

# CUMBERLAND COUNTY Maine

## Request for Applications Opioid Settlement Funds

The Cumberland County Opioid Settlement Committee is now accepting applications for grant funding from the opioid settlement funds received by Cumberland County.

<b>RFP Release date</b>	<b>Monday, February 26, 2024</b>
<b>Proposal Due</b>	<b>4:00PM, Friday, April 26, 2024</b>
<b>Notice of Award</b>	<b>Friday, May 10, 2024</b>
<b>Project period:</b>	<b>June 1, 2024-May 30, 2025</b>

### **Contact Information:**

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I

## Overview & Background

**Aim of RFP:** The primary aim of the funding in this RFP is to reduce overdose incidence and death in Cumberland County.

**Cumberland County Public Health Department:** The Cumberland County Public Health Department (CCPHD) was founded in 2021 to complement the existing public health entities and efforts underway within the County and the State. The mission of the department is to bring people, organizations, and communities together to promote wellbeing and protect the health of people and the communities where they live, learn, work and play. CCPHD envisions a Cumberland County where communities are thriving; residents, organizations, and local governments connect and invest in collaborative actions; and every person has an equitable opportunity to live a healthy life.

**Opioid impacts in Cumberland County:** Based on the most recent mortality report from the Maine CDC, drug overdose deaths in 2022 represent the 5th leading cause of death in Maine, behind heart disease, cancer, unintentional injuries, and lower respiratory disease. In 2022, drug overdoses totaled over 10,000 with 716 resulting in death, the highest ever recorded and the 9th highest overdose death rate in the U.S. (39 per 100,000). Cumberland County recorded 130 drug overdose deaths in 2022, the highest number of overdose deaths on record in the county and the highest of any county in Maine over a one-year period. A disproportionate amount of people who died from an overdose had a prior overdose history (37%) or were unhoused or transiently housed (38%).

**Opioid response in Maine:** Maine has made great strides in access to naloxone, MOUD treatment, and other evidence-based efforts that reduce the negative consequences of opioid and other substance use and misuse. Yet, overdose incidence and mortality continue driven by a complex set of ever-changing factors related to demand, access to high quality and timely harm reduction and treatment supports unsafe use, an increasingly volatile illicit drug market, and more.

**Opioid Settlement Funds:** To date, Cumberland County has received about \$300,000 in settlement funds from a lawsuit related to the over-prescribing of opioid medications and expects to receive about \$200,000 a year for the next 15-18 years. More information about the opioid settlement is available on the [Maine Attorney General's](#) website including [allowable uses](#).

The Johns Hopkins Bloomberg School of Public Health created [Guiding Principles for the Use of Funds From the Opioid Litigation](#) that the state of Maine and many other states are using to guide allocation of the money. Those principles include:

1. Spend money to save lives
2. Use evidence to guide spending
3. Invest in youth prevention

4. Focus on racial equity
5. Develop a fair and transparent process for deciding where to spend the funding

Based on these guiding principles, the Cumberland County Public Health Department has [adopted a process](#) for spending the opioid settlement funds that includes assessment, action planning, an RFP process to distribute funds based on assessments and action planning, prioritizing communities most impacted, and reporting to ensure accountability and transparency.

Priorities for addressing opioid use disorder (OUD) and substance use disorder (SUD) in Cumberland County over the next 3-5 years have been identified through several community engagement and research initiatives. These priority areas for investment are identified in the [2023-2027 Assessment and Plan for Opioid Settlement Funds](#), which came directly from local stakeholders through the County Health Improvement Planning process in 2022, as well as a specific survey of people engaged in efforts to prevent and address substance use disorder in Cumberland County. A [2023 Issue Brief: Assessment of Efforts to Prevent and Address SUD in Cumberland County](#), provides a more comprehensive overview of the assessment process.

**Priority areas of this RFP.** The primary aim of the funding in this RFP is to reduce overdose incidence and death in Cumberland County. There are many established approaches to achieving this aim. Some examples of established strategies to reduce risk for overdose incidence and mortality include:

- Reduce likelihood of people using alone
- Enhance safety during transitions from periods of abstinence (i.e. incarceration, inpatient treatment, etc.)
- Provide accurate information, materials, and support to people at high risk (houseless, unstably housed, prior overdose, etc.)
- Distributing naloxone into the hands of people most likely to witness and respond to an overdose (especially friends, family, and personal network).
- Remove barriers and improve access to treatment and recovery services and support.
- Remove barriers and improve access to medical and psychosocial resources.

Preference will be given to proposals that use evidence-based practices, promote integration and collaboration in treatment across systems, target Cumberland County's most high-risk populations (e.g., prior overdose history, historically marginalized populations such as LGBTQ+ and BIPOC communities, non-english speaking, unhoused or unstably housed, rural residents, criminal-legal system involvement) and/or promote racial equity.

Applicants are strongly encouraged to review the [Maine State Subdivision Memorandum of Understanding \(PDF\)](#) and Agreement Regarding Use of Settlement Funds.

**Note that, per the Memorandum of Understanding, indirect costs are not an allowable expense.**

## II

### Scope of Work

#### Deliverables:

1. A project with the aim of reducing overdose deaths that enhances and/or innovates upon current efforts in Cumberland County.
2. Quarterly reports (3) and a final report (1) that describe progress toward project goals and outcomes.

**Activities:** Applicants should represent their capability to support the following scope of activities and produce the deliverables outlined below:

1. Programming:
  - a. Develop and implement an innovation or enhancement of current efforts to reduce overdose incidence and death in Cumberland County.
2. Evaluation:
  - a. Collect data that describes the major activities and intended outcomes of the project.
3. Reporting:
  - a. Participation in program monitoring meetings with Cumberland County Public Health Department (frequency TBD post-award)
  - b. Prepare and submit quarterly progress reports (template provided post-award)
4. Communication:
  - a. Communicate the progress and results of the project with community stakeholders.

## III

### Qualifications and Proposal Details

**Overview:** To be considered, electronic copy in PDF format must be received no later than **4:00 pm on Friday, April 26, 2024**. Submissions should be sent to Cumberland County Behavioral Public Health Manager, Brandon Irwin, at this email: [irwin@cumberlandcounty.org](mailto:irwin@cumberlandcounty.org). Submissions received after this time will not be considered.

#### Format:

The format of proposals should adhere to the following standards:

1. CONTACT INFORMATION
  - a. Organization Name:
  - b. Contact Name and Title:

- c. Address:
  - d. Email:
  - e. Phone Number
  - f. Type of Organization\*:
  - g. State of Incorporation, if Applicable:
  - h. Federal Tax ID:
  - i. Authorized Signature:
  - j. Date:
- \* Type of organization may be partnership, corporation, individual, or other (please describe if “other”)
2. ABSTRACT - 5 points
    - a. A short summary of application narrative, including a brief overview of your community/location, the services your program currently offers, your population of focus for this project, and no more than three main objectives.
  3. APPLICANT ORGANIZATION DESCRIPTION AND SERVICES - 15 points
    - a. Describe the Mission, Structure, and Services provided by applicant organization(s).
    - b. Describe the Demographics of the population served by applicant organization(s).
    - c. Describe the applicants’ history and evidence of meeting community needs.
    - d. Describe how applicant organization(s) are uniquely qualified to implement and sustain the proposed project.
      - i. If Fiscal Agent (FA) is required, describe why a FA is needed, why FA proposes to subcontract the work, the nature of the contract between the FA and subcontractor, and the FA’s goals for the project.
  4. PROPOSED PROJECT - 50 points
    - a. List the primary goals of the project (SMARTIE - Specific, Measurable, Achievable, Relevant, Time-bound, Inclusive, Equitable)
    - b. Describe the population of focus.
    - c. Describe how the project increases the availability, accessibility, and/or quality of services/supports.
    - d. Describe specific barriers and challenges to be overcome, and strategies for success.
    - e. Describe, specifically, how impact/effectiveness will be assessed and reported.
    - f. Describe a strategy to sustain efforts after the project period.
    - g. Describe how the project is designed to advance inclusion and equitable impacts across community members.
    - h. Describe how this project supplements or enhances existing programming (***funds cannot supplant existing funds***).
  5. WORK PLAN - 15 points
    - a. Provide a simple table listing each project objective, related activities, staff responsible, timeline, and applicable notes.
  6. STAFFING PLAN - 10 points

- a. List the position; qualifications; and percent time dedicated to the project for each critical function of the project.
  - b. Provide a brief narrative describing the adequacy of the staffing plan capacity to meet the aims of the project.
7. BUDGET - 5 points
- a. The budget should not exceed \$80,000.
  - b. Provide a budget aligned to project work plan, costs, and tasks.
    - i. ***\*Note that indirect costs are not an allowable expense***
  - c. Use budget template (see Appendix A)
  - d. Provide brief Budget Narrative
8. LETTER OF SUPPORT FROM PARTNERS (required for joint proposals)
- a. Provide a letter of support from the partner organization that clearly outlines their role on, commitment to, and staffing plan for the project.

***Scoring and Selection Criteria:***

Proposals will be reviewed by a panel of County and community partners with expertise in serving people with SUD/ODU within Cumberland County (e.g., public health, providers, harm reduction, persons with lived experience). The overarching aims of the review committee will be to support:

- Innovation as well as scaling of established practices and services known to reduce overdose incidence and mortality.
- Efforts that are replicable and sustainable.
- Efforts that recognize and address that reducing stigma and discrimination are at the heart of all meaningful change

	<u>Points</u>
Abstract:	5
Applicant Organization Description and Services:	15
Proposed project:	50
Work plan:	15
Staffing plan:	10
<u>Budget:</u>	<u>5</u>
Total	100

The County will review all proposals for completeness. If a proposal is determined by the County to be incomplete, that proposal may no longer be considered. The County will review all complete proposals and score them by section. Possible points per section are outlined below.

The County at its discretion, may interview the top ranked organizations. The County reserves the right to solicit information about the Consultant for all sources available to the County and to request additional information from the Consultant. The County will negotiate terms for a contract to complete the tasks with the top ranked firm. If a satisfactory agreement cannot be reached, negotiations with that firm will be suspended and negotiations opened with the second

highest ranked firm. The process will continue until agreement is reached and a contract is executed.

After the evaluation of the proposals and selection of the successful contractor, all bidders will be notified in writing of the selected contractor.

## IV

### Timing & Disclaimers

#### Timing:

<b>4/26/24:</b>	<b>Proposals due</b>
5/10/24:	Notice of Award
June 2024:	Work begins.
June 2025:	Completion of the work

#### Disclaimers:

- The County reserves the right to accept or reject any or all submittals received, cancel or modify the RFP in part or in its entirety, or change the RFP guidelines, when the County believes it is in their best interest to do so.
- The County reserves the right to accept or reject any and all Statements of Qualifications received in response to the RFP and to re-advertise for new submittals.
- The County will not be responsible for any costs incurred by the respondent in the preparation of a response to this Request for Proposals.
- The County reserves the right to delay or discontinue this selection process at any time during the process.
- The County will not be held responsible if, in its opinion, the best interests of the project will be served by not awarding all or parts of the project as defined in this Request for Proposals.
- The County reserves the right to:
  - Request the submission of Statements modifications at any time before the selection is made, if the County believes it is in their best interest. Consider Statements or modifications received at any time before the selection is made, if the County believes it is in their best interest.
  - Request clarification and/or additional information from the Respondent during the evaluation process.
  - Utilize ideas submitted in the Statements received, regardless of whether the Respondent is selected.
  - Negotiate with the selected Respondent(s) to include further services not identified in this RFP.



Appendix A

Budget template

<b>Expense</b>	<b>Proposed funding from this grant</b>	<b>Funding from other sources</b>	<b>Total</b>
Personnel			
Fringe			
Supplies			
Equipment			
Travel			
Consultants			
Other			
Admin costs			
Indirect costs	(not allowable)		
<b>Total</b>			

**Budget Justification.** Please provide a detailed justification for each line item.