 COUNTY OF LEHIGH

Drug & Alcohol Services

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**Administrator**

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**Request for Information**

Family Services

**Released by:**

Lehigh County Drug and Alcohol

September 1, 2023

***Drug & Alcohol Program Lehigh County Government***

***Phone: 610-782-3555 17 South Seventh Street***

***Fax: 610-871-1469 Allentown, PA 18101-2401***

1.0 Introduction

This is a request for information issued by Lehigh County Drug and Alcohol. Neither this request for information, nor any response (proposal) submitted should be construed as a legal offer. Project is contingent on the SCA’s ability to use Opioid Settlement funds and the availability of funds.

The idea that addiction is a family disease is often widely acknowledged in the treatment of opioid use disorders (OUD).  However, it remains uncommon that family services and supports are integrated into substance abuse treatment, despite studies showing increased effectiveness of treatment and greater engagement in the therapeutic process.

 Following the successful launch of the family services program in 2021, utilization grew rapidly, and demand remains high. It is the intent of Lehigh County Drug and Alcohol to solicit responses for a second family program. The goal of this RFI is to gather functionality and general pricing structures from vendors.

2.0 Submissions and Scope of Work

Some programs offer family education and regular communication with family members, but true clinical work focused on the dynamics resulting from an OUD within the family system is rare. Further, what services exist for families is contingent on their loved one being in therapy. Often families cannot access the treatment and support they need if their substance using loved one refuses treatment.

While valuable, marriage and family therapy is not often targeted to the specific problems of this population. Families need their own supports and professional guidance in coping with the unique anxiety and stress stemming from life with a loved one suffering with SUD.

Lehigh County SCA is seeking unique and creative solutions for families and their loved ones with OUD or substance use disorder (SUD).   Proposals can include, but are not limited to:

* Integrating family counseling into treatment with or without the target OUD client
* Multi-family therapy groups with or without the target OUD client
* Family education
* Peer family support
* Case management
* Skills coaching for families to create loving, healthy boundaries and manage difficult situations.

Submissions should be developed with a primary focus on a diverse portfolio of services for the families of people with an OUD/SUD. Submissions will be accepted from qualified vendors until the close of business on October 20, 2023. A qualified agency is one that:

* Is in good standing with all existing contracts held
* Has not been removed as a Medical Assistance provider for cause
* Proposes a program that meets identified goal and can clearly define how proposed elements will be operationalized
* Can employ and train staff as needed within the scope of the program description
* Can participate fully in required implementation meetings, collection of outcomes and assessment of outcomes

2.1 Target Population

A key SCA goal is to build a network of targeted programs aimed at the loved ones of people with an SUD in the Allentown area. **These services will be given at no cost to the families**.

3.0 Funding

The first-year grant budget for the program will be approximately $100,000 and subsequent years $150,000.

4.0 Application and Submission Information

To be considered, eligible organizations must provide a narrative proposal that describes the following items:

1. Current Provider Description – 5 Points

Provide a brief overview of current agency program including statement of purpose, size of agency, current services offered, geographic area served and population demographics served.

1. Services Narrative – 40 Points

Describe vision and plan for the development of a family services program. Services should include family therapy (with or without the OUD loved one present or enrolled in counseling), multi-family group sessions, educational/skills building coaching, and family peer support. Any additional services deemed necessary by the provider should be included in the narrative and budget. Also include funding sources presently accepted at your current locations.

1. Family Services Staffing Plan – 15 Points

Submit a chart outlining staffing levels and costs. Minimum staffing for this RFI should include existing staff with the experience to offer clinical, case management, and/or peer family services. Any additional staff required for other proposed services should also be included.

1. Service Availability – 15 Points

Please indicate if your agency currently offers any family programming or if it has experience offering similar family services. In addition, provide a brief description of what your agency values in family services.

1. Program Budget – 25 Points

Complete a budget in an excel spreadsheet and provide a brief narrative description of the budget. If using another funding source in addition to county funding, indicate what and how you are utilizing this source.

Total possible points = 100.

5.0 Selection Process

Total possible points = 100. There are basic requirements that all applicants must meet. Failure to meet all of these requirements may disqualify an applicant from consideration. These requirements include: timely submission or complete proposal with responses to all questions and inclusion of all required information.

A committee composed of SCA staff and Board Members will review all proposals.

6.0 RFI Schedule

The anticipated schedule is as follows:

|  |  |
| --- | --- |
| **RFI Event** | **Deadline Date** |
| RFI Issued | September 1, 2023 |
| Submission of Questions | September 29, 2023 |
| Provider FAQ Forum (if necessary) | October 6, 2023 |
| Proposal Submission | October 20, 2023 |
| Provider Selection | October 31, 2023 |

Questions related to the RFI should be submitted electronically to Joe Martellucci,

[joemartellucci@lehighcounty.org](mailto:joemartellucci@lehighcounty.org) by 5 PM on September 29, 2023

Complete proposals must be submitted electronically to Joe Martellucci,

[joemartellucci@lehighcounty.org](mailto:joemartellucci@lehighcounty.org) by 5 PM on October 20, 2023.