

**East Bay Regional Coalition**  
**Community Opioid Overdose Solutions Grants**  
**Mini- grants Fall 2019**

**Request for Proposals**

The East Bay Regional Coalition is seeking proposals from providers of service within the communities of the East Bay to support statewide efforts to reduce opioid use and overdose. These communities include East Providence, Barrington, Bristol, and Warren. The period of the grant is 3 months, from October 1, 2019 through December 31, 2019. **This RFP and any subsequent addendums can be found online at [www.riprevention.org/east-bay/](http://www.riprevention.org/east-bay/).**

**Overview of Project:**

The Rhode Island Department of Healthcare, Developmental Disabilities and Hospitals (BHDDH) has awarded community-focused Opioid Overdose Solutions funds to the East Bay Regional Coalition to carry out prevention priorities in their communities. BHDDH has charged Regional Prevention Coalitions with administering the federally funded Opioid Solutions Grants designed to reduce opioid overdose and provide support for individuals and families impacted by overdose. As a component of this initiative, East Bay Regional Coalition is distributing up to a total of \$38,986 through this RFP to fund innovative community initiatives to promote prevention education, wellness/recovery support activities to reduce opioid use and overdose and to support those impacted by the overdose epidemic. Funding will be provided to key stakeholders/partners to implement overdose prevention activities based on the Project Lazarus ‘spokes’ (see <https://www.ProjectLazarus.org/the-model>).

The East Bay Regional Coalition works with the East Providence, Barrington, Bristol, and Warren communities to address substance misuse and promote health across the lifespan. It is comprised of members of municipal prevention coalitions and other stakeholders, and views prevention through a broad lens that accounts for similarities and differences between cities and towns, incorporates holistic health promotion and substance misuse prevention strategies across the lifespan, and coordinates media and events that endeavor to increase collaboration and sustain prevention activities across the region.

The East Bay Regional Coalition is seeking proposals from traditional and non-traditional providers to deliver innovative, creative, and inspired services, training, education, or other activities to promote wellness and recovery support activities within the region, reduce access to opioids, prevent and reduce opioid use and overdose, and support those individuals at risk and those impacted by opioid use. Contracts will be awarded for delivery of programs and activities specifically engaging target populations, not for needs assessment. Contracts will not be given for the purchase of needles, Medication Assisted Treatment (MAT), fentanyl test strips or basic needs (food, clothing, shelter). In addition, funds cannot be used for computers or other electronics such as cell phones, or cell phone services, and all compensation must be for services rendered, not incentives for participation. The purchase of naloxone (Narcan) is allowed as a component of an initiative. Applicants must serve populations in the East Bay region (East Providence, Barrington, Bristol, Warren) to be eligible for funding.

Applicants are encouraged to submit a proposal as an individual, public, governmental, private, or non-profit organization, school, business, or as a joint effort of multiple organizations carrying out complementary activities. In the case of a joint proposal, the proposal must identify which organization is serving as fiscal agent of the partnership, and roles and responsibilities of all partners in carrying out the proposed work. Municipal Prevention Coalitions and Task Forces are not eligible to apply for this funding, and funds are not intended to supplement current SOR grants.

The East Bay Regional Coalition is soliciting bidders for an estimated three month period that will involve a contract award on or about October 1, 2019 through December 31, 2019.

The East Bay Regional Coalition anticipates awarding contracts up to \$5,000 totaling up to \$38,986. *Please note that federal funds require grant recipients to adhere to federal policies and guideline, including smoke- and drug-free workplaces, lobbying restrictions, and equal opportunity employment laws. For more information, visit <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.*

### **Objectives:**

The East Bay Regional Coalition is seeking to fund innovative programs and activities that are likely to prevent or reduce opioid use and overdose and/or support individuals and families impacted by opioid use disorder. We are seeking partners who are passionate about helping individuals, families, and their communities. Initiatives can be focused on a broad range of prevention activities including but not limited to: reducing access, prevention of use and overdose, support of families and individuals impacted by opioid use and overdose, training and education, and activities supporting those at risk of use and/or overdose.

### **Required Activities:**

Funded applicants will be required to:

- Carry out programming and/or activities as identified by the applicant.
- Collect and report program data monthly, including descriptions of activities and age, gender, and race/ethnicity of participants.
- Designate staff to attend monthly meetings in target region as applicable.
- Attend monthly meetings of all State Opioid Response grantees, coordinated by the SOR manager.
- Communicate regularly regarding updates, needs, and challenges.
- Prepare and present a summary of the activity, outcomes, and evaluation.
- Allow site visits as determined by the SOR manager.
- Submit invoices and reports in a timely manner as required by the East Bay Regional Coalition and BHDDH.
- Utilize social media to promote activities and successes.

## **Minimum Qualifications:**

To be considered for funding applicants should demonstrate:

- Experience interacting with the target population.
- Knowledge and familiarity with the challenges and needs of the target population.
- Enthusiasm and dedication to making a difference in the community.
- Experience in successful completion of projects of similar scope and complexity.
- Some degree of sustainability after the conclusion of the grant.

## **Application Specifications:**

Proposals should be typed in Times New Roman 12 point font with one inch margins. Proposals must include a narrative and supporting documents in the **following order:**

- 1. Description of Activity:** Provide a detailed description of the proposed activities, including the need identified for the target populations and expected outcomes. Include information on the anticipated sustainability of the activity after the conclusion of the grant.
- 2. Target Population:** Describe the target population(s) for the proposed program or activity, including needs, barriers to participation and strategies for overcoming those barriers; and the Applicant's experience with, and strategy for, successful engagement of this population in the program/activity.
- 3. Outcomes and Evaluation:** Give a description of anticipated outcomes and method of tracking and measuring progress toward them. What do you hope to do? And how will you know you've done it?
- 4. Applicant Qualifications:** Demonstrate Applicant's success in carrying out projects of similar scope and scale.
- 5. Agency Information and Resumes:** Please provide documentation supporting the Applicant's or designated agent's ability to serve as fiscal agent, such as business license, and resumes of all key staff working on project. Identify the fiscal agent to receive the funds, and project leader who will be responsible for attending required meetings, maintaining communication, and representing the work to the East Bay Regional Coalition and other partners.
- 6. Timeline:** Give a proposed monthly timeline of work for the funding period October 1, 2019 through December 31, 2019.
- 7. Memo of Understanding:** Interested applicants not affiliated with a school or other facility but planning a project/activity within a school or facility, please include a Memo of Understanding from the school or facility.
- 8. Budget Detail and Narrative:**
  - Budgets must be inclusive of all costs to be covered by the requested funds.
  - Basic needs such as food, clothing, or housing will not be funded. Additionally, purchase of electronics such as computers and/or cell phones or service plans will not be funded.
  - Purchase of needles and /or Medication Assisted Treatment is not allowed.
  - Budgets may include funds for naloxone (Narcan) as a component of the initiative.
  - Budgets may include staff time for required meeting attendance as described and reporting requirements.
  - All compensation must be for services rendered; incentives to attend activities and/or training are not allowed per state guidelines.

- Provide a detailed list of how requested funds will be used (a suggested format is below).

<b>Item/Staff</b>	<b>Amount</b>	<b>Justification</b>
Example: Jane Doe – lead investigator	\$3000 total \$25/hour for 5 hours/week/6 months	The lead investigator will oversee all activities and their implementation and provide necessary reporting, invoicing, and other documentation.

Total application length for items 1-6 above is not to exceed 2 pages. Items 5-8 (staff resumes, timeline, MOU, and budget detail) may be included on additional pages.

**Submission Deadlines:**

Proposals are due **Wednesday, September 11, 2019 at 5 pm EST**. Please email all materials in ONE (1) file (Word or PDF) and put SORminigrant and the title of your agency as the file name. **Proposal files should be mailed to [SORGrantsEastBay@gmail.com](mailto:SORGrantsEastBay@gmail.com) by the date and time above to be considered for funding.** Please put **SOR Proposal** in the subject line of the email.

**Anticipated RFP, Selection, and Contract Timeline:**

- September 11, 2019 – Proposals Due
- September 11, 2019 – September 25, 2019 – Proposals reviewed
- September 27, 2019 – Selected bidder(s) notified
- October 1, 2019 – Contract work begins

**Scoring of Proposals:**

Proposals will be scored as follows:

**Strength of Approach (60 points)**

- Potential of the proposed work plan to effectively meet stated objectives of the identified focus area.
- Understanding of the proposed target population, including needs, priorities, and strategies for overcoming barriers to participation
- Creativity of approach in engaging populations that are underserved by and/or under-engaged in existing prevention activities
- Well-defined success metrics and plan for tracking progress toward outcomes
- Well-defined and realistic timeline for delivering proposed work within the grant period
- Sustainability of the proposed plan after the conclusion of the grant

**Applicant Qualifications (10 points)**

- Demonstrated successful engagement with and service of the target population
- Demonstrated success of past projects of similar scope and complexity

- Demonstrated plan for fiscal responsibility

**Staff (10 points)**

- Qualifications and relevant individual experience
- Experience working with the target population
- Time commitment of staff
- Qualifications and relevant experience of any identified consultant or subcontractor

**Budget (20 points)**

- Appropriate scale of funds requested for proposed work plan
- Appropriate plan to spend down funds as specified within the defined grant period October 1, 2019 - December 31, 2019

**Review and Funding:**

We are committed to an objective review process. A review team made up of individuals within and outside of East Bay Regional Coalition who have knowledge of the opioid problem in the East Bay region will review and score proposals. The East Bay Regional Coalition reserves the right to make awards that may not be the lowest cost or the highest scoring but that demonstrate a high likelihood of resulting in measurable impact.