

REQUEST FOR APPLICATIONS FOR

Support Services Navigation & Housing Services for Individuals with Opioid Use Disorder

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Office of Administration
Bureau of Procurement and Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

15-18

Date of Issuance

October 17, 2018

REQUEST FOR APPLICATIONS FOR

Support Services Navigation & Housing Services for Individuals with Opioid Use Disorder

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to RA-pwrfaquestions@pa.gov	Potential Applicants	October 30, 2018 5:00 P.M. EST
Pre-Application Conference Keystone Building – Hearing Room 1 400 North Street Harrisburg, PA 17120	DHS/Potential Applicants	October 30, 2018 1:00 PM EST
Answers to Potential Applicant questions posted to the DGS website (http://www.emarketplace.state.pa.us/) no later than this date.	DHS	November 6, 2018
Please monitor website for all communications regarding the RFA.	Potential Applicants	On-going
Sealed application must be received by the Issuing Office at: Commonwealth of Pennsylvania Department of Human Services Bureau of Procurement & Contract Management Room 402, Health and Welfare Building Harrisburg, PA 17120	Applicants	November 21, 2018 2:00 PM EST

PART I

GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“Department” or “DHS”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”). Through this procurement, the Department intends to award grants to fund the **Support Services Navigation & Housing Services for Individuals with Opioid Use Disorder Initiative** (“Project”).
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of DHS’s Office of Mental Health and Substance Abuse Services (“OMHSAS” or “Project Office”). The sole point of contact in the Commonwealth for this RFA shall be William Spiker, RA-pwrfaquestions@pa.gov, the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Scope.** This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the services to be provided; requirements that Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-4. Problem Statement.** Through this RFA, DHS aims to address the opioid crisis in Pennsylvania by providing funding to increase access to medication-assisted treatment for the treatment of opioid use disorder (“OUD”) and reduce opioid overdose-related deaths through the provision of prevention, treatment and recovery activities, case management, and supportive services, such as housing assistance and education.
- I-6. Type of Agreement.** If the Department enters into agreements as a result of this RFA, the agreements will be cost reimbursement grant agreements using the Grant Agreement attached to this RFA as **Appendix G**, including its attached Payment Provisions (Rider 1), Standard Grant Terms and Conditions (Rider 4), the DHS Addendum (Rider 5), including Audit Clause A (Attachment A) and the Lobbying Certification Form and Disclosure (Attachment L), and the Business Associate Addendum (Rider 6). Rider 2, Work Statement, will consist of this RFA and the selected Application, and Rider 3, Budget, will consist of the selected Applicants’ budget submittals.

The submission of the signed grant agreement with the Application does not guarantee selection of the application nor is the Department bound in any way to select or to enter into an agreement with an Applicant based on its submission of the signed grant agreement with the Application.

DHS, in its sole discretion, may undertake negotiations with Applicants whose applications, in the judgment of DHS, show them to be qualified, responsible and capable of performing the Project.

- I-7. Rejection of Applications.** DHS may, in its sole and complete discretion, reject any application received as a result of this RFA.
- I-8. Incurring Costs.** The Department is not liable for any costs incurred by the Applicant in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the agreement.
- I-9. Pre-Application Conference.** DHS will hold a Pre-Application Conference as specified in the Calendar of Events. The purpose of this conference is to provide opportunity for clarification of the RFA. Applicants should forward all questions to the Project Officer in accordance with **Part I, Section I-10** to afford adequate time for analysis before DHS provides an answer. Applicants may also ask questions at the conference. The Pre-Application conference is for information only. Any answers furnished during the conference will not be official until they have been verified, in writing, by DHS. **Attendance at the Pre-Application Conference is optional, but strongly encouraged.**
- I-10. Questions and Answers.** If an Applicant has any questions regarding this RFA, the Applicant must submit the questions via email (**with the subject line “RFA 15-18 Question”**) to the RFA Issuing Officer named in **Part I, Section I-2** of the RFA. If the Applicant has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Applicant shall not attempt to contact the RFA Issuing Officer by any other means. The Department shall post the answers to the questions on the Department of General Services (“DGS”) website by the date stated on the Calendar of Events.

An Applicant who submits a question *after* the deadline date for receipt of questions indicated on the Calendar of Events assumes the risk that its application will not be responsive or competitive because the Department is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When questions are submitted after the deadline date indicated on the Calendar of Events, the Project Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the extent that DHS decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer must be provided to all Applicants through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-11** of this RFA. The Department shall not be bound by any verbal information nor shall it be bound by any written information that is either contained within the RFA or formally issued as an addendum.

- I-11. Addenda to the RFA.** If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx>. It is the Applicant's responsibility to periodically check the website for any new information or addenda to the RFA.
- I-12. Response Date.** To be considered for selection, hard copies of Applications must **arrive** at the Issuing Office **on or before** the time and date specified in the RFA Calendar of Events. The Department will **not** accept Applications via email or facsimile transmission. Applicants who send Applications by mail or other delivery service should allow sufficient delivery time for timely receipt of their Applications. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which Applications are to be returned is closed on the Application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of Applications shall remain the same. **The Department will reject without opening, any late Applications.**
- I-13. Applications.** Applicants may submit only one (1) Application per county or group of counties of the same category (urban or rural). Applicants may not submit an application for projects serving a combination of rural and urban counties.

To be considered, Applicants must submit a complete response to this RFA to the Issuing Office using the format provided in **Part II**, providing **one (1) original and five (5) paper copies of the Technical Submittal and two (2) paper copies of the Cost Submittal**. In addition to the paper copies of the Application, Applicants shall submit **two complete and exact** copies of the entire application (Technical and Cost, along with all requested documents) on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. Additionally, on the CD-ROM or Flash Drive, include separate folders that contain a complete and exact copy of the entire Technical Submittal in a searchable PDF (portable device format). To the extent that the Applicant designates information as confidential or proprietary or trade secret protected in accordance with **Part I, Section I-18** of this RFA, the Applicant must also include one (1) redacted version of the Technical Submittals on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format. Applicants may not lock or protect any cells or tabs. The CD-ROM or Flash Drive should clearly identify the Applicant and include the name and version number of the virus scanning software used to scan the CD-ROM or Flash Drive before it was submitted. Applicants should ensure that there is no cost information in the technical submittal. Applicants should not reiterate technical information in the cost submittal. The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet (**Appendix A**) and Grant Agreement Signature Page (**Appendix D**) and the Application Cover Sheet and Grant

Agreement Signature Page are attached to the Applicant's application, the requirement will be met. For this RFA, the application must remain valid for **120** days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers or negotiations, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the Department's address for application delivery prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application in person prior to the exact hour and date set for application receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the application. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification that complies with the RFA requirements

I-14. Economy of Preparation. Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFA.

I-15. Alternate Applications. The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate Applications.

I-16. Discussions for Clarification. Applicants may be required to make an oral or written clarification of their Applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarification. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.

I-17. Prime Applicant Responsibilities. The grant will require the selected Applicant to assume responsibility for all services offered in its Application whether it provides them itself or by sub-grant. The Department will consider the selected Applicant to be the sole point of contact regarding all agreement matters.

I-18. Application Contents.

A. Confidential Information. The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications. Accordingly, except as provided herein, Applicants should not label application submissions as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in Subsection C below and must additionally provide a redacted version of its application in accordance with **Part I, Section I-13** of this RFA, which

removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

- B. Commonwealth Use.** All material submitted with the application shall be considered the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of a grant. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure.** After the award of a grant pursuant to this RFA, all application submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix F** of the RFA for a Trade Secret Confidential Proprietary Information Notice Form that may be utilized as the signed written statement, if applicable.

I-19. News Releases. Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of DHS, and then only in coordination with DHS.

I-20. Restriction of Contact. From the issue date of this RFA until DHS selects Applications for award, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for DHS to reject the offending Applicant's application. If DHS later discovers that the Applicant has engaged in any violations of this condition, DHS may reject the offending Applicant's application or rescind its grant award. Applicants must agree not to distribute any part of their applications beyond DHS. An Applicant who shares information contained in its application with other Commonwealth personnel and/or competing Applicants may be disqualified.

I-21. DHS Participation. Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project. The selected Applicants will have access to a Program Manager from DHS who will be the Applicant's primary contact for the Project. This Program Manager will be the Applicant's resource for questions, technical assistance, and project implementation and compliance support.

I-22. Term of Agreement. The term of the agreement will commence on the Effective Date and will be for a period of one (1) year. Subject to the performance of the selected Applicant and other considerations, DHS may extend a Grant Agreement on the same terms and conditions for up to one (1) additional one (1) year period. DHS will fix the Effective Date after the grant has been fully executed by the selected Applicant and by

the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant for any service or work performed or expenses incurred before the Effective Date of the agreement.

I-23. Applicant's Representations and Authorizations. By submitting its application, each Applicant understands, represents, and acknowledges that:

- A.** Applicant's information and representations in the application are material and important, and DHS will rely upon the contents of the application in awarding the agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, submission, punishable pursuant to 18 Pa. C.S. § 4905.
- B.** The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C.** The Applicant has not disclosed the price(s), the amount of the application, nor the approximate price(s) or amount(s) of its application to any other firm or person who is an Applicant or potential Applicant for this RFA, and the Applicant shall not disclose any of these items on or before the application submission deadline.
- D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application on this grant, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E.** The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F.** To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four (4)** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its application.
- G.** To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.

- H. The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, it shall submit along with its application a written explanation of why it cannot make such certification.
- I. The Applicant has not made, under separate contract or agreement with DHS, any recommendations to DHS concerning the need for the services described in its application or the specifications for the services described in the application.
- J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- K. Until the selected Applicant receives a fully executed and approved written agreement from DHS, no legal and valid agreement, in law or in equity, exists and the Applicant shall not begin to perform.
- L. The Applicant is not currently engaged and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is prohibited by Congressional statute from engaging in trade or commerce.

I-24. Notification of Selection. The Department will notify all Applicants in writing of the selected Applicants after DHS has determined, taking into consideration all the evaluation factors, the Applications that are the most advantageous to the Department. Applicants whose applications are not selected will be notified when the Department has received the final agreements signed by the selected Applicants.

I-25. Use of Electronic Versions of this RFA. This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant acknowledges and accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and DHS's version of the RFA, the Department's version shall govern.

PART II

APPLICATION REQUIREMENTS

II-1. Applicant Qualifications.

The following types of agencies may apply:

- A. Nonprofit organizations or Community-based organizations
- B. Public housing authorities or nonprofit housing providers
- C. Community Action Agencies
- D. Public health programs
- E. Community, family, or women's health departments of local hospitals
- F. Eligible residential programs for individuals with OUD
- G. Single County Authorities

Applicant and Subcontractor Qualifications. Applicants must:

- A. Demonstrate that they are established, reputable, and known in their communities.
- B. Demonstrate capacity, experience, qualifications, and proven success in providing the proposed services. Applicants without prior relevant experience will not be considered for funding under this RFA.
- C. Be a local public or nonprofit entity. "Local" means the Applicant provides services in the county or counties for which they submit an Application. Applicants must submit verification of eligibility requirements with the Application pursuant to Section II-2.c below. Multi-county or regional entities must demonstrate their ability to serve all counties for which they are applying.
- D. If subcontracting services, the Applicant must demonstrate that subcontractors meet the qualifications described above.

II-2. Applicant Checklist.

Applicants must submit their Application in the format outlined below. Use a standard Arial 12-point font, single spaced, with page numbering at the bottom. Each Application shall consist of the following:

- a. Application Cover Page (**Appendix A**)
- b. Work Statement, in response to **Part IV**
- c. Verification of Eligibility Requirements
- d. Implementation Plan and Timeline, in response to **Part II, Section IV-6**
- e. Grant Agreement Signature Page (**Appendix D**)
- f. Budget Submittal and Narrative, which consists of a response to **Part II, Section II-8**
- g. Financial Information, which consists of a response to **Part II, Section II-10**

The Department may request additional information or may make investigations which, in its opinion, are necessary to determine the Applicant's ability to perform the Project, and the Applicant shall furnish to the Department all requested information and data.

II-3. Application Cover Page.

Applicants must complete the Application Cover Page (**Appendix A**) and be signed by an individual authorized to bind Applicant to the

application provisions. For each application being submitted, the Applicant must identify on the Application Cover Page, the county or counties where services will be provided if selected for a Project grant. Applicants may only submit applications for those counties listed in **Appendix B**.

II-4. Letters of Recommendation. Applicants must submit three (3) letters of recommendation with the Application. If the letters of recommendation are from an organization, an official listing his or her title should sign the letter with their contact information. The Department would prefer that organizations that are affiliated with a state agency or association submit a letter of recommendation from that agency's or association's authorized representative.

II-5. Work Statement. Applicants must complete **Part IV Technical Submittal**. Applicants must address all sections included in **Part IV**.

II-6. Implementation Plan and Timeline. Applicants must submit an implementation plan specifying the timeline anticipated for planning and describing when the delivery of services will begin. Applicants must begin implementing services no later than January 1, 2019.

II-7. Signature Page. Applicants must have an individual(s), with authority to bind the Applicant to the Grant Agreement and its Riders and Attachments, sign the Grant Agreement Signature Page (**Appendix D**). **Applicants shall include three (3) original signature pages with each application.**

II-8. Budget Submittal and Narrative. Applicants must complete **Appendix E**, which will become the Rider 3 Budget of the Grant Agreement. The budget will have three (3) budget categories: Personnel and Fringe Benefits, Operating Expenses, and Indirect Administrative. The budget narrative must include a detailed explanation of each line item in the budget.

The budget must be commensurate with the activity described. If a grant is awarded, the Commonwealth will not pay or be liable for any other additional budgetary expenditure.

II.9. Partnership and Referral Agreements. If you are the primary Applicant and will not provide all aspects of the required services--case management, housing, or housing education-- you must submit an agreement with each of the organizations partnering for the other service components. The agreements must describe the nature of the partnership and the services that each partner will provide.

Applicants will also be required to provide a list of agencies where program participants will be referred for additional supportive, social or emergency services.

II.10 Financial Information. Describe your financial stability and economic capability to perform the grant requirements. Provide your financial statements (audited, if available) for the past three fiscal years. Financial statements must include the Balance Sheet and

Income Statement or Profit/Loss Statements. Include a Dun & Bradstreet comprehensive report, if available. The Commonwealth may request additional information it deems necessary to evaluate an Offeror's financial capability.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, an Application must:

- A. Be timely received from an Applicant (see **Part I, Section I-12**); and
- B. Be properly signed by the Applicant (see **Part I, Section I-13**).

III-2. Technical Nonconforming Applications. The two (2) Mandatory Responsiveness Requirements set forth in **Section III-1** above are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. DHS may in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application.

III-3. Evaluation. DHS has selected committees of qualified personnel to review and evaluate timely submitted Applications. DHS will evaluate Applications for urban and rural counties separately. DHS will notify in writing of its selection for grant award those responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth as determined by DHS after taking into consideration all the evaluation factors.

III-4. Evaluation Criteria. DHS will select pilot projects in both rural and urban counties based on their application scores. The following criteria will be used in evaluating each application:

Technical: The Department has established the weight for the Technical criterion for this RFA as **one hundred percent (100%)** of the total points. In evaluating the technical submittal, DHS will include the following considerations:

- **Soundness of Approach.** This refers to the Applicant's technical approach for completion of all services defined in this RFA, and whether the Application is responsive to all requirements of the RFA. The Applicant should clearly state how the requirements of the Application will be met and how each task will be performed.
- **Applicant Qualifications.** This refers to the ability of the Applicant to meet the terms of the RFA, especially the time constraint and the quality, relevancy, and recentness of studies and projects completed by the Applicant. This also includes the Applicant's ability to undertake a Project of this size.
- **Personnel Qualifications.** This refers to the competence of professional personnel who would be assigned to the Project by the Applicant.

Qualifications of professional personnel will be measured by experience and education, with particular reference to experience with services similar to those described in the RFA.

- **Understanding the Problem.** This refers to the Applicant's understanding of the needs that generated the RFA, of the grant objectives, and the nature and scope of the work involved.
- **Budget.** This refers to the feasibility of the Applicant's Budget Submittal and Narrative, and whether the proposed grant activities are commensurate with the budget.

The final Technical scores are determined by giving the maximum number of technical points available to the application with the highest raw technical score. The remaining applications for the region are rated by applying the following formula:

$$\frac{\text{Raw Technical Score of Proposal Being Scored}}{\text{Highest Raw Technical Score}} \times A = \text{Final Technical Score}$$

A = Maximum number of Technical Points for technical criterion.

III-5. Applicant Responsibility. To be responsible, an Applicant must submit a responsive application and possess the capability to fully perform the agreement requirements in all respects and the integrity and reliability to assure good faith performance of the agreement.

In order for an Applicant to be considered responsible for this RFA and therefore eligible for selection for agreement negotiations:

- The total raw score for the technical submittal of the Applicant's application must be greater than or equal to **75%** of the **available raw technical points**; and
- The Applicant's financial information must demonstrate that the Applicant possesses the financial capability to ensure good faith performance of the agreement. The Commonwealth will review the Applicant's previous three (3) financial statements, any additional information received from the Applicant, and any other publicly-available financial information concerning the Applicant and assess each Applicant's financial capacity based on calculating and analyzing various financial ratios, and comparison with industry standards and trends.

The Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-6. Final Ranking and Award.

- A.** Depending on the availability of funding, the Department intends to award funds to eight (8) or more responsible Applicants from rural and urban counties. The approximate maximum grant award is \$1.7 million for year one, with a possibility of a second-year of funding based on federal funding availability. Applicants are not required to request the maximum funding amount but should propose realistic budgets based on the size and scope of the proposed project.

- B.** The Department will separately evaluate applications for urban and rural counties, and will award funds to responsible Applicants with the highest scores within a county or group of counties, based on each evaluation as described in Section III-4 above.

PART IV

TECHNICAL SUBMITTAL

IV-1. Nature and Scope. The U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (“SAMHSA”) awarded the Pennsylvania Department of Drug and Alcohol Programs (“DDAP”) federal fiscal year (FY) 2018-19 State Opioid Response Grants. DDAP is working in conjunction with DHS to implement the proposed pilot projects. The Department will use the SAMHSA grant funding to address the opioid crisis by increasing access to medication assisted treatment (“MAT”) using the three Food and Drug Administration (“FDA”) approved medications for the treatment of OUD, reducing unmet treatment needs, and reducing opioid overdose-related deaths through the provision of prevention, treatment, and recovery activities for OUD, including providing access to housing as an evidence-based intervention and supportive services.

Through this RFA, DHS seeks to award funds for the implementation of pilot programs providing innovative, evidence-based case management, housing (such as vouchers or rental assistance), and housing services for individuals with OUD. Pilot projects must address local service needs and gaps in the following areas: (1) access to comprehensive case management for individuals with OUD aimed to assist in remaining engaged in OUD treatment and achieving overall stability and independence; (2) housing services and education; and (3) rental assistance. DHS encourages new approaches and innovative models for these services.

IV-2. Target Populations and Counties.

Applicants must present project(s) that serve individuals with OUD in the counties listed on Appendix B. DHS identified the top fifteen (15) rural and top fifteen (15) urban counties via a formula that equally weighted the rate of individuals diagnosed with Substance Use Disorder (50%) and the rate of overdose-related deaths (50%).

Applicants must provide access to quality services for all, including culturally and linguistically diverse communities that are not just defined by race or ethnicity, but also socio-economic status, sexual orientation, gender identity, physical and mental ability, age, military status and other factors. Organizational behaviors, practices, attitudes, and policies across all DHS supported entities must respect and respond to the cultural diversity of communities, clients and students served.

If your application is funded, Quality care means access to services, information, and materials delivered by trained providers in a manner that factor in the language needs, health literacy, culture, and diversity of the populations served. Quality also means that data collection instruments used should adhere to culturally and linguistically appropriate norms.

IV-3. Project Activities and Requirements.

This is a services provision grant. All Applicants and their program partners, if any, must demonstrate their ability to begin implementation of services to individuals by January 1, 2019. Applicants are encouraged to develop innovative pilot programs designed to meet specific needs in their counties.

In their application, Applicants should demonstrate the critical gaps in availability of supportive services, housing, and treatment for individuals with OUD in their geographic areas and among their target population; and utilize evidence-based implementation strategies to identify system design models that will most rapidly and adequately address the identified services gaps in their systems of care. The proposed pilot programs must assist individuals to become and remain engaged in evidence-based treatment interventions, consisting of MAT specifically for the treatment of OUD, and psychosocial interventions; provide individuals with the necessary support services to identify, obtain, and maintain housing stability; and provide pre- and post-tenancy education services.

Selected Applicants must use this funding to supplement preventative and treatment services and activities pertaining to OUD currently undertaken by agencies and organizations in support of a comprehensive response to the opioid epidemic. Applicants must describe how they will expand access to treatment, housing and support services, and how they will use this funding to supplement, and not supplant, existing opioid prevention, treatment, and recovery activities in their communities.

Applicants must describe how they will improve retention in care by providing or partnering with a provider(s) using a chronic care model or other innovative model that has been shown to improve retention in care.

Selected Applicants must provide **all** the services listed below, either as a sole service provider or through partnership agreements with other community organizations and service providers. Applicants who only directly provide some of the listed services must partner with other qualified organizations or providers to provide the remaining services. For example, an organization that provides case management and treatment services may partner with a housing provider to focus on rental assistance and sustainable housing to provide all services required by this RFA. Both the Applicant and any partner(s) must demonstrate capacity, qualifications, and proven success in providing the proposed services. Applicants without prior experience will not be considered for funding under this RFA.

Applicants will be required to demonstrate their ability to apply Evidence Based Practices (“EBPs”) to achieve the goals and outcomes outlined in this RFA. To provide access to appropriate treatment services, case managers must assist the participant in accessing services. A variety of EBPs are available and should be identified in the application based on the target population. Examples may include motivational interviewing, an evidence-based clinical approach to assist individuals in making positive behavioral changes to better support their health or relapse prevention skills to support long-term recovery.

Assertive Community Treatment (“ACT”) may be available to individuals with Co-occurring Mental Health and Substance Use Disorder/Opioid Use Disorder. Licensed ACT teams may be available in some communities where pilot programs are funded. Selected Applicants must include MAT services for participants as part of the continuum of treatment services.

Selected Applicants must use RFA funding to fund the activities listed below.

A. Supportive Services. Selected Applicants will provide intensive case management to assist individuals with OUD in accessing the following services:

- **Recovery Services.** Selected Applicant will program recovery services that result in program participants becoming and remaining engaged with a recovery service provider to develop a personalized plan for opioid misuse prevention, treatment, and recovery for the purposes of addressing opioid misuse and preventing overdose. Selected Applicants must use funding only for EBP treatment approaches and interventions and must make available FDA-approved MAT to those diagnosed with OUD. Medical withdrawal (detoxification) is not the standard of care for OUD, is associated with a very high relapse rate, and significantly increases an individual’s risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an EBP for OUD. If medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to protect such individuals from opioid overdose in relapse and improve treatment outcomes.

In selecting an EBP, Applicants must consider and explain how their choice of an EBP or practice may impact disparities in service access, use, and outcomes for their population(s) of focus. While this is important in providing services to all populations, it is especially critical for those working with underserved and minority populations.

When providing or identifying community partners for referring participants for treatment, Applicants must consider the following best practices:

- Using or choosing partner organizations with service delivery models that enable the full spectrum of treatment and recovery support services that facilitate positive treatment outcomes and long-term recovery. Models for evidence-based treatment include, but are not limited to, hub and spoke models in which patients with OUD are stabilized in a specialized treatment setting focused on the care and treatment of OUD and associated conditions such as mental illness, physical illness, including infectious diseases, and other substance use disorders and then transferred to community-based providers once stabilization has occurred. Other evidence-based models to treat OUD include treatment in federally and state-regulated opioid treatment programs and

addiction specialty care programs that either directly provide or support use of MAT for OUD in addition to psychosocial services such as drug counseling; psychoeducation; toxicology screening; individual, group, or family therapy; vocational/educational resources; case management; and recovery support services.

- Link participants to community recovery support services such as peer supports, recovery coaches, and recovery housing (allowing MAT). Selected Applicants must provide that any recovery housing services to which participants will be referred are provided in an appropriate and legitimate facility. Individuals in recovery should have a meaningful role in developing the service array used in your program.
- Research shows that many smokers with behavioral health conditions want to quit, can quit, and benefit from proven smoking cessation treatments. SAMHSA strongly encourages the adoption of a tobacco-free facility/grounds policy and the promotion of abstinence from all tobacco products.
- Facilitate the health insurance application and enrollment process for eligible uninsured individuals.
- Consider other systems from which a potential service recipient may be eligible for services (for example, the Veterans Health Administration or senior services).
- Applicants are also encouraged to address the behavioral health needs of returning service members and veterans and their families in designing and developing their programs and to consider prioritizing this population for services, where appropriate.

Applicants should, but are not required to, collaborate with the Center(s) of Excellence in their county. See Appendix C for a list of Centers of Excellence.

- **Basic Needs and Self-Sufficiency Supports.** Applicants must use evidence-based approaches to assess the needs of individuals with OUD and connect them with community resources to meet their immediate basic needs, address barriers to self-sufficiency, and develop a plan to achieve long-term stability. The assessment must be comprehensive and include all of the following self-sufficiency components: food, clothing, access to physical and mental health services, housing, income, child care, employment, education, transportation, utilities, and any other critical needs.

Assisting individuals with OUD to achieve overall stability is a key recovery support. Selected Applicants may use a portion of the funding for providing emergency financial assistance to help program participants when other funding sources are unavailable. For example, funding may be used for paying for transportation for a participant to attend a job interview or access treatment or paying a portion of a utility bill in order to secure housing stability.

B. Housing and Housing Services. Research shows that an unstable living situation and lack of social support are among the factors that can increase risk of treatment failure or relapse for patients with OUD, and that more clinical support and case management are required to mitigate these risks.¹ Therefore, selected Applicants must include coordinated housing services based on the needs of the individual and leveraging existing housing resources as a component of their programs.

Applicants must combine Permanent Supportive Housing with a Housing First philosophy. Housing First is a recovery-oriented approach to ending homelessness that centers on quickly moving people experiencing homelessness into independent and permanent housing and then providing additional supports and services as needed. Participation in services is voluntary and tenants cannot be evicted for rejecting services.

Permanent Supportive Housing will be a critical evidence-based practice EBP utilized through these pilot programs. Key components of this EBP are described in SAMHSA's 2010 Permanent Supportive Housing: Building Your Program guide. At a minimum, Applicant will provide permanent supportive housing that includes the following:

1. Leases will not have any provisions that would not be found in leases held by someone who does not have a psychiatric disability (or other disabling condition).
2. House rules, if any, will be like those found in housing for people who do not have psychiatric disabilities (or other disabling condition) and will not restrict visitors or otherwise interfere with a life in the community.
3. Before moving into Permanent Supportive Housing, tenants will be asked about their housing preferences and are offered the same range of choices as are available to others at their income level in the same housing market.
4. Housing will be affordable, with tenants paying no more than 30 percent of their income toward rent and utilities, with the balance available for discretionary spending.
5. Tenants will have choices in developing their plan of support. They will be asked about their choices and can choose from a range of services, and different tenants may receive different types of services based on their needs and preferences.
6. Housing will be integrated. Tenants can interact with neighbors who do not have psychiatric disabilities.

¹ Health Care for the Homeless Clinicians' Network, *Adapting Your Practice: Recommendations for the Care of Homeless Patients with Opioid Use Disorders* (March 2014), available at http://www.nhchc.org/wp-content/uploads/2014/03/hch-opioid-use-disorders_adapting-your-practice-final-to-post.pdf.

Selected Applicants must engage housing coordinators that will match participants with the housing options that best support their recovery. Selected Applicants must provide the following services:

- **Housing Education.** Selected Applicants must provide pre- and post-tenancy education and support services related to financial education; skills on being a good tenant and neighbor; tenant rights; advocacy with the landlord or property manager; identifying and connecting to community resources; and identifying behaviors that may risk the participant losing his or her housing.
- **Housing Supports.** Selected Applicants must assess the participant's current housing situation to identify barriers and needs and prepare a housing plan, assist with the housing search and completing the housing application, educate participants on tenancy and move-in preparation, assist with identifying and obtaining existing housing supports such as vouchers and rental assistance programs, and provide post-housing support. Selected Applicants may use funding to assist with housing costs to provide stability, support treatment goals, and prevent relapse. In order to receive financial support for housing, selected Applicants must explore all other financial assistance available for each participant. DHS funding may only be used after other permissible housing resources have been exhausted or are unavailable for the participant's specific housing goal. Applicants should present innovative models for meeting housing services gaps in their counties. Applicants must include in the narrative a plan for transitioning participants to permanent housing after grant funding is no longer available.

C. Rental Assistance: Selected Applicants may provide rental assistance to participants through housing subsidies following evidence-based models such as rapid re-housing, bridge subsidy, or master leasing.

1. Bridge subsidies provide temporary, tenant-based rental assistance until a person receives a Housing Choice voucher or other rental subsidy, or has obtained access to a subsidized unit such as public housing, 811, or United States Department of Housing and Urban Development ("HUD") Multifamily properties.
2. Master Leasing is an approach where the program administrator executes a long-term master lease agreement with a property owner of high quality rental housing. In turn, the program administrator sub-leases the units to the target consumers. This is especially effective for justice-involved individuals or persons with poor housing or credit histories.

To provide sustainability and participant self-sufficiency, selected Applicants must leverage existing permanent housing resources to improve the likelihood of long-term success (examples include housing choice vouchers, mainstream/non-elderly disabled vouchers, homeless supportive housing program resources, public housing, United States Department of Agriculture rural development, HOME Investment Partnerships Program, Low Income Housing Tax Credits, or HUD Multifamily properties). Applicants are also encouraged to identify new funding resources to create

sustainable opportunities for participants (for example, mainstream vouchers, PA Housing Affordability and Rehabilitation Enhancement Funds, local Affordable Housing Trust Fund, and other local resources for housing).

D. Outcomes Measurement and Data Collection.

Selected Applicants must collect and report data so that DHS can satisfy its obligations under the Government Performance and Results (“GPRA”) Modernization Act of 2010. Selected Applicants may use up to 2 percent of their grant award for data collection. DHS will work with the selected Applicants to develop standard outcomes measurement processes and data collection requirements. DHS may provide technical assistance to selected Applicants.

- Applicants must submit reports to DHS including a series of data elements that will enable SAMHSA to determine the impact of the program on opioid use and opioid-related morbidity and mortality.
- Applicants must report client-level data on elements including, but not limited to, the following: diagnoses, demographic characteristics, substance use, services received, outcomes, types and frequency of MAT received; length of stay in treatment; employment status, criminal justice involvement, and housing. DHS will identify additional required data elements upon award. Applicants are required to accurately report all data to DHS.
- Selected Applicants will collect data via a face-to-face interview using a pre-approved tool at four data collection points: intake to services, three months post intake, six months post intake, and at discharge. Selected Applicants will do a GPRA interview on all clients in their specified unduplicated target number and will achieve a three-month follow-up rate of 80 percent and a six-month follow-up rate of 80 percent. DHS will offer GPRA training and technical assistance to selected Applicants. Collection of this data enables DHS to report on key outcome measures relating to the grant program.
- Project Performance Assessment. Selected Applicants must periodically review the performance data they report to DHS, assess their progress, and use this information to improve the management of their grant project. The Program Manager at DHS will be available to provide technical assistance and support. Selected Applicants will also report on their progress addressing the goals and objectives identified in their Application. These self-assessments must be designed to help selected Applicants determine whether intended goals, objectives, and outcomes are being achieved, and whether adjustments need to be made to the project. Selected Applicants will submit an annual report on the progress achieved, barriers encountered, and efforts to overcome these barriers. Applicants will also submit monthly participation and fiscal reports, and quarterly progress reports.

DHS will monitor expenses to verify that funding is used to support evidence-based treatment, recovery supports, and housing services. DHS will not permit use of these funds for non-evidence-based approaches.

IV-4. Work Statement.

1. **Population of Focus and Statement of Need** (Understanding the Problem) (maximum of 2 pages)
 - a. Identify your population(s) of focus and the geographic area where services will be delivered.
 - b. Describe how you will coordinate funding streams to address the gaps in services in the service area.
 - c. Describe the extent of the problem and the need for services in the area, including service gaps.

2. **Proposed Implementation Approach** (Soundness of Approach) (maximum of 5 pages)
 - a. Describe the goals, objectives, and outcomes of the proposed project and align them with the Statement of Need.
 - b. State the unduplicated number of individuals you propose to serve (both annually and over the entire project period) with grant funds.
 - c. Describe how you will implement the required activities. Applicants should engage in innovative approaches to achieve outcomes.
 - i. How will you connect participants with OUD treatment (if not already in treatment), and what is your approach to assisting participants to remain engaged in treatment?
 - ii. Describe the intensive case management services that you will provide participants and how you implement these services.
 - iii. Describe which services the primary Applicant will provide, and which will be provided through collaboration or through referrals. Provide a list of agencies to which program participants will be referred. The list must include each agency's name, location and the nature of the services provided.
 - iv. Describe the housing support services and housing education services you will provide.
 - v. If providing rental assistance, please submit information regarding payment amounts and calculations, guidelines, and eligibility criteria you will utilize. Applicants should be consistent with existing rental assistance guidelines utilized by other programs available in the county.
 - d. Describe your plan to sustain the activities described above after grant funding ends.
 - i. How will program participants achieve and sustain housing stability once DHS funding is no longer available?

- ii. Will case management services be available for participants after the grant period?
 - e. Provide a chart or graph depicting a realistic timeline for the entire year of the project period showing dates, key activities, and responsible staff, as referenced in Section II-2.A.d above. The chart does not count towards the four-page maximum.
- 3. **Proposed Evidence-Based Service/Practice** (Soundness of Approach) (maximum of 2 pages)
 - a. Identify the EBP(s) that will be used for each service component: intensive case management, recovery services, housing and housing services, and rental assistance. Include the EBPs utilized by program partners providing MAT for participants.
- 4. **Staff and Organizational Experience** (Applicant Qualifications) (maximum of 2 pages)
 - a. Describe your organization's experience with similar projects. Include your experience providing housing and case management services.
 - b. Describe your involvement or experience working with individuals with OUD.
 - c. Identify other organization(s) that you will partner with in the proposed project. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project.
 - d. Submit evidence of eligibility requirements pursuant to Section II-2.A.c above.
- 5. **Data Collection and Performance Measurement** (Soundness of Approach) (maximum of 1 page). Provide specific information about how you will collect the required data for this program and how such data will be utilized to manage, monitor, and enhance the program
- 6. **Key Personnel and Staff Qualifications** (Personnel Qualifications) (maximum of 2 pages). Key personnel are staff members who must be part of the project regardless of whether or not they receive a salary or compensation from the project. These staff members must make a substantial contribution to the execution of the project. The key personnel for this program may include the Project Director/Manager, Case Manager(s), and Housing Coordinator(s). Provide a complete list of staff positions for the project, including the Key Personnel (Project Director/Manager) and other significant personnel. Describe the role of each, their level of effort, and qualifications, to include their experience providing services to the population(s) of focus and familiarity with their culture(s) and language(s).