
REQUEST FOR PROPOSALS (RFP)

EXPANDING OPIOID OVERDOSE PREVENTION PROGRAM CAPACITY IN NEW YORK CITY

ISSUE DATE:
JUNE 20, 2017

RESPONSE DUE DATE:
REPLY TO: ZAHRA EL ALAMI

RELEASED BY

Fund for Public Health in New York 

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Summary

This Request for Proposals (RFP) is issued by the Fund for Public Health in New York, on behalf of the New York City Department of Health and Mental Hygiene (DOHMH) to solicit proposals from NYS certified Opioid Overdose Prevention Programs (OOPPs) or organizations that meet the criteria to become NYS certified OOPPs to provide opioid overdose prevention education and naloxone distribution in New York City.

This RFP is intended to solicit responses from organizations not currently receiving funding for naloxone distribution. This RFP is not intended for syringe exchange programs.

Basic Information

Application Release Date	
Application Timeline	RFP Posted: June 20, 2017 Application Deadline: July 18, 2017 Question Submission Deadline: June 26, 2017 Q&A Posted: June 29, 2017
Funding Term	Funds awarded will be for: August 1, 2017 to June 30, 2018. All deliverables to be completed by June 30, 2018.
Application Contact	Zahra El Alami, Special Projects Associate
Anticipated Funding and Payment Structure	The total anticipated funding amount is \$375,000. Funding per program will range from 60,000-\$75,000 for existing OOPPs. However, DOHMH and the FPHNY reserve the right to make additional awards and/or change the value of awards should additional funding become available. Payments will be based on the completion of deliverables.
Applicant Eligibility	Syringe Exchange Programs are ineligible to apply for this RFP. Organizations must adhere to the following requirements: <ul style="list-style-type: none">○ Located in New York City○ Provide direct services to people who use drugs or are affected by drug use○ Certified with New York State(NYS) as an OOPP, <u>or</u> meets criteria to become a NYS certified OOPP FY18○ Conduct outreach or intend to conduct outreach to people who use drugs and their support networks

Required Documents	<ul style="list-style-type: none"> <input type="checkbox"/> Cover letter on organizational letterhead <input type="checkbox"/> A narrative proposal that responds to all questions posed in proposal instructions <input type="checkbox"/> Organizational chart describing how funds will be utilized to increase staff capacity <input type="checkbox"/> Complete budget template with narrative description of rationale for fund allocation
Questions Regarding this application	Email: Zahra El Alami at zelalami@fphnyc.org

I. Background

New York City (NYC) is witnessing an increase in drug overdose deaths, with opioids involved in more than 80 percent of deaths. In 2016, there were 1268 confirmed overdose deaths, up from 937 overdose deaths in 2015. Rates are highest among New Yorkers between the ages of 35 to 54 years old (26.3 per 100,000) and among residents of Staten Island (29.4 per 100,000) and the Bronx (25.4 per 100,000). Recognizing that overdose deaths can be prevented through education and by making naloxone more readily available to those at risk of an opioid overdose, the Department of Health and Mental Hygiene (DOHMH) is providing funds for organizations to promote wider overdose prevention education and naloxone distribution.

Naloxone is safe and easily administered medication that reverses an opioid overdose. In 2006, New York State (NYS) enacted a law that allows non-medical personnel and individuals to administer naloxone. Since 2006, DOHMH has provided free naloxone kits to registered Opioid Overdose Prevention Programs (OOPP) across NYC. [OOPPs](#) provide education to enable people to recognize an opioid overdose and to be equipped to administer naloxone to reverse the effects of the opioid overdose.

The goal of this Request for Proposals (RFP) is to support organizations in NYC currently registered as OOPPs, or interested in becoming OOPPs, to expand overdose prevention education and naloxone distribution those at risk of an opioid overdose, and to their families, friends and loved ones. DOHMH seeks to partner with institutions that plan to offer overdose prevention and naloxone distribution at no cost to participants in a culturally and linguistically competent manner.

II. Available Funds

DOHMH has allocated funding for new and existing OOPPs.

- a. **New Opioid Overdose Prevention Programs:** Organizations that have not yet applied for OOPP certification with the NYS Department of Health (SDOH), AIDS Institute as of June 1, 2017, but intend to with this new funding.

b. Existing Opioid Overdose Prevention Programs: Organizations that have already been waived, or applied for OOPP certification with the SDOH, AIDS Institute as of June 1, 2017.

Funding ranges are as follows: (amounts reflect approximate contract amount and are subject to change)

Type of Program	Anticipated number of Awards	Funding range (min – max)
New or existing OOPPs	5-6	\$60,000-\$75,000

Proposed amounts must fall within the minimum and maximum range. However, final awards may be less than requested in order to distribute funds among awardees and ensure adequate distribution of services.

Note that this funding is not available to Syringe Exchange Programs or programs that are currently funded under the *Expanding Opioid Overdose Prevention Program Capacity in New York City grant from FY17*. (If you have questions about where you are funded under this program, please contact your program director)

Cost Allocation

Funding should be allocated for increasing staff capacity and size, hours of outreach, and methods of outreach including transportation. Funding will not be allocated for office supplies, rent, or activities outside the scope of this RFP.

Funding Notification

The projected notification date to applicants of the funding status of their proposals is early July 2017.

III. Additional Resources

In addition to direct funding, awarded institutions will be provided with the resources below: (Please note that these resources are available to ALL registered OOPPs, even if direct funding is not received).

Naloxone

DOHMH will provide intranasal naloxone to all registered OOPPs free of charge. OOPPs will place orders for naloxone and will have naloxone shipped to their program sites, where they will be responsible for assembling naloxone kits (putting doses of naloxone and other required informational materials provided by DOHMH and SDOH in one bag), to dispense to clients/patients, and storage.

Blue Bags

Naloxone will be dispensed to clients and/or patients in blue bags that are provided free of charge for OOPPs. These bags are recommended for use across New York State.

Technical Assistance

DOHMH will continue to provide technical assistance to registered OOPPs in NYC. Technical assistance will be provided to new OOPPs to ensure timely implementation of developed policies and procedures.

Overdose Prevention Training Materials

DOHMH can provide presentation slides for Overdose Prevention Trainings, forms for data collection, and other educational materials.

Data

DOHMH can provide data on which neighborhoods in NYC have the highest rates of overdose mortality in order to help organizations target outreach efforts.

IV. General Applicant Eligibility Requirements

All organizations applying to provide naloxone distribution and overdose prevention under this contract must meet the organizational eligibility requirements described below.

Organizational Eligibility

This RFP is intended to solicit proposals from organizations with experience working with people who use drugs or with people that are affected by drug use. Eligible organizations may include:

- a. Health care facilities, such as hospitals, primary care clinics, and treatment clinics that are regulated by SDOH under the Public Health Law
- b. Individual medical practitioners - which include physicians, nurse practitioners and physician assistants - so long as they are legally authorized in NYS to prescribe medication
- c. Drug treatment programs that are licensed under New York's Mental Hygiene Law
- d. Not-for-profit community-based organizations incorporated under the Not-for-Profit Corporation Law
- e. Institutions of higher education, which provide a course of study leading to a post-secondary degree or diploma

- f. Business, trade, technical and occupational schools approved by the Regents of the University of the State of New York or by a nationally recognized accrediting agency or association accepted by the Regents

New York State certified Opioid Overdose Prevention Program Eligibility Requirements

Eligible organizations must be NYS certified OOPP or must meet criteria to become a certified OOPP and apply within the first month of FY18 (August, 2017). Each OOPP is required to have a program director and clinical director. The program director has overall responsibility for managing the program, either directly or by delegation. The clinical director has clinical oversight of the program and must be a physician, physician assistant or nurse practitioner that can prescribe medication in NYS. The same individual may serve as both the program director and the clinical director. All naloxone kits dispensed by the OOPP will be under the Clinical Director's prescription.

V. General Program Requirements

The following activities are required as part of the contract:

Training

Programs must ensure that all staff receive the "Training of the Trainers" training at the Harm Reduction Coalition prior to beginning to provide overdose prevention education and dispensing naloxone.

Program Design

Programs must conduct outreach to people who use drugs, their peers and/or family members. Programs must ensure that overdose prevention trainings and naloxone distribution occurs both onsite and offsite. Applicants who do not currently conduct outreach may use funds to increase outreach capacity.

Naloxone Kit Distribution

Programs are expected to distribute a set number of kits per quarter. New OOPP must distribute a minimum of 50 naloxone kits by the end of the first quarter of FY18 (September 30, 2017) and a minimum of 150 kits per quarter for the remainder of the contract year. Existing OOPP's must distribute 100 naloxone kits by the end of the first quarter of FY18 (September 2017) and a minimum of 150 kits per quarter for the remainder of the contract year.

Data Reporting

Programs will be required to collect information on each person furnished with a naloxone kit, using a "Naloxone Dispensing Form" provided by DOHMH. Programs are required to scan or copy all completed "Naloxone Dispensing Forms" on a monthly basis for their own records, then to send hard copies of the original forms in a pre-paid

postage envelope back to DOHMH. Programs should maintain a record of the number of kits dispensed per month.

VI. Contract Payments

Payments to institutions awarded this contract will be made based on completion of deliverables. Funds will be disbursed throughout the contract year after completion of each deliverable. In order to claim payment, awarded institutions should submit invoices with the amount owed when submitting documentation of completion of deliverables.

VII. Required Proposal narrative Submission

All bidders must submit a written narrative proposal that answers all the questions in five topics below, labels each section according to its topic, adheres to the sequence below and includes required supporting documentation noted below:

Provider Experience

- a. What are the current neighborhoods and populations served by your organization?
- b. What services does your organization provide? If you are a current OOPP, describe your OOPP activities, including how naloxone is distributed, who distributes it, to whom, and how frequently, as well as the volume of distribution per month.
- c. Describe the unmet need for overdose prevention education and naloxone distribution among the populations you serve.

Program Services

- a. Describe how overdose prevention education and naloxone distribution will be integrated into your organization, including how clients/patients at high-risk of overdose and geographic service areas will be identified. Current OOPPs must describe how increased funding will support identifying new clients/patients in currently served and new geographic service areas.
- b. Describe current outreach activities, and how overdose prevention and naloxone distribution work will be incorporated into current outreach activities. If you are a current OOPP and your organization's outreach efforts already include overdose prevention and naloxone distribution, describe how additional funding will change your outreach. If your organization does not conduct outreach, describe your plan for building outreach into your current work.
- c. Describe how you will serve populations of people who use drugs who do not already know about naloxone.

Staffing Plan

- a. Describe your plan to manage staffing based on the expectations outlined in

- Section IV. Which new positions will be added to perform this work? What will be the time commitment for staff working on overdose prevention education and naloxone distribution? How will responsibilities be delegated?
- b. Submit an organization chart with the titles and supervisory relationships of all involved staff and existing and proposed positions and responsibilities related to this funding.

Program Monitoring, Data Management, and Reporting

- a. Describe the data collection process to monitor naloxone dispensing.
- b. How will the “Naloxone Dispensing Reports” be organized and stored? Which staff member of your organization will be tasked with data organization and storage?
- c. Describe how you will ensure timely scanning/copying and mailing of monthly “Naloxone Dispensing Reports” to DOHMH. .

Proposed Budget

- a. Applicants must complete and attach a proposed budget using the template provided. Items listed in Section III of this RFP will be provided by DOHMH free of charge and should not be included in the budget.
- b. The proposed budget should provide the estimated cost of providing the proposed services for a full contract year (August 1, 2017- June 30, 2018), operating at capacity.
- c. All costs associated with the project must be delineated and the narrative description must clearly justify each budget line item.

VIII. Submission of Proposals Requirements

The narrative portion of the proposal should not exceed four pages, be 1.5 spaced with one (1”) inch margins, and be no smaller than twelve (12) point Arial, or Times New Roman font. Each page of the narrative should be consecutively numbered and include as a header or footer the name of the organization submitting the proposal. The proposal must be submitted in a PDF format.

The budget, and supplemental attachments do not count towards the four page narrative limit. Proposals must be submitted electronically to Zahra El Alami, Special Projects Associate at at the following address:

E-mail: zelalami@fphnyc.org

Email Subject Line: EXPANDING OPIOID OVERDOSE PREVENTION PROGRAM CAPACITY IN NEW YORK CITY

Proposal received after **11:59PM EST on July 18, 2017** will not be reviewed.

Bidders can send questions or comments at the email below:

E-mail: zelalami@fphnyc.org

Email Subject Line: EXPANDING OPIOID OVERDOSE PREVENTION PROGRAM
CAPACITY IN NEW YORK CITY

All questions must be received by **June 26, 2017** via email to Ms. Zahra El Alami at zelalami@fphnyc.org. The answers will be made available by **June 29, 2017** on our website. No other contact with FPHNY or DOHMH personnel regarding this RFP is permitted in the period between the release of this RFP and the notice of award. Any oral communication shall be considered unofficial and non-binding with regard to this RFP and subsequent award.

Proposals received after the deadline may be disqualified from funding consideration.

It is the responsibility of the bidder to ensure delivery of the application to DOHMH at the above email address by the submission deadline. A confirmation of receipt of the required electronic submission (via email) of specific sections of the proposal and supportive documents will be sent by email.

IX. Review of Proposals

DOHMH will convene a review committee of DOHMH staff to conduct review of each proposal accepted for review. Awards will be determined by the criteria listed below:

- a. Is eligible for funding, as per requirements outlined in section IV
- b. Bidders must adhere to the instructions and requirements provided in Section IV, V, VII and VIII. Proposals submitted that do not supply the required information will be considered non-responsive. This will result in delayed awarding of funds and may also result in prorated funding depending on the length of delay.

X. General Disclosures

- a. Right to Reject Proposals
The Fund for Public Health in New York may reject any or all proposals received and may ask for further clarification or documentation. Submitted information that does not respond to all items in this RFP may be excluded from further consideration and alternative information packages may not be considered.
The Fund for Public Health in New York may decline to review an application in the event the respondent submits a response after the submission deadline and/or any disparity is found during the evaluation process.
- b. Costs
The respondent will be solely responsible for any costs incurred in preparing,

delivering, or presenting responses to this RFP. Respondents will not be reimbursed for any costs incurred in preparing proposals.

c. Fulfillment of Requirements

By submitting an information package, the respondent acknowledges that the respondent has read and understands this RFP and is capable of fulfilling all requirements.

d. Submitted Information

Once submitted, responses will be the property of FPHNY and will not be returned.

e. Right to Amend, Cancel this RFP, or Solicit a New RFP

FPHNY may amend or cancel this RFP at any time, without any liability to FPHNY, and/or DOHMH.

FPHNY or DOHMH may solicit new requests for information and/or proposals regarding the services addressed in this RFP at any time.

f. Amount of Business

FPHNY does not guarantee to any specific amount of business or revenue as a result of this RFP.

g. Security and Confidentiality

Respondents should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide appropriate justification for why such materials, upon request, should not be disclosed by FPHNY. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by FPHNY.

h. Insurance Certificate Selected institutions will need to provide proof of liability insurance (including Worker's Compensation).

i. Vendex

A VENDEX Vendor Questionnaire and Principal Questionnaire must be filed where the subcontract dollar amount is \geq \$100,000 or where the aggregate business with the City is \geq \$100,000 during the preceding twelve months prior to contracting.

j. Licenses

All required licenses must be submitted prior to contracting.

k. Client Abuse

A Certification Regarding Substantiated Cases of Client Abuse or Neglect must be submitted prior to contracting.