



# REQUEST FOR PROPOSALS

RFP 2024-13

Bay County Opioid Settlement Funds  
Request for Funding Proposals

**REQUEST FOR PROPOSALS – THIS IS NOT AN ORDER OR OFFER**

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|                                         |                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------|
| <b>DATE OF REQUEST</b>                  | MAY 31, 2024                                                             |
| <b>REFERENCE PROPOSAL NUMBER</b>        | RFP 2024-13                                                              |
| <b>DEADLINE FOR PROPOSERS QUESTIONS</b> | JUNE 14, 2024<br>5:00 PM                                                 |
| <b>RESPONSES DUE FROM COUNTY</b>        | JUNE 28, 2024<br>5:00 PM                                                 |
| <b>PROPOSED DATE/TIME REQUIRED</b>      | JULY 8, 2024<br>11:00 AM                                                 |
| <b>EMAIL SUBJECT LINE</b>               | “BAY COUNTY OPIOID SETTLEMENT<br>FUNDS REQUEST FOR FUNDING<br>PROPOSALS” |

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## **OVERVIEW**

Bay County invites organizations or groups addressing opioid prevention and harm reduction to apply for funding to support development, implementation, enhancement or expansion of programs. This includes programs addressing substance use disorders, polysubstance use and co-occurring mental health and substance use disorders. While the selection process will utilize a competitive Request for Proposals (RFP) process, the number of awards will be dependent on the amount of funds available for annual allocation. The amount of funds available will differ annually and proposals will be accepted annually beginning in July of 2024.

## **BACKGROUND**

In 2021, a \$26 billion nationwide settlement was reached to resolve all Opioids litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors: McKesson, Cardinal Health and AmerisourceBergen (“Distributors”), and manufacturer Janssen Pharmaceuticals, Inc. and its parent company Johnson & Johnson (collectively, “J&J”).

The State of Michigan is slated to receive approximately \$776 million over 18 years. Fifty percent (50%) of the settlement amount will be sent directed to county and local governments. The national agreement also requires significant industry changes that will help prevent this type of crisis from ever happening again.

In 2022, additional settlements with pharmacies and manufacturers were announced, including CVS, Walmart, Allergan and Teva. These four settlements are expected to bring in around \$450 million to Michigan, divided with fifty percent (50%) directed to local governments.

Michigan can also expect additional funds received through companies Purdue Pharma, Mallinckrodt PLC and Endo, which are pursuing bankruptcy plans that include funding opioid abatement trusts.

Currently, Bay County has received two (2) payments from the Distributors settlement and five (5) payments from the J&J settlement. Due to funding amounts changing annually, Bay County will, **on average**, have \$250,000 available each year for opioid remediation activities for a period of 3 years. However, the number of payments/length of time for each settlement will also differ. We anticipate up to four awards this year, however the amount and number of awards will depend on submissions.

The Bay County Health Department conducted a needs assessment of opioid use in Bay County. This Opioid Use Needs Assessment (“Assessment”) used both quantitative data and information gathered from qualitative stakeholder interviews, identifying factors contribution to the opioid crisis in Bay County. Bay County is seeking proposals that primarily address the findings and recommendations labeled Primary Prevention in the Assessment.

## **GOAL**

The goal of this opportunity is to serve Bay County through development, implementation, enhancement or expansion of evidence-based strategies or promising practices to prevent and address the adverse impacts of the drug overdose epidemic.

## **ELIGIBILITY**

Organizations or groups addressing opioid prevention, harm reduction, are eligible for funding to support development, implementation, enhancement, or expansion of programs. This includes programs addressing substance use disorders, polysubstance use and co-occurring mental health and substance use disorders.

1. Targets and primarily serves Bay County residents, workers, and students.
2. Formally organized entity (corporation, non-profit, etc.).
3. Have or willing to establish business in Bay County.

## **AVAILABILITY OF FUNDS**

The number of awards will be dependent on the amount of funds available for annual allocation. The amount of funds available will differ annually. Proposals will be accepted annually between July 2024 and July 2027.

The period of funding will be from July 1, 2024, through June 30, 2025 for a period of one year.

## **REQUIREMENTS**

### Proposal Priorities

1. Utilize funds to serve those in Bay County focusing on:
  - a. New or expansion of existing services to combat opioid abuse that are not covered by reimbursement or other types of current revenues.
  - b. Address the Bay County Opioid Use Needs Assessment/Primary Preventative Findings and Recommendations.
  - c. Sustainability of the program.
  - d. Emphasis on education of grades 9 – 12 on dangers of opioids.
2. Focus on individuals and communities most profoundly impacted by opioid use disorder (OUD) and co-occurring substance use disorder/mental health conditions (SUD/MH).

### Organizations awarded funded are required to:

1. Utilize funds within associated fiscal year (January 1 through December 31).
2. Ensure utilization of funds supplements, rather than supplants, existing funding.
3. Ensure all funds are used in alignment with [Exhibit 1](#) and the definition of opioid remediation
4. Ensure indirect costs do not exceed five percent (5%).
5. Provide data on program outputs, outcomes, impact, and effectiveness, following agreed upon metrics with Bay County.
6. Complete required quarterly and annual reports. Exhibit 2.
7. Enter into agreement relating to reporting and recoupment requirements.

### Reporting Requirements

1. Organizations should provide quarterly reports by the 10<sup>th</sup> day of the following month (April 10, July 10, October 10, January 10) to Bay County progress reports outlining the following:
  - a. Staff working on the project.
  - b. Community partners involved with the project.
  - c. Challenges and barriers experienced within the associated timeframe.
  - d. Successes experienced within the associated timeframe.

e. Anticipated next steps.

2. Annual report to be provided at project close by January 15 (date) to Bay County to include:  
Metrics to gauge outputs, outcomes, impact and effectiveness as determined through scope of work and agreed upon with Bay County

### **ALLOWABLE USE OF FUNDS & FUNDING RESTRICTIONS**

Bay County is focused on addressing the Primary Prevention Findings and Recommendations found in the Bay County Opioid Use Needs Assessment. However, specific to the J&J, Distributor, CVS, Teva, Allergan and Walmart settlements, funds must be spent on opioid remediation. Opioid Remediation is and outlined by [Exhibit 1](#).<sup>1</sup> (see link at the bottom of the page)

Indirect costs may not exceed five percent (5%) of funds.

### **QUESTIONS**

All questions about this RFP must be received by **June 14, 2024**, 5:00 p.m. in writing, via email, to:

Frances Moore  
Purchasing Agent  
[purchasing@baycounty.net](mailto:purchasing@baycounty.net)

Every attempt to answer your inquiries will be made, however Bay County reserves the right to not answer any questions received after the **June 14, 2024**, due date.

Responses to any inquiries will be issued in one (1) document no later than June 28, 2024, 5:00 p.m. and will be sent to all known interested parties.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response.

Any significant explanation desired by a firm regarding the meaning or interpretation of the Request for Proposal must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their proposals.

Any information given to a prospective firm concerning the Request for Proposals will be furnished to all prospective firms as an amendment or addendum to the Request for Proposals if such information would be of significance to uninformed firms.

The County shall make the sole determination as to the significance to uninformed firms.

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<sup>1</sup> <https://www.attorneygeneral.gov/wp-content/uploads/2021/12/Exhibit-E-Final-Distributor-Settlement-Agreement-8-11-21.pdf>

## **CONTENTS OF SUBMITTAL PACKET:**

1. Cover Sheet.
2. Bidder's Checklist.
3. Attachment A – Project Information.
4. Attachment B – Budget Sheet.
5. Attachment C – Plan to Measure Key Data Sample.

## **SUBMITTAL REQUIREMENTS:**

1. Responses must use Times New Roman font 12 pt.
2. Responses must be spaced 1.15”.
3. Responses must be typed, no handwritten replies.
4. Additional information must be limited to no more than 1 page per section.

## **SELECTION AND AWARD PROCESS**

All proposals submitted should include the completed Request for Proposals document below labeled as “Attachment A”. Also include a copy of Form 990 if applicable. Proposals will be reviewed and scored by the Bay County Opioid Settlement Steering Committee.

## **GENERAL INFORMATION:**

1. **RESPONSIBILITY:** Firms are solely responsible for ensuring their bid is received by Bay County Purchasing in accordance with the solicitation requirements before the date and time specified in this Request.
2. **BID RESPONSE DELIVERY:** Qualifications must be returned no later than **July 8, 2024 @ 11:00 A.M.** email subject: “BAY COUNTY OPIOID SETTLEMENT FUNDS REQUEST FOR PROPOSALS.” Please send all proposals to [purchasing@baycounty.net](mailto:purchasing@baycounty.net).
3. **BID RESPONSE REJECTION/ACCEPTANCE:** The County reserves the right to accept or reject any or all bid responses, to waive any irregularities and to make the final determination as to the best low qualified bid response.
4. **BID RESPONSE AWARD:** In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the proposal to the Firm providing the best value to the County.
5. **CONTRACT:** The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a proposal, the firm acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified proposal, or reject all proposals.

A copy of a firm's suggested terms and conditions may be submitted with firm's Qualifications, however, neither the County's acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms, and conditions of the RFP, and last, the Firm's Proposal.

6. **DISPUTES:** In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Purchasing Office. This form must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Purchasing Division, 7<sup>th</sup> Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**

**ADA ASSISTANCE:**

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson  
Corporation Counsel  
Bay County Building  
515 Center Ave. 4th Floor  
Bay City, MI 48708-5128  
(989) 895-4098  
(989) 895-4049 TDD

Frances Moore, Purchasing Agent  
Bay County Finance Department  
Purchasing Division  
Bay County Building  
515 Center Ave. 7<sup>th</sup> Floor  
Bay City, MI 48708  
[purchasing@baycounty.net](mailto:purchasing@baycounty.net)

**THIS BID PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE**

**[www.baycounty-mi.gov](http://www.baycounty-mi.gov)**

**Bid Response Cover Sheet**

Bid #: 2024-13

Bay County Opioid Settlement Funds – RFP 2024-13

ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE ONE (1) OF THE BID

TO: County of Bay  
515 Center Ave, 7<sup>th</sup> Floor.  
Bay City, MI 48708

FROM: \_\_\_\_\_

Company Name

an individual,

a corporation

a Non-Profit

*(Please mark appropriate box),*

Duly organized under the laws of the state of: \_\_\_\_\_

The undersigned, having carefully read and considered the Request for Proposal (RFP) for Bay County Opioid Settlement Funds does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Submission, including, by reference here, the County’s RFP document. Submissions must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: \_\_\_\_\_

(Signature of authorized representative)

\_\_\_\_\_  
(Please print name and title)

**PRINCIPAL OFFICE ADDRESS:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

TIN #: \_\_\_\_\_ UEI #: \_\_\_\_\_ (optional)




**Bid #: 2024-13**  
**Bay County Opioid Settlement Funds – RFP 2024-13**

**To Be Completed by Organization Submitting Proposal:**

| <b>1. Organization Information</b>                         |  |
|------------------------------------------------------------|--|
| Organization Name                                          |  |
| Street Address                                             |  |
| Email Address                                              |  |
| Phone Number                                               |  |
| Name of Project Director                                   |  |
| Title of Project Director                                  |  |
| Name of Authorized Representative                          |  |
| Title of Authorized Representative                         |  |
| Signature of Authorized Representative                     |  |
| Date                                                       |  |
| <b>2. Organization Description</b>                         |  |
| <b>3. Project Description Including Project Objectives</b> |  |

|                                                                                                                                                                                                                                                                                                                                                                               |                                   |                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------|
| <b>4. Populations Served/Target Population and Geographic Area Served</b>                                                                                                                                                                                                                                                                                                     |                                   |                              |
| <b>5. Sustainability – How will the project be sustained after the funding cycle?</b>                                                                                                                                                                                                                                                                                         |                                   |                              |
| <b>6. Budget – Total amount requested</b>                                                                                                                                                                                                                                                                                                                                     | \$ _____                          |                              |
| <b>7. Budget Narrative – How will funds be used to meet project goals?</b>                                                                                                                                                                                                                                                                                                    |                                   |                              |
| <b>8. New or Existing Project – check one:</b>                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Existing | <input type="checkbox"/> New |
| <b>8a. If existing, how many unique individuals are served annually by the current project?</b>                                                                                                                                                                                                                                                                               |                                   |                              |
| <b>8b. If new, is the project evidence-based or based on promising practices? (Check one and provide a link to information on evidence based)</b>                                                                                                                                                                                                                             |                                   |                              |
| <input type="checkbox"/> Evidence Based    Link: _____                                                                                                                                                                                                                                                                                                                        |                                   |                              |
| <input type="checkbox"/> Promising Practices                                                                                                                                                                                                                                                                                                                                  |                                   |                              |
| <b>9. Required Attachments – Supporting Documents</b>                                                                                                                                                                                                                                                                                                                         |                                   |                              |
| <ul style="list-style-type: none"> <li>• Resume and/or biography of project director and staff.</li> <li>• Complete budget template (provided as Attachment B)</li> <li>• Letters of Support from partner organizations (optional)</li> <li>• Materials demonstrating experience, organizational impact and/or commitment to addressing the drug overdose epidemic</li> </ul> |                                   |                              |
| <b>10. Additional Information</b>                                                                                                                                                                                                                                                                                                                                             |                                   |                              |
| <ul style="list-style-type: none"> <li>• If the full dollar amount is not awarded, will the project still happen? Can the project be scaled?</li> </ul>                                                                                                                                                                                                                       |                                   |                              |

**Bid #: 2024-13**  
**Bay County Opioid Settlement Funds – RFP 2024-13**

| Request for Proposals Budget<br>Proposed Budget – Opioid Settlement Funds |             |            |                     |      |  |            |
|---------------------------------------------------------------------------|-------------|------------|---------------------|------|-------------------------------------------------------------------------------------|------------|
| Organization:                                                             |             |            |                     |      | FY:                                                                                 |            |
| Expense                                                                   | Description | Exhibit A* | Strategy Category** | Cost | Quantity                                                                            | Total Cost |
| <b>Personnel</b>                                                          |             |            |                     | \$   |                                                                                     | \$         |
| <b>Fringe Benefits</b>                                                    |             |            |                     | \$   |                                                                                     | \$         |
| <b>Travel</b>                                                             |             |            |                     | \$   |                                                                                     | \$         |
| <b>Equipment</b>                                                          |             |            |                     | \$   |                                                                                     | \$         |
| <b>Supplies</b>                                                           |             |            |                     | \$   |                                                                                     | \$         |
| <b>Contractual</b>                                                        |             |            |                     | \$   |                                                                                     | \$         |
| <b>Construction</b>                                                       |             |            |                     | \$   |                                                                                     | \$         |
| <b>Other</b>                                                              |             |            |                     | \$   |                                                                                     | \$         |
|                                                                           |             |            |                     |      | <b>Subtotal</b>                                                                     | \$         |
|                                                                           |             |            |                     |      | <b>Indirect</b>                                                                     | \$         |
|                                                                           |             |            |                     |      | <b>Total</b>                                                                        | \$         |

\*Reference Sections Addressed from Exhibit 1.

\*\*Prevention, Harm Reduction, Linkage to Care, Criminal-Legal System, Treatment, Recovery Supports, Pregnant or Parenting Women & their Families, or Data & Research, Other.

**Bid #: 2024-13**  
**Bay County Opioid Settlement Funds – RFP 2024-13**

**PLAN TO MEASURE KEY DATA SAMPLE**  
**Required for each goal.**

| <b>Strategic Objectives</b> | <b>What</b>                           |        |                    |                        | <b>When</b>               | <b>Who</b>                               |
|-----------------------------|---------------------------------------|--------|--------------------|------------------------|---------------------------|------------------------------------------|
|                             | Output or Outcome Measure Description | Target | Measure Definition | Data Collection Method | Data Collection Frequency | Person(s) Responsible for Data Gathering |
|                             |                                       |        |                    |                        |                           |                                          |
|                             |                                       |        |                    |                        |                           |                                          |
|                             |                                       |        |                    |                        |                           |                                          |
|                             |                                       |        |                    |                        |                           |                                          |

**Bid #: 2024-13  
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**REPORTING REQUIREMENTS  
 POST AWARD\*  
 Required for each goal.**

| <b>Strategic Objectives</b> | <b>What</b>                           |        | <b>When</b> | <b>Results</b> |        |        |        |        |
|-----------------------------|---------------------------------------|--------|-------------|----------------|--------|--------|--------|--------|
|                             | Output or Outcome Measure Description | Target | Frequency   | Qtr. 1         | Qtr. 2 | Qtr. 3 | Qtr. 4 | Annual |
|                             |                                       |        |             |                |        |        |        |        |
|                             |                                       |        |             |                |        |        |        |        |
|                             |                                       |        |             |                |        |        |        |        |
|                             |                                       |        |             |                |        |        |        |        |

\*If your firm or agency is selected for an award you will be required to complete this form and submit quarterly and annually