

**LEHIGH COUNTY
DRUG AND ALCOHOL PROGRAMS
REQUEST FOR PROPOSALS
for
Outpatient Treatment Services**

2023-2024 and 2024-2025 FISCAL YEARS

GENERAL INFORMATION FOR APPLICANTS

GENERAL

Lehigh County Drug and Alcohol invites qualified agencies to submit proposals for the services listed below. Proposals are due on or before March 15, 2024 at 5:00pm. They can be submitted electronically to Joe Martellucci at JoeMartellucci@lehighcounty.org or by mail to:

Joe Martellucci
Lehigh County Government Center
17 South 7th Street
Allentown, PA 18101-2401

Please note, if you are submitting by mail, you must allow adequate time for delivery. Only proposals received by the deadline will be considered. Lehigh County is not responsible for lost or misdirected mail.

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. It is the intent of Lehigh County Drug and Alcohol to solicit responses for an Outpatient Treatment Center in Lehigh County, specifically in Slatington, PA. The goal of this RFP is to gather functionality and general pricing structures from vendors. Lehigh County reserves the right to reject any or all RFPs or parts of RFPs. Awarding of any contract is the sole decision of the Single County Authority and Lehigh County and is contingent upon the availability of Federal, State and Local funds.

Submissions will be accepted from qualified vendors until the close of business on March 15, 2024. 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
- Is willing to work with identified entities to secure funding if necessary
- 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

All proposals should contain:

- A completed cover sheet with appropriate signatures and a point of contact for questions.
- Completed narrative and work statement.
- Proposed budget.

INTRODUCTION

This request for proposal (RFP) provides interested applicants with information, forms, and instructions to prepare and submit Outpatient Treatment Center Proposals for consideration by Lehigh County Drug and Alcohol (SCA).

Target Population

Our rural communities have been hit hard by the opioid epidemic and struggle with substance use disorders yet have minimal treatment resources in their community. The focus of this initiative is to create an Outpatient Treatment Center in the Slatington area to provide screening, assessment, case management, individual, group, and intensive outpatient services to people with substance use disorders in the community. Any additional services deemed necessary by the applying entity should be included in the proposal budget and services narrative.

The project shall provide services to clients funded by the SCA, Medicaid, and private insurance. If an entity that does not currently accept private insurances or Medicaid wishes to apply for this RFP, that entity must agree to work aggressively toward joining Medicaid networks and dominant private insurance companies in the region.

Funding

Submissions should be developed with a primary focus on growing the Treatment Center into a self-sustaining program through billable services via Medicaid and private insurance. Required minimal staffing for this program includes 3 FTE positions: a Counselor, a blended Case Manager/Assessor/Counselor, and Clerical Support. An additional allowance is made at 0.25 FTE for a Clinical Supervisor. The first-year grant budget for the program will be approximately \$250,000.

SELECTION CRITERIA

Proposals will be reviewed and judged considering the following factors:

1. timeliness of submission and response to follow-up inquiries
2. inclusion of all required documentation
3. accuracy and soundness of budgetary/financial data
4. demonstrated ability to provide services
5. provision of effective evidence-based programs
6. measurable goals and objectives based on local, State or National benchmarks

Proposals will be reviewed to select the programming most appropriate to the needs. Agencies that receive an allocation will be notified and a contract will be issued.

CONTRACT

In the event the RFP is accepted, the applicant agrees to assume responsibility for the provision of all services offered in the proposal by July 1, 2024 and to maintain all aspects of the contracted agreement and

subsequent amendments throughout the designated period which ends June 30. A copy of the standard contract format currently in use by each County is available upon request. The requirements regarding insurance, audits, human rights, etc. which would be incorporated into any final agreement are included in the contract's body or appendices.

INFORMATION REQUIRED FROM APPLICANTS

I. COVER PAGE

II. AGENCY DESCRIPTION (Limit Two Pages)

In the introduction, provide basic information about the agency and proposal.

The following information must be included:

- A. Length of existence; years licensed by the Department of Drug & Alcohol Programs, current license status.
- B. Mission and Philosophy Statement.
- C. Population(s) to be served, for example: Male/Female, Pregnant Women, Women with Children, Adults, Adolescents, Bilingual Spanish, etc.
- D. Statement of staff experience working with minorities. Include number of bilingual and bicultural staff.
- E. Major agency changes in function or service capacity that are anticipated in fiscal year, or have taken place this past year.
- F. A list and description of community (Lehigh County) based collaborations and partnerships that the agency is involved with and supported during the current fiscal year (i.e. School Justice Panels, School/Community Based Partnerships, collaboration with SADD, etc.). Also include if these will continue and if any new collaborations are being considered.
- G. Use of Interns. If your organization utilizes, on a consistent basis, Bachelors, Masters or Ph.D. level interns, please provide a description of the internship program, average number of hours of the internships (annually) and if you would be willing to create with the SCA a plan to utilize part of the internship hours for treatment related services within our community.

III. SERVICE(S)/PROJECT(S) DESCRIPTION

In this section, describe in more detail the outpatient treatment, screening, assessment, case management, and any other proposed services provided.

- A. Service(s) that are proposed to be provided (include Screening, Interim services—at outpatient treatment sites, and how the agency will provide the aforementioned per DDAP requirements). Include the evidenced-based practices the agency will employ in the provision of service.

For Medication Assisted Treatment (MAT) please include MAT treatment philosophy, length of experience, description of medical oversight, actual cost per dose vs proposed cost per dose (for each medication in the proposal), detoxification protocols (if applicable), and the frequency and duration of outpatient treatment (including individual and group).

- B. Proposed Location where services will be provided. The SCA has secured a small office in Slatington that will have a reception area, 2 counseling offices, 1 large group room and bathroom facilities. Please provide at minimum the hours of operation and marketing plan.

IV. ADDITIONAL REQUIRED DOCUMENTATION – ALL PROVIDERS

- A. Organizational Chart with number and types of staff for proposed service (include full part-time, and contracted positions).
- B. Copy of latest audit (**if NOT on file at SCA**). If no audit has been performed then please submit the agency's financial statements for the most recently completed fiscal year. A single audit (in accordance with the provisions of OMB Circular A-133) is required by the Federal Government for any provider that receives \$500,000 or more of Federal Dollars (from **ALL** sources combined). In the absence of a Federally required audit, providers that expend \$500,000 or more in combined State and Federal funds during a program, year are required to have an audit of those funds made in accordance with GAGAS. When the aforementioned audit requirements are not applicable and the provider expends \$100,000 or more in Federal, State and/or County funds that are received from the County, the Provider is required to have an audit of those funds made in accordance with GAGAS.
- C. Signed statement that program is in compliance with Acts 33 and 34.
- D. Articles of Incorporation (if changed).

V. PROPOSAL EVALUATION CRITERIA AND RATING

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.

2. Services Narrative – 20 Points

Describe vision and plan for the development of an Outpatient Treatment Center in Slatington. Services should include screening/assessment, case management, General Outpatient (group and individual sessions), and Intensive Outpatient services. 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.

3. Recovery Center Staffing Plan – 30 Points

Submit a chart outlining staffing levels and costs. Minimum staffing for this RFI includes 1 FTE Counselor, 1 FTE blended Assessor/Case Manager/Counselor, 1 FTE Clerical support, and 0.25 FTE Clinical Supervisor. Any additional staff required for other proposed services should also be included.

4. Service Availability – 25 Points

Please indicate if your agency currently offers this service or if it has experience offering this service. In addition, provide a brief description of what your agency values in an Outpatient Treatment Program.

Because this is a new program in a new location, a suitable building must be located and a DDAP license obtained. This section should also include a discussion on how the entity plans to fill the staff positions and a timeline for launch following securing a building and DDAP license.

The awardee will hold the building lease in their name. The SCA realizes it will be difficult to project rental costs and will work with the selected provider on this issue.

5. Program Budget – 20 Points

Complete a budget in an excel spreadsheet and provide a brief narrative description. If using another funding source in addition to county funding, indicate what and how you are utilizing this source. The budget should **not** include rent but can show costs of furnishing the office space. Please make sure the budget is for two (2) calendar years.

Total possible points = 100.

SELECTION PROCESS

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.

RFI SCHEDULE

A The anticipated schedule is as follows:

RFI Event	Deadline Date
RFI Issued	February 7, 2024
Submission of Questions	February 23, 2024
Provider FAQ Forum (if necessary)	March 1, 2024
Proposal Submission	March 15, 2024
Provider Selection	March 22,2024

Questions related to the RFI should be submitted electronically to Joe Martellucci, joemartellucci@lehighcounty.org by 5 PM on February 23, 2024. **A provider FAQ Forum will only happen if at least one agency requests it.**

Complete proposals must be submitted electronically to Joe Martellucci, joemartellucci@lehighcounty.org by 5 PM on March 22, 2024.