of the assessment, while maintaining other projects as needed.	10
<b>ASSESSMENT DESIGN</b>	
Response addresses all phases described in the RFP. Response demonstrates a clear cohesion of study designs that addresses research questions, data collection methods, and analysis plan linking back to project goal.	20
<b>METHODOLOGY OF COLLABORATIVE WORK AND ENGAGEMENT</b>	
Response includes any partnerships and collaborations planned for the project. Relationships and the responsibilities of the partners are included, as well as how they strengthen the initiative/project. Applicant also provides a clear methodology to their approach towards collaboration, including addressing challenges with engaging stakeholders and connecting with different populations/communities.	10
<b>FINAL REPORT</b>	
Response provides a complete description of the final report the assessment would aim to supply at the conclusion of the project period. This includes a report with	20

actionable items that address long-term sustainability, financial viability, and integration into existing healthcare and social services ecosystems of an OPC in Dane County.	
<b>IMPLEMENTATION PLAN</b>	
Response fully completes the table provided, demonstrating a logical and succinct plan for meeting each of the phases of the assessment. Response also includes an approach to timeline adaptability that addresses changes or challenges that could occur.	10
<b>GOALS AND OBJECTIVES</b>	
Response discusses how this assessment will measure success and includes evaluation methods. Response discusses which data and evaluation measures the applicant intends to use.	10
<b>BUDGET</b>	
Applicant completed and submitted the Budget Template with their application materials. Response includes a budget justification that explains how expenses directly connect to the program activities.	5

## SECTION 3: POST-AWARD

### Contract and Reporting

Selected organizations will be required to sign an agreement with Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County. Public health will administer all allocated funds. We reserve the right to negotiate the final terms of an agreement with the selected organization, including the final details of the Scope of Work.

### Post-Award Reporting & Evaluation

#### Funds Distribution

The contracted agency will be given 50% of the full contract amount at the start of the project period, and then remaining amount at the mid-point (December 1, 2024) of the project following the completion of a mid-point report. A final financial report detailing how funds were expensed will be required at the end of the project period. If funds are used to purchase ineligible expenses, the contracted agency will be required to refund us the amount expended on ineligible expenses.

#### Project Evaluation Report

Successful applicants will be required to submit a mid-period and final program report and complete monitoring meetings with us as requested. Program reports will be narrative-based, detailing the deliverables as specified above, and must include quantitative and measurable data. The final report will assess the project's outcomes, present a final financial statement, and, in collaboration with public health, share key findings with all relevant stakeholders.

All contracted agencies will have the opportunity to work with evaluators to create and implement evaluation measures for funded initiatives. Agencies will incorporate evaluation methods and metrics



into their reporting check-ins, and final report. This should be consistent with the goals, objectives, evaluation, and scope of work listed in the application.

## **SECTION 4: GENERAL ADMINISTRATIVE INFORMATION**

### **Contracting Entity**

The Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County will administer the sub-recipient agreement(s) resulting from this RFP.

### **Official Communications from us**

During the application process for this RFP, all official communication from us will be made via our website. We will post such notices, which will include, but not be limited to, an FAQ, any addenda (changes) to this RFP, clarifications to requirements, and public announcement of the selected applicant (s). It is your responsibility to regularly monitor this website for any such postings. Failure to monitor the website for FAQ and any addenda and include appropriate provisions in your response may result in your proposal being disqualified.

### **Acceptance/Rejection of Proposals**

1. We reserve the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at our discretion is determined to be in our best interests. Further, we make no representations that a contract will be awarded to any applicant responding to this request. We expressly reserve the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).
2. We reserve the right to postpone due dates and openings for our own convenience and to withdraw this solicitation at any time without prior notice.

### **Incurring Costs**

This request for proposals does not commit us to make an award or contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

### **Applicant Qualifications & Risk Assessment**

We may make such investigations as we deem necessary to determine the ability of the applicant to perform the work and carry out the program, and the applicant shall furnish to us all such information and data for this purpose, as we may request. We reserve the right to reject any proposal if the evidence submitted by, or investigated of, such applicant fails to satisfy us that the applicant understands the full scope of work and is properly qualified to carry out the obligations of the agreement and to complete the work. We also reserve the right to make adjustments based on the outcome of our assessment of risk for potential recipients, which could include increased reporting and monitoring obligations or a decision not to make the award.

### **Proposal Content**

The evaluation and selection of recipient(s) and the contract will be based on the information submitted in the applicant's proposal plus any additional information required. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, and letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information provided by the applicant beyond the information required by this RFP may not be considered in the evaluation of the proposal.

Please consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

## Withdrawal or Revision of Proposals

1. An applicant may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline.

## Contract Documents

We will provide a contract to the selected applicants at the time of award.

## Designation of Proprietary Information

Applicants are hereby notified that all information submitted in response to this RFP may be accessible to the public through our website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, applicants are encouraged to refrain from submitting information that cannot be open for public inspection. However, if applicants must include information deemed confidential and proprietary by the applicant, applicants must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the applicant prior to the proposal submission date.

Requests shall use the following process:

- Email the RFP contact to discuss your concern.
  - Any information to be considered confidential or proprietary must clearly be stated on the attached "Designation of Confidential and Proprietary Information" form and must be submitted with the application package.
  - Any information to be considered confidential or proprietary must be separated from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
  - Applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including RFP section, page number, topic and specific concern that supports claim.
2. Your proposal will be subject to public records requests. Information usually cannot be kept confidential unless it involves a trade secret as defined in Section 134.90(1)(c) of the Wisconsin Statutes. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.

3. Proprietary information submitted in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However, we cannot ensure that the information will not be subject to release if a request is made under applicable public records laws. We will not provide advance notice to an applicant prior to release of any requested record.
4. Applicants agree to hold us harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the selected contractor also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold us harmless from any penalties, costs, damages and fees, including attorney's fees, awarded to the requestor and ordered to be paid by us, in any such legal action.
5. To the extent permitted by law, it is our intention to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in our opinion. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

## Clarification Of Proposals

During the evaluation of proposals, we reserve the right to contact any or all applicants to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at our sole discretion, waive disqualifying errors or gain clarification of error or information.

## Budget Analysis

We reserve the right to conduct a price and/or cost analysis to determine if the proposed budget is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single applicant. Applicants shall cooperate as needed with our efforts to perform said analyses.

## Negotiation

We reserve the right to negotiate all final details with selected recipients, consistent with the requirements of this RFP.

## Process

At any phase, we reserve the right to terminate, suspend, or modify this selection process; reject any or all proposals; and waive any informalities, irregularities, or omissions in submittals, all as deemed in our best interests.

## Communication With Selection Committee

Applicants may not contact our staff or members of the Selection Committee at any time during the evaluation process, except at our specific request.

## Right To Reject Proposals and Negotiate Final Terms

We reserve the right to reject all proposals and to negotiate the terms of the resulting sub recipient agreements, including the approved budget, prior to entering into an agreement.