

REQUEST FOR PROPOSALS
Opioid Abatement Program Partnerships
RFP 2324-49



Responses Due

March 4, 2024
12:00 p.m.

City of Norman
City Attorney's Office
201 W. Gray
Norman, Oklahoma 73069
Kathryn.walker@normanok.gov

I. Overview

The City of Norman intends to apply for Opioid Abatement Grant(s) from the Oklahoma Opioid Abatement Board and is seeking proposals from qualified non-profit agencies to partner with the City to address the effects of opioids in our community. The selected partners must submit proposals that use evidence-based, forward looking strategies, programming and services for approved purposes pursuant to the Political Subdivisions Opioid Abatement Grants Act. (74 Okla. Stat. §30.3 et seq.)

II. Community Background

Norman, Oklahoma is the county seat of Cleveland County. Between 2017-2021, Cleveland County had the 56th highest drug overdose death rate in the state, with 151 unintentional drug overdose deaths. Of these deaths, more than half of them were due to opioid overdose. Adults aged 35-44 years old had the highest rate of death. Between 2019 and 2021, Cleveland County has the 25th highest nonfatal drug overdose hospitalization in the state, with 845 Cleveland County residents being hospitalized for a nonfatal drug overdose. Opioids was among the most common substances involved in these hospitalizations. Adults aged 45-54 had the highest hospitalization rate. (Source: Cleveland County Fact Sheet, <https://oklahoma.gov/health/health-education/injury-prevention-service/drug-overdose/data.html>)

III. Requirements

A. Submission Requirements

Opioid Abatement Grants may only be used for “approved purposes” as defined by the Political Subdivisions Opioid Abatement Grants Act. (74 Okla. Stat. §30.3 et seq.) Thus, successful proposals must demonstrate that the program or service proposed for funding and partnership meets the approved purposes set forth in the Act. Specifically, the City is looking for partners that demonstrate evidence-based, forward-looking strategies, programming and services used to:

- expand the availability of treatment for individuals affected by opioid use disorders, co-occurring substance use disorders and mental health issues,
- develop, promote and provide evidence-based opioid use prevention strategies,
- provide opioid use disorder and co-occurring substance use disorder avoidance and awareness education,
- support recovery from addiction services performed by qualified and appropriately licensed providers,

- treat opioid use, abuse and disorders including early intervention screening, counseling and support,
- support individuals in treatment and recovery from opioid use, abuse and disorder,
- provide programs or services to connect individuals with opioid use, abuse or disorder, or who are at risk of developing opioid use disorder, co-occurring substance use disorder and mental health issues, with treatment and counseling programs and services,
- address the needs of individuals who are involved, or who are at risk of becoming involved, in the criminal justice system due to opioid use, abuse or disorder through programs or services in municipal and county criminal judicial systems including pre-arrest and post-arrest diversion programs, pretrial services and drug or recovery courts,
- address the needs of pregnant or parenting women with opioid use, abuse or disorder and their families,
- address the needs of parents and caregivers caring for babies with neonatal abstinence syndrome,
- support efforts to prevent overprescribing and ensure appropriate prescribing and dispensing of opioids,
- support efforts to discourage or prevent misuse of opioids including the oversupply of licit and illicit opioids,
- support efforts to prevent or reduce overdose deaths or other opioid-related harms including through increased availability and distribution of naloxone and other drugs that treat overdoses for use by first responders, persons who have experienced an overdose event, families, schools, community-based service providers, social workers and other members of the public,
- support education of youths regarding the dangers of opioid use, abuse and addiction,
- fund training relative to any approved purpose,
- monitor, surveil and evaluate opioid use, abuse or disorder, or
- provide opioid abatement as identified by the Oklahoma Opioid Abatement Board as consistent with the purpose of the Political Subdivisions Opioid Abatement Grants Act.

Proposals should be submitted to the City of Norman and must address the following items:

1. Project Description: In addition to a general description of the proposal, please include the following:

- How funds are intended to be used and whether this is a new program or supplementing or enhancing an existing program.
- A description of how your proposal will discourage and prevent opioid use and dependency, decrease the number of people per capita suffering from opioid use disorder in Norman, reduce the opioid prescription rate in Norman compared to the national average opioid prescription rate, lower opioid overdose deaths in

Norman and prevent them from occurring, and reduce the amount of opioids distributed within your political subdivision (as applicable).

- Target populations you hope to reach with your proposed project
- Number of people anticipated to participate and benefit from your project per year

2. Requested Amount of Funding

3. Description of Anticipated Effect of Program in Norman, including how it might enhance already ongoing efforts to address opioid use

4. Approved Purpose – Please indicate which approved purpose the program or service would be fulfilling

5. Use of Funds – Please identify what portion of the fund would be for indirect costs, including expenses of doing business that are not readily identified with a particular activity, but are necessary for the general operation and performance of the project.

6. Budget – Please attach a budget with line-item details.

7. Timelines and Benchmarks – Please provide a timeline for completing the proposed project and any benchmarks or interim goals used to measure progress.

8. List of key staff who will be responsible for the project and what role each staff person will play and their experience. Resumes of key staff should be attached.

9. Relevant Experience with Similar Projects

10. Program Assessment – Please describe how you will assess the program’s success.

11. Evidence Base for Proposed Project – Projects should be classified as either “Evidence Based” or “Evidence Informed”. Definitions are provided below.

- “Evidence-Based” means the project’s approach emphasizes the practical application of findings of the best available research related to the treatment of opioid-use disorders and the deterrence of opioid use.
- “Evidence-Informed” means the project’s approach blends knowledge from the best available research, practice, and people experiencing the practice, as well as understanding the strengths and limitations of available research on opioid use disorders and the deterrence of opioid use.

B. Regulatory Requirements

Proposals selected for partnership with the City will be required to enter into a contract with the City of Norman that will ensure, among other things compliance with the Political Subdivisions

Opioid Abatement Grant Act. Selected partner(s) will be required to pay any grant funds used to support their selected program should it be found to not comply with the Act.

C. Timelines

Because of the City's desire to apply for the first round of grant funding and based upon recent guidance received from the Oklahoma Attorney General's office, the timelines set forth below require a quick turnaround for proposals.

Notice of RFP – February 23, 2024

Submittals Due – March 4, 2024, no later than 12p.m.

City Council Approval of Grant Submission – March 5, 2024

Grant Submission to Opioid Abatement Board – March 8, 2024

Contract with Successful Proposers – Council Consideration on March 26, 2024

D. Submission Form

Proposals may be submitted electronically to Kathryn.walker@normanok.gov.

E. Authorized Signatures

When submitting proposals, corporate entities are required to comply with Oklahoma State law regarding authorized signatures.

The City of Norman requires that a proposal be signed by a duly authorized corporate official with authority to bind the interested party by the proposal as stated in Oklahoma State statute, "...signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties..." 18 O.S. § 22.

However, should some other official with the corporation sign, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 32

As set forth above, when submitting proposals, certification adhering to the state statutes should accompany documents being submitted for consideration.

F. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

G. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, physical or mental disability, income or status as a war veteran.

The consultant shall furnish all necessary information and reports and shall permit access to its books, records, and accounts by the City of Norman for purposes of investigation to ascertain compliance with the non-discrimination/minority business provision of any resultant contract.

H. Miscellaneous

A response to this RFP should not be deemed to be construed as a contract or an indication of a commitment of any kind on the part of the City of Norman.

IV. Evaluation and Selection

A. Selection and Award Process

Evaluation of Qualifications

The criteria for evaluating the qualifications and selecting a consultant will focus on:

- **Project Approach and Compliance** with the “approved purposes” set forth herein
- **Project Team (Experience of key personnel)** – Proposer must show the qualifications of individuals who will have direct involvement in tasks on this project. Please provide name, position and details of experience and capability for each member of your team.
- **Company/Agency Capacity and Capability** – Proposer must show through similar relevant experience their ability to accomplish a project of this scope and that their agency has the current ability to offer this service

Illustrative and narrative material describing previous work of the proposer is recommended.

The City reserves the right to request additional information from proposers submitting qualifications. The City reserves the right to reject any or all qualifications and the right, in its sole discretion, to accept the qualifications it considers most favorable to the City's interest. The City further reserves the right to reject all qualifications and seek new qualifications when such procedure is deemed reasonable and in its best interest.

B. Ranking Criteria

Proposals will be scored by the City of Norman using the following breakdown of points:

	Points Per Criterion
Project Approach and Compliance	45
Project Team (Experience of key personnel)	40
Company/Agency Capacity and Capability	15
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TOTAL POINTS POSSIBLE	100