

# ICE BREAKER

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We're kicking things off this morning with an ice breaker. Please respond to the questions below in the chat.

- Name, Role, Pro-Noun
- Question: What are some of your favorite things about your work?

APPLICANTS' CONFERENCE:  
EXPANDING BUPRENORPHINE OUTREACH TO  
PEOPLE EXPERIENCING HOMELESSNESS  
WITH OPIOID USE DISORDER

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September 23, 2021



# Thank you for joining us.

## *A few things before we get started:*

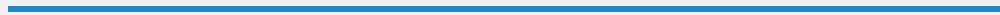
- Today's webinar will be recorded.
- Participant audio will be muted during the presentation.
- Please type your questions in the chat box in the lower left corner of your screen.
- Any questions not answered during today's webinar will be included in the Q&A.
- All slides, recordings, and documents will be shared after the webinar. To access the RFP and all resources, please visit: <https://fphnyc.org/get-involved/requests-proposals/>



# Agenda

- Welcome & Introductions
- Project Overview & Goals
- Who Should Apply
- Project Deliverables & Expectations
- RFP Timetable
- How to Apply
- Evaluation Criteria & Selection Process
- Q&A

# WELCOME AND INTRODUCTIONS



# Introductions

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**Rebecca Adeskavitz** – Director of Grants and Contract Management, FPHNYC

**Joon Pyo Lee** – Grant Manager, FPHNYC

**Jessica Lavidés** – Project Manager, FPHNYC

**Marissa Kaplan-Dobbs** – Acting Director—Health Care Provider Initiatives, BADUPCT, DOHMH

**Lili Warren**— Buprenorphine Outreach Project Lead, BADUPCT, DOHMH

**Tiffany John** – Substance Use Care Technical Assistance Coordinator, BADUPCT, DOHMH



# Fund for Public Health in NYC

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## Mission

To incubate innovative public health initiatives that lead to improved health for all New Yorkers.

## Impact

**18+**

years of advocating for cutting-edge public health programming

**\$450M**

in public and private funds raised

**450+**

grants supporting innovative projects supporting public health

# DOHMH & FPHNYC: A Public Health Partnership

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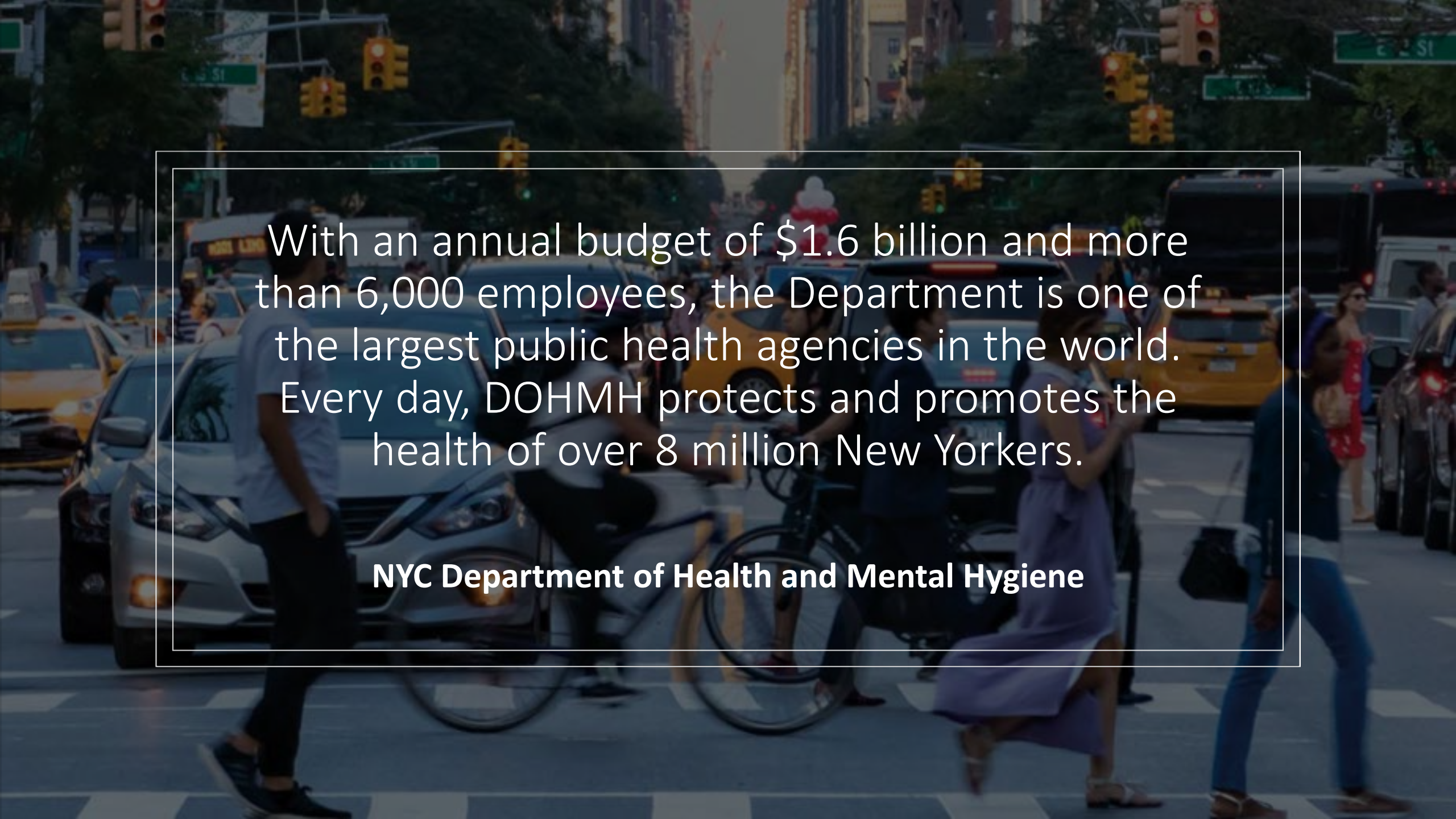
- Provides strategic direction
- Oversees project planning and implementation
- Provides technical assistance
- Monitors program activities
- Monitors contractor performance
- Handles reporting and evaluation



- Issues and manages RFP process
- Provides administrative and financial oversight of project
- Creates and executes formal contracts
- Monitors compliance throughout contract lifecycle
- Handles invoicing and payment





A blurred background image of a busy New York City street. In the foreground, a person in a light blue shirt and dark pants is walking. To their right, a person is riding a bicycle. Further right, a woman in a purple dress is walking. In the background, there are yellow taxis, a white car, and a bus. Traffic lights and street signs are visible. The overall scene is a typical urban street in New York City.

With an annual budget of \$1.6 billion and more than 6,000 employees, the Department is one of the largest public health agencies in the world. Every day, DOHMH protects and promotes the health of over 8 million New Yorkers.

**NYC Department of Health and Mental Hygiene**

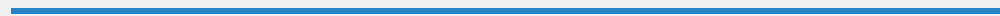




# NYC Department of Health and Mental Hygiene

- DOHMH is also one of the nation's oldest public health agencies, with more than 200 years of leadership in the field.
- Health equity is central to the Department's work which is why racial justice is a priority. DOHMH is tackling these issues with innovative policies and programs, and getting exceptional results
- Towards the goal of eliminating preventable COVID-19 mortality (ECM), DOHMH has administered over 10 million doses of COVID-19 Vaccines to date.

**EXPANDING BUPRENORPHINE OUTREACH TO  
PEOPLE EXPERIENCING HOMELESSNESS  
WITH OPIOID USE DISORDER**



# EBOhP Program Objectives

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- Increase access to medication for treatment of opioid use disorder (OUD) for people experiencing homelessness by:
  - Increasing opportunities to start buprenorphine treatment with same-day appointments
  - Strengthening capacity of organizations currently providing outreach to engage individuals in conversations about drug use
  - Addressing barriers and make accessing OUD treatment easier



# Program Model

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- Seeks to:
  - Minimize barriers and length of time to treatment
  - Build on existing outreach relationships and “window of opportunity” for engaging someone in treatment
  - Increase knowledge and skills of existing outreach staff
- Trained outreach teams will:
  - Engage individuals in conversations about OUD and substance use disorders
  - Facilitate connection with telemedicine buprenorphine provider and/or resources for other SUDs
  - Provide supplies such as phones, hygiene packs, comfort packs and metro cards as needed
  - Provide usual level of case management
- Telemedicine provider will provide assessment, buprenorphine prescription(s) as appropriate, coordinate prescription pickup, and connection to follow-up care
- Telemedicine provider provides payment assistance for medication as needed

# Background

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- Buprenorphine is an evidence-based treatment for OUD, reducing risk of overdose and death, and is recommended for PEH
- PEH experience increased barriers to accessing buprenorphine
- COVID-19 Emergency
  - Potential increase in risks such as opioid-related deaths
  - Disproportional impact on communities affected by the ongoing opioid crisis
  - Regulatory changes allowing buprenorphine starts through a telemedicine visit vs in-person

# Anticipated Funding/Contract Term

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- FPHNYC and DOHMH will select up to 3 organizations
- Program contract period begins November 15, 2021
- Program period spans 8 months; expected renewal for 3 years
- Services provided under this RFP will be reimbursed based on achievement of deliverables

# Program Components

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- DOHMH provides:
  - Training & technical assistance for organizations' existing outreach teams
  - Funding for administrative costs, tablets and participant phones
  - Field tools and protocols
  - Monitoring and evaluation
- Funded organization:
  - Provides outreach to PEH and engages in conversations about substance use disorders
  - Connects PEH to telemedicine buprenorphine provider and/or resources for other substance use disorders
  - Purchases supplies and provides as needed
  - Meets program requirements outlined in RFP



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# APPLICATION REQUIREMENTS

# Who Should Apply

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- Organizations must meet the following minimum requirements:
  - 501(c)(3) nonprofit status
  - Currently provide services within New York City
  - Currently conducts outreach to PEH
  - Ability to attend initial program trainings and quarterly follow-up meetings
  - Ability to comply with all data collection and reporting requirements
  - Ability to attempt to obtain consent from participants for data collection with a tool and protocol provided or approved by DOHMH

# Planning & Training

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- Identify program lead
  - Serve as main point of contact for communication with FPHNYC and DOHMH, oversees and submits deliverables, and liaises with outreach teams
- Identify outreach staff/teams
- Participate in initial meetings with DOHMH
- Schedule training sessions with DOHMH
- Purchase supplies and other items needed for program implementation
- Facilitate outreach staff and other relevant staff attending DOHMH-led training

# Program Supplies

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- Purchase or supply program supplies, including:
  - Tablets for outreach teams: Wi-Fi capability and a mobile data plan including internet for one year
  - Smartphone for participants without phone access
  - Hygiene packs
  - Comfort packs for people who may experience opioid withdrawal while telemedicine consultation is pending
  - MetroCards for travel to pharmacy and treatment provider

# Implementation

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- Identify and engage PEH who are interested in starting buprenorphine treatment
- Explain program and obtain consent
- Connect participant to selected telemedicine buprenorphine provider
- Distribute the following as appropriate:
  - Smart phones
  - Hygiene packs such as include socks, soap, toothcare items, comb, or other personal care items
  - Comfort packs for people who may experience opioid withdrawal; may include snacks, water, over-the-counter medications for symptom relief of opioid withdrawal,
  - MetroCards for travel to pharmacy and follow-up appointments
- Provide usual level of follow up, navigation, and case management of participants referred for treatment

# Data Collection & Reporting

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- Collect data on:
  - Participant demographics
  - Engagement
  - Services provided
- Enter data into DOHMH-provided reporting and management system; submit monthly narrative reports, including:
  - Program accomplishments and updates
  - Lessons learned
  - Barriers to program delivery
- Participate in DOHMH-led interviews with staff

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# APPLICATION AND REVIEW PROCESS



# RFP Timetable

RFP Process	Key Dates
Applicants' Conference Posted	September 23, 2021
Deadline for Written Questions	<b>September 28, 2021 at 11:59 p.m. ET</b> <i>Submit to <a href="mailto:jlee@fphnyc.org">jlee@fphnyc.org</a></i>
Q&A Posted	October 4, 2021
Application Deadline	<b><u>October 15, 2021 at 11:59 p.m. ET</u></b>
Expected Funding Notification*	November 1, 2021
Expected Project Start Date*	November 15, 2021

\*Funding notification and project start dates are target dates only. FPHNYC may amend the schedule as needed.



# How to Apply

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- A complete proposal consists of the following (see Proposal Checklist, page 13):
  - **Proposal Submittal Form (Attachment A)**
  - **Applicant Eligibility Questionnaire (Attachment B)**
  - **Narrative Proposal that responds to all questions**
  - **Organizational Chart**
  - **Budget Proposal (Attachment C or Excel template provided)**
  - **Budget Justification**
- The application narrative must be approximate 6 pages or less
- Applications must be submitted in PDF format
- Proposals must be submitted via email to [jlee@fphnyc.org](mailto:jlee@fphnyc.org) and include the title of the solicitation, **“EXPANDING BUPRENORPHINE OUTREACH,”** in the subject line

# Completing Your Budget

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- Budgets should reflect the time period and maximum award amount.  
\*\*This information can be found in the RFP Application Guide under SECTION III: FORMAT AND CONTENT OF THE PROPOSAL
- Budgets should include all reasonable costs needed to complete the deliverables outlined in the RFP
- It is expected that selected organizations will utilize the devices, supplies, and materials listed in the RFP for program delivery. These items may be purchased directly with funds awarded or provided by the organization
- Applicants must use the Budget Proposal Form provided on FPHNYC's website, <https://fphnyc.org/get-involved/requests-proposals/>
- Budget forms should be converted to a PDF file for submission

# Evaluation & Selection Process

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The Evaluation Committee will evaluate and rate all qualified proposals based on the criteria below:

<b>1. Quality of the Applicants' narrative proposal</b>	<b>45%</b>
<b>2. Applicant's demonstrated level of organizational and staff capability</b>	<b>40%</b>
<b>3. Applicant's Budget Proposal</b>	<b>5%</b>

# Evaluation & Review Process

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## **SELECTION PROCESS OVERVIEW – 3 ROUNDS**

- **ROUND 1 - Adherence to Mandatory Minimum Requirements**
  - Initial administrative review for completeness
- **ROUND 2 - Proposal Evaluation**
  - The Review Committee will evaluate applications and score Applicants according to the evaluation criteria
  - Each application will be reviewed by at least 3 reviewers
- **FINAL SELECTION**
  - The Review Committee may meet to assign a final ranking score
  - The highest-ranking Applicants will be selected for award.

# Contracting Process



# Post-Award Requirements

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- Proof of Nonprofit Status
- Proof of Insurance
  - General liability coverage (\$1M per incident, \$3M aggregate)
  - Workers compensation (as required)
  - Professional liability – if providing professional services (\$1M per incident, \$3M aggregate)
  - Employers liability (\$1M per incident)
  - Excess Umbrella Liability – if Contractor’s insurance policy(s) does not meet limits stated above
- Register as a City of New York approved vendor
  - Payee Information Portal (PIP), system for managing financial transactions
  - PASSPort, City’s procurement and sourcing solutions portal

# Questions

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- Please type your questions in the chat box in the lower left corner of your screen.
- Any questions not answered during today's webinar will be included in the Q&A to be posted on **October 4, 2021**.

# A Few Reminders

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- Upcoming Dates
  - Deadline for questions: **September 28, 2021 at 11:59 p.m. ET** (email all questions to [jlee@fphnyc.org](mailto:jlee@fphnyc.org))
  - Q&A to be posted on **October 4, 2021**
  - **Applications due October 15, 2021 at 11:59 p.m. ET**
- Please be sure to check the FPHNYC website (<https://fphnyc.org/get-involved/requests-proposals/>) for RFP addenda
- Proposals must be submitted via email to [jlee@fphnyc.org](mailto:jlee@fphnyc.org) and include the title of the solicitation, “**EXPANDING BUPRENORPHINE OUTREACH,**” in the subject line.