



COUNTY OF LEHIGH  
Drug & Alcohol Services

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## **Request for Information**

Slatington Treatment Center

**Released by:**

Lehigh County Drug and Alcohol

September 7, 2022

## 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. 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 RFI is to gather functionality and general pricing structures from vendors.

## 2.0 Submissions and Scope of Work

Submissions will be accepted from qualified vendors until the close of business on 10/14/2022. 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

## 2.1 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 wishes to apply for this RFI, that entity must agree to work aggressively toward joining the networks of the dominant private insurance companies in the region.

## 3.0 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 \$225,000 and \$275,000.

## 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.

2. Services Narrative – 15 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 – 15 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 – 40 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 – 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

A The anticipated schedule is as follows:

<b>RFI Event</b>	<b>Deadline Date</b>
RFI Issued	9/7/22
Submission of Questions	9/23/22
Provider FAQ Forum (if necessary)	9/30/22
Proposal Submission	10/21/22
Provider Selection	10/28/22

Questions related to the RFI should be submitted electronically to Joe Martellucci, [joemartellucci@lehighcounty.org](mailto:joemartellucci@lehighcounty.org) by 5 PM on 9/23/22.

Complete proposals must be submitted electronically to Joe Martellucci, [joemartellucci@lehighcounty.org](mailto:joemartellucci@lehighcounty.org) by 5 PM on 10/21/22.