

**RFF 2020-13**  
**REQUEST FOR FUNDING ANNOUNCEMENT**  
**FOR**  
***Disbursement of State Opioid Response Grant Funding***

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration/Division of Mental Health and Addiction.

This RFF is intended to publicize the availability of Grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

**CONFIDENTIAL INFORMATION**

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request. The State will not determine price to be confidential information.

**COMPENSATION**

FSSA/*Division of Mental Health and Addiction* encourages respondents, in their responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF-2020-13.

**TERMS**

This agreement shall be for a period of twelve months commencing on December 1, 2020 and terminating on September 29, 2021.

## PROPOSALS

Respondents interested in providing these services to FSSA/*Division of Mental Health and Addiction* should submit proposals in the following manner: **one in electronic format to:**

*Michael Tomlinson*  
**Family and Social Services Administration**  
*Division of Mental Health and Addiction*

**Email Address:** *michael.tomlinson@fssa.IN.gov*

The proposal must be assembled in the following manner:

1. A letter of application signed by the Director or agency board president identifying the amount of funds requested.
2. Proposal narrative
3. Budget and budget justification
4. Identify Administrative Staff overseeing and participating in the project along with resumes.
5. Most recent audit report made in accordance with OMB circular A-133 if applicable.

Proposals must be received no later than **4:30 p.m. Eastern Time on November 2, 2020. Proposals received after 4:30 p.m. will not be considered.** Proposals must be delivered in electronic format with all appropriate forms and in the subject heading of the electronic mail should state:

**RESPONSE TO REQUEST FOR FUNDING**  
Disbursement of State Opioid Response Grant Funding

No more than one proposal per respondent should be submitted. In the cover letter please indicate the principal contact for the proposal along with a telephone number. **All proposals must have an electronic mailing address included.**

Any questions regarding this RFF must be submitted in electronic format to Michael Tomlinson no later than **4:30 p.m. Eastern Standard Time on October 26, 2020. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority.**

**All inquiries are to be directed to *Michael Tomlinson* and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF.**

## SCOPE OF WORK

The Division of Mental Health and Addiction (DMHA) is granting funds to create an opportunity for a firm to assist the DMHA team with creating a strategic plan. When submitting for funds, this vendor must understand that the strategic plan should include a plan for all teams within the organization and how they can best communicate their goals, strategies and partnerships to avoid overlap and

redundancies within DMHA and the state. This should result in a clear understanding of all DMHA team's agendas, action plans, needs and relationships to anyone within or outside the organization. There should be an intent to create a new required communication plan within DMHA. When creating the strategic plan, attention and consideration must also be included with regards to focus groups, diverse populations, individuals in recovery, regional prevention, youth and adults, prevention and treatment and deliberate conversations about diverse workforce needs.

When submitting a proposal the vendor should provide the following:

Detailed knowledge about the current environment within DMHA as it relates to its vision and mission statements.

What initiatives are being done within DMHA to address existing obstacles to meet the vision and mission statements.

Information on how vendor would expect to include constituents, DMHA staff and other key stakeholders in the process.

Provide information on past experiences in writing strategic plans

Include resumes of vendors staff participating in strategic plan with the state.

Provide a timeline and needs for the entire process of creating the strategic plan.

Give experience in development of dashboards (key performance indicators relevant to the project) and include previous experience

#### **TIME FRAME:**

*October 19, 2020*

RFF sent to potential applicants

*October 26, 2020*

RFF questions due.

*November 2, 2020*

RFF proposals due back

*November 23, 2020*

Notify Grantees of Award Funds

*December 1, 2020*

Grant effective date

#### **Funding:**

The Maximum award for this funding opportunity is \$75,000 for any applicant applying for this grant and can be less than the stated amount. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

#### **SELECTION PROCESS AND CRITERIA**

Proposals will be reviewed and scored by a committee selected by the *Division of Mental Health and Addiction*. Proposals will be evaluated based upon the proven ability of the respondent to meet the goals of the Program in a cost-effective manner. Specific criteria are:

##### Evaluation Criteria

Each proposal will be evaluated on the following criteria.

1. Applicant Experience and Quality of Key Personnel (75 points)

The following standards will be considered when evaluating this criterion.

- a. Provide information on experience in writing strategic plans.
- b. Resumes of vendors staff that would be participating in the strategic plan process and description on why they would be a good fit.
- c. How the vendor would expect to include stakeholders in the process.

- d. Provide information on past experiences in writing strategic plans.
  - e. Experience in the development of dashboards.
  - f. A timeline of the entire process in creating a strategic plan along with needs.
  - g. A detailed description of vendors understanding of the current vision and mission of DMHA and its current initiatives.
2. Budget and cost effectiveness (25 points)
- The following standards will be considered when evaluating this criterion.
- a. The budget is adequate to support the project
  - b. Costs are reasonable in relation to the objectives of the project

Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the proposal in a cost-effective manner.

