Request for Quote (RFQ)

Consultant, Clinical Guidance and Training on Emerging Substances

Category: Consultancy
Location of Consultancy/Assignment: Remote
Duration: 12.2026 – 8.2027
Date Response Due: November 11, 2026 at 11:59 p.m. ET

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

OVERVIEW

FPHNYC, on behalf of the NYC Health Department, is seeking quotes from qualified consultants to provide clinical guidance and training on emerging substances detected in NYC's illicit drug supply. This initiative is supported by the Centers for Disease Control and Prevention's Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL) program, which focuses on understanding and tracking the complex and changing nature of the drug overdose crisis by seamlessly integrating data and prevention strategies. This is a limited-term assignment with a current end date of August 31, 2027; however, there is potential for extension based on continued need, performance, and grant funding availability.

SCOPE OF WORK AND DELIVERABLES

The selected consultant will be responsible for the following:

1. Development of Clinical Guidance:
    a. Collaborate with providers and subject matter experts to create locally relevant clinical guidance on emerging substances.
    b. Translate findings from NYC Health Department drug-checking data into provider-facing communications for broad dissemination.
    c. Convene subject matter experts to gather input on content and dissemination needs across various settings.

2. Training and Technical Support:
    a. Deliver training sessions to outreach teams and community providers, including Syringe Service Programs (SSPs), on responding to emerging substances and overdose prevention strategies.
    b. Provide technical support to ensure effective implementation of guidance and protocols.

3. Subject Matter Expertise:

a. Serve as a subject matter expert and reviewer for emerging substances and overdose response, including guidance on K2-related issues, overdose response protocols, and other relevant topics.

4. Provider Engagement:
    a. Convene providers to discuss recent drug trends, gather information on their experiences, and address questions.

Key deliverables will include:

- Six (6) 1-hour provider meetings to discuss drug trends and gather feedback.
- Monthly health alerts, clinical guidance documents, and provider communications.
- Monthly 2-hour training sessions for outreach teams and Syringe Service Program (SSPs).
- Expert review and guidance on emerging substances and overdose response protocols.

QUALIFICATIONS AND EXPERIENCE

- A medical degree (MD or DO) or advanced practice provider license (NP or PA) with extensive clinical practice managing substance use disorders, withdrawal protocols, and co-occurring health conditions
- Relevant experience in developing clinical guidance and providing training and technical assistance on emerging substances.
- Knowledge of and experience working in New York City substance use services strongly preferred.

COMMITMENT

The assignment is expected to begin mid-December and continue through August 31, 2027, with an average of 40 hours/month.

TO APPLY

To apply, please submit the items listed below to procurement@fphnyc.org. Please reference Consultant_Emerging Substances RFQ in the subject line.

1. Curriculum Vitae (CV) or resume
2. A brief letter of introduction (page limit: 2 pages) that includes:
    a. A description of your experience with the following:
        i. providing medical expertise in the area of substance use and public health.
        ii. developing clinical guidance and providing training and technical assistance on emerging substances and/or other relevant topics.
    b. A price proposal consisting of a fully loaded hourly rate, inclusive of all costs.
    c. Availability to begin work and a brief description of your ability/flexibility to fulfill the required tasks and deliverables within the specified timeframe.
3. Two references. Include the reference's name, title and affiliation, email address and phone number, as well a brief description of the relationship.

Due Date: Expressions of interest must be submitted in PDF format by November 11, 2026.

EVALUATION

Submissions will be evaluated based on:

- Qualifications and relevant experience
- Availability and ability to meet the deliverables within the specified timeframe.

- Proposed pricing.

FPHNYC reserves the right to award a contract based on the Consultant's initial offer, without discussion. Alternatively, FPHNYC may at its discretion request clarification, conduct discussions and/or solicit a best and final offer from the Consultant. All applicants will receive written notification of FPHNYC's decision regarding their quote.

The selected consultant will undergo vendor verification and be required to sign a standard consultant agreement.