

Nebraska Opioid Settlement Remediation Advisory Committee

Request for Proposals

I. General Information

The Nebraska Opioid Settlement Remediation Advisory Committee (Advisory Committee) is seeking proposals from qualified vendors to conduct a needs assessment at a competitive and reasonable cost specific to opioid disorder related treatment and prevention priorities for the state of Nebraska.

II. Background and Authority

Over the last three years, the state of Nebraska has entered into several nation-wide settlements with various defendant corporations related to the opioid epidemic. As a result, the Opioid Recovery Fund (Fund) has been established through the [Opioid Prevention and Treatment Act](#). The Fund is administered by the Nebraska Department of Health and Human Services – Division of Behavioral Health (DHHS-DBH). The Act is to ensure that Opioid Recovery Fund monies are applied regionally across Nebraska and to establish criteria for identifying needs and prioritizing effective responses. Settlement agreements stipulate that the state of Nebraska establish a committee to provide recommendations for the use of the monies from the Opioid Recovery Fund, otherwise known as the Nebraska Opioid Settlement Remediation Advisory Committee. The Advisory Committee is responsible for establishing criteria regarding core strategies and approved uses of money from the settlement fund to ensure that the funding is being used effectively and efficiently to meet the needs of the citizens of Nebraska.

The Advisory Committee is requesting that a needs assessment be completed to help identify the opioid disorder related treatment and prevention priority areas across the state. This completed assessment will inform and guide the Advisory Committee with the information needed to formulate a disbursement of funding plan properly and effectively track outcomes in alignment with terms of any [Settlement Agreements](#), the Opioid Prevention and Treatment Act, achieve regional equality, and must be evidence-based and objectively prioritized as outlined in the [bylaws](#). Potential future uses of the needs assessment data may include the development of a dashboard to track the outcomes related to the identified priorities.

III. Summary and Goals

The Advisory Committee shall be responsible for establishing criteria regarding core strategies and approved uses of monies from the Fund based on [Exhibit E](#). The goal of the needs assessment is to organize and identify priority areas across the state to help inform the Advisory Committee on disbursement of the funds to effectively address identified present-day priorities and opportunities.

1. The needs assessment should include collecting, collating, analyzing, and summarizing existing data and related information from the following domains including but not limited to:
 - [Local Health Departments](#)/organizations, [Behavioral Health Regions](#)/organizations, law enforcement organizations, correctional facilities, probation/problem solving courts, and first responders including emergency rooms.
2. Conduct listening sessions and surveys in the 6 behavioral health regions to collect information to help identify emerging priorities from the public including individuals in recovery, family members of individuals with lived experience, and other interested citizens.

3. Provide a comprehensive final report including a summary of information collected, collated, and outlined in detail including priorities organized by the target audiences (i.e., law enforcement, public health, first responders) and by geographical regions using the behavioral health regions as a guide.
 - o Priority should be grouped by common focus areas such as prevention, treatment, intervention, peer support, recovery, housing, etc.

IV. Timeline for Project

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| July 15, 2023 | RFP Released to Public |
| August 15, 2023 | Proposals Due by 5 pm CST |
| September 20, 2023 | Application Selection by Advisory Committee |
| September 22, 2023 | Announcement of Selected Vendor (tentatively) |
| October 1, 2023 | Vendor Commences Work |
| December 1, 2023 | Vendor Completes Final Report |
| December 6, 2023 | Vendor Presents Final Report to Advisory Committee |

V. Functional Requirements and Minimum Qualifications

Provide a written document responding to the following proposal response requirements:

- A. Please provide a brief introduction of your organization including area of expertise, length of time in business, number of employees, and other information that would be helpful to characterize the organization. Be sure to include the full business name, complete business address, phone number and type of organization (LLC, Sole Proprietor, 501c3 non-profit, etc.). Please provide the name, title, phone number, and email address for the person who has authority to enter into contractual agreements on behalf of your organization.
- B. Provide a description of your organization’s related experience with facilitating and conducting statewide needs assessments across multiple domains. Please discuss your organization’s capabilities and highlight any prior service provided to identified agencies or any other organization of similar size and services.
- C. Provide a professional resume for the key people proposed to be assigned to the project (including any subconsultants) and describe relevant related experience. Describe key personnel’s proposed roles and responsibilities for this project. Must identify a proposed project manager who would be responsible for the day-to-day management of the project tasks and would be the primary point of contact with your organization. An organization chart of the project teams is suggested.
- D. Describe the project approach, management, and tasks that will be accomplished to complete the project. Provide a narrative description of how the organization proposes to execute the tasks including methodology, tools and/or techniques that would be utilized to complete the statewide needs assessment as outlined above in the goals of the project. This description should minimally include, but not be limited to:
 - a. A description of relevant techniques that you would propose utilizing to complete this assessment.

- i. Clarify types of techniques, proposed quantities, proposed timelines, target audiences, recruitment strategies to engage target audience, and staffing resources to accomplish tasks.
 - ii. Your proposed methodology for clarifying the research objectives, data collection requirements, strategy, and timetables.
 - iii. The level of granularity of the data.
 - iv. A description of how data will be compiled.
 - v. A description of identified trends.
 - vi. A description of an end report that will be produced.
 - vii. Provide samples of focus groups completed and surveys your organization has utilized for similar projects.
 - b. Please note, this project requires a completed final report and in-person presentation in a quality electronic format, ready to be shared with the Advisory Committee, Nebraska Attorney General's Office, DHHS-DBH, community leaders, stakeholders, and others associated with the work.
 - i. Provide a sample outline of a final report your organization has utilized for a similar project.
 - c. Provide a timeframe needed to complete this needs assessment. The timeline must be based upon the deadlines included in the timeline of activity above. Please review the timeline of activity above and discuss in your response any dates and related items that you feel your organization would have difficulty delivering.
 - d. Provide a reference list of your organization's relevant clients, especially any for which you have conducted a needs assessment.
- The Advisory Committee reserves the right to reject bids, withdraw an intent to award or award, or terminate a contract if a bidder commits or has committed ethical violations, which include, but are not limited to:
1. Offering or giving, directly or indirectly, a bribe, fee, commission, compensation, gift, gratuity, or anything of value to any person or entity in an attempt to influence the RFP process.
 2. Utilize the services of lobbyists, attorneys, political activists, or consultants to influence or subvert the RFP process.
 4. Submitting a proposal on behalf of another Party or entity; and
 5. Collude with any person or entity to influence the RFP process, submit sham proposals, preclude bidding, fix pricing or costs, create an unfair advantage, subvert the bid, or prejudice the Advisory Committee.

VI. Pricing and Payment Terms

The suggested budget allocation for this project is set at \$300,000. The Advisory Committee will review and consider all submitted proposals. If your proposal exceeds the current allocation, please provide a specific breakdown of what could be completed for that amount.

Provide a cost assessment for the overall project with a categorized explanation of the major components that make up the total cost of the project. Include a breakdown of the estimated hours for

each task, an itemized list of other direct costs, the proposed total fee, rate schedule by job classification for the organization and subconsultants.

VII. Evaluation of Proposals

Proposals will be reviewed by Advisory Committee members and ranked on qualifications as presented in the proposal. The Advisory Committee, at their discretion, may hold interviews to select the most qualified candidate. The Advisory Committee will conduct a fair, impartial, and comprehensive evaluation of all proposals in accordance with the criteria set forth below. Areas that will be addressed during the evaluation include:

- A. Corporate Overview should include but is not limited to the following components. The percentage included for each application component indicates the scoring value.
 - a. The ability, capacity, and experience of the organization to complete the project that meets the requirements of the RFP (30%);
 - b. The character, integrity, reputation, judgment, experience, and efficiency of the organization (30%);
 - c. Whether the organization can perform the contract within the specified time frame (20%);
 - d. The quality of bidder performance on prior contracts (10%);
 - e. The detailed cost assessment being reasonable and competitive (10%); and
 - f. Such other information that may be secured and that has a bearing on the decision to award the contract.

(See Attachment A for Scoring Rubric)

VIII. Submitting Proposals

Proposals must be emailed in a single PDF file to Amy Reynoldson at amyr@nebmed.org and received no later than 5 pm CDT on August 15, 2023. Proposals received after the deadline will not be considered.

Proposals must include all contents outlined in proposal requirements.

IX. Additional Information

Questions regarding the project may be directed to Amy Reynoldson and must be submitted via email to amyr@nebmed.org.