



Saint Louis County

Public Health and Human Service Department – www.stlouiscountymn.gov

Linnea Mirsch
PHHS Director

Request for Proposal (RFP)

ST. LOUIS COUNTY- OPIOID REMEDIATION PROJECT

1. **Date:** June 25, 2024
2. **Saint Louis County Contact(s):**
 - 2.1 **Name/Title:** Jana Blomberg, Public Health Program Coordinator, St Louis County
Phone: 218- 471-7613
E-mail: blombergj@stlouiscountymn.gov
** questions regarding this proposal should be directed to Jana Blomberg*
 - 2.2 **Name/Title:** Abby Schaefer, Contract Services Representative
Phone: 218- 725-5015
E-mail: schaefera@stlouiscountymn.gov
3. **Purpose/Statement of Need:**
 - 3.1 **Background:** According to the Minnesota Attorney General's Office, Minnesota's maximum share 5th largest settlement over the 18-year period, approximately \$18 million. In January 2022, the St. Louis County Board Chair called for the Opioid Remediation Settlement Funds Subcommittee to be created, appointed 3 commissioners as well as the Sheriff, County Attorney and Public Health and Human Services (PHHS) Director. The Board Chair also requested a call for applicants to serve on this expert panel in which 21 community members responded, representing law enforcement, medical community, providers, harm reduction services, peer recovery organizations and families and individuals directly impacted by the opioid use crisis. The subcommittee has successfully allocated \$1.2 million in Round 1 of funding and has recommended allocating funds in an additional 2 rounds of funds. Funds allocated come from St. Louis County's Opioid Settlement Funds. The subcommittee is seeking proposals for funds to be focused specifically on upstream prevention, which can include both primary and secondary prevention, with priorities being outlined below.
 - 3.2 **The Opioid Remediation Subcommittee:** The purpose of the Opioid Remediation Subcommittee is to make recommendations to the County Board on the distribution of St. Louis County's opioid settlement funds. The purpose of the funding is intended to support positive long-term impacts in the areas of prevention and harm reduction. Through an intersection across broad stakeholder input, subcommittee member input, County Board input and best practices, the Opioid

Remediation Subcommittee determined upstream prevention to be the next recommended priority funding area

3.3 Scope of Service - Priorities

The priorities for this RFP are based off the community assessment the subcommittee completed and will focus on upstream prevention programs. The priorities include:

- 1) **Youth education and programming** that focuses on developmental assets education to support healthy youth development. Examples include early childhood prevention education, implementing evidence-based school curriculums, or risk and protective factors education
- 2) **Broad prevention focused community-based education** that supports the wellbeing of communities, families, and youth
- 3) **Adult wellbeing education and skills** that equip parents, educators, and community leaders to support their own wellbeing so they can model positive behaviors and create a stable foundation for youth to thrive.

To directly address these issues, the Opioid Remediation Subcommittee is inviting community-based organizations within St. Louis County and internal St. Louis County departments to submit proposals for a multi-year funding opportunity that addresses one or more of the above priorities within St. Louis County. These projects or initiatives can build on existing programs but need to demonstrate how they will specifically address one of the identified priorities. These funds cannot be used to supplant current funding that an organization has already received.

3.4 Services/Resources to be Developed:

The Opioid Remediation Subcommittee is requesting proposals focused on upstream prevention with the goal to build resilience, decrease risk factors, and build protective factors that positively impacts the future of our youth, families, and communities across St. Louis County. Proposals do not need to serve all of St. Louis County but need to (1) clearly identify why the organization is positioned to successfully implement the proposed project for a specific community or geographic area; (2) provide a detailed background of the evidence-based or practice-informed program or practice being proposed. **If awarded, please note that any proposed sub-contracting (including trainers, presenters, independent contractors, etc.) to be paid with opioid settlement dollars must receive prior approval from the designated SLC representative.**

3.5 Client population to be served:

Project proposal must (1) be implemented within St. Louis County and serve residents within St. Louis County; (2) clearly demonstrate how the project will support and serve individuals affected by one or more of the priorities described above in section 3.2.

4. Resources:

- Evidence-Based Resource Guide Series for Substance Misuse Prevention for Young Adults - Substance Abuse and Mental Health Services Administration (SAMHSA)
 - <https://store.samhsa.gov/sites/default/files/substance-misuse-prevention-pep19-pl-guide-1.pdf>

- 40 Developmental Assets for Adolescents from Search Institute
 - <https://d2pck61xhq74q6.cloudfront.net/40-Developmental-Assets.pdf>
 - <https://searchinstitute.org/resources-hub/developmental-assets-framework>
- Primer on Spending Funds from the Opioid Litigation – from Johns Hopkins: See page 16 – Core Strategy 7: Enrich Prevention Strategies
 - <https://opioidprinciples.jhsph.edu/wp-content/uploads/2022/04/Primer-on-Spending-Funds.pdf>
- Selecting Best-Fit Programs and Practices – Guidance for Substance Misuse Prevention Practitioners – from SAMHSA
 - <https://www.samhsa.gov/sites/default/files/selecting-best-fit-programs-practices-guidance-substance-misuse.pdf>
- 2Gen Approach – builds family well-being by intentionally and simultaneously working with children and adults in their lives together.
 - https://ascend.aspeninstitute.org/2gen-approach/?_ga=2.182560742.1501341012.1717444900-1497694467.1717444900
- MN Opioids State-Subdivision Memorandum of Agreement
 - https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf

5. Project Proposal Requirements

This round of funding is specifically geared towards multi-year education, prevention and/or resilient focused initiatives which can include support for educational curriculums, opportunities, and supplies. Initiatives can be site specific, community or countywide, with an identified fiscal agent.

6. Financial:

6.1 Funding is determined by the County.

6.1.1 Source

County Levy Funds Grant Allocation

6.1.2 Contract Maximum Amount (if applicable)

Limited to 6 awardees with a maximum funding amount being allocated is up to \$600,000 available in the first year with additional funding available. Additional 2 years of funding may be available depending on adequate progress and outcomes. Available funding will be determined in the last quarter of the funding cycle (targeted for September/October 2025).

6.1.3 Memorandum of Agreement selected strategy identification:

Review Exhibit A, starting on page 15, from the Memorandum of Agreement document ([MN MoA.pdf \(state.mn.us\)](https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf)) and select which part(s), strategy(s), and program(s) will be addressed.

6.1.4 Include disclosure of PHHS Supported funding, both current and from the last 3 years, and brief description of funded work.

7. Timeline:

- 7.1 **Due Date** for proposal submission **8/04/2024**
- 7.2 Target date for completion of follow-up *interviews* (if required) 9/06/2024
- 7.3 Target date for notifying proposed projects of *committee selection* (**note final- award offers have to be approved by the County Board**) 9/20/2024
- 7.4 Target date for **County Board Approval** of contract recommendations 10/08/2024
- 7.5 Target date **contracts begin** 01/01/2025

8. Provider Response:

If your organization is interested in submitting a proposal, please submit one (1) copy of your response to this proposal, providing at a minimum the information requested below (**Section 8.1 through 8.7**) by 11:59pm on **August 4, 2024** .

At the top of your proposal please clearly indicate that you are requesting funds for the ***St. Louis County Opioid Settlement Funds***.

8.1 Organization (Maximum 500 words)

- 8.1.1 Organization name and address
- 7.1.2 Type of organization
- 8.1.3 Number of years in business
- 8.1.4 Vision, mission and values of the organization
- 8.1.5 Describe the work of the organization

8.2. Personnel (Maximum 250 words)

- 8.2.1 Provide name, educational and experience background, and other qualifications of persons who would provide services indicated and oversee this project.
- 8.2.2 If applicable, provide a list of the members of the Board of Directors, their qualifications, and years of service

8.3. Experience (Maximum 500 words)

- 8.3.1 Provide a general description of your organization’s relevant activities over the past three (3) years that aligns with the scope of your proposal, outlining specific ways you have effectively engaged with this work in the past.

8.4. Proposal (Maximum 1,000 words)

8.4.1 State which of the three priorities described above your proposal addresses.

8.4.2 Describe how you plan to address this priority. Please include a detailed description of your plan along with a timeline of services, including training, implementation, and impact evaluation efforts.

8.4.3 Please include a reference list if you are proposing an evidence-based practice. We welcome promising based practices for culturally specific programs to be included in your proposal.

8.4.4 Describe how you will measure the effectiveness and impact of the project throughout the life of the project. The annual reporting that will be required must include information on the expenditures funded with the Opioid Settlement Funds, including details on programs or services provided. Required reporting components will include organization contact information, information on funded service/programs, and outcomes for the activity/service provided.

Additional reporting requirements are anticipated from the Minnesota Department of Human Services and will be shared with funded proposals once received.

8.5 Supplemental Questions (Maximum 500 words)

8.5.1 Proposals will be considered that serve either all of St. Louis County, or a specific region or community within St. Louis County. What geographical area will your agency serve? How are communities that are most at risk or impacted by Opioid Use Disorder (OUD), and any co-occurring Substance Use Disorder/ Mental Health (SUD/MH) condition, considered in this proposal? How does your proposal directly support individuals most disproportionately impacted?

8.5.2 What is the anticipated short-term impact (6-12 months)? What is the anticipated long-term impact (12+ months)? Please provide an explanation for your answer.

8.6 Budget

Please provide a detailed, preliminary, budget along with justification of how funds will be utilized. Should your proposal be selected, a final budget will be required for contracting purposes.

9. **Insurance:**

If your proposal is selected for contract, the following insurance must be maintained for the term of the contract: A Certificate of Insurance for each policy must be on file with the St. Louis County Public Health and Human Service Department Contract Services. Each certificate must include a 10-day notice of cancellation non-renewal, or material change to all named and additional insureds.

- 9.1 General Liability Insurance
 - 9.1.1 \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case.
 - 9.1.2 \$1,500,000 for any number of claims arising out of a single occurrence.
 - 9.1.3 No less than \$2,000,000 Aggregate coverage.
- 9.2 Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.
- 9.3 St. Louis County shall be named as an Additional Insured on a primary and non- contributory basis.
- 9.4 Business Automobile Liability Insurance
 - 9.4.1 \$500,000 for claims for wrongful death and each claimant.
 - 9.4.2 \$1,500,000 each occurrence.
 - 9.4.3 No less than \$2,000,000 aggregate.
 - 9.4.4 Must cover owned, non-owned and hired vehicles.
- 9.5 Workers' Compensation

Per statutory requirements, Certificate of Compliance must be executed and filed with St. Louis County.
- 9.6 Professional Liability Insurance For Licensed Professionals
 - 9.6.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$2,000,000 annual aggregate. This provision applies only in situations where Provider's staff or volunteers are performing licensed professional services under this Agreement.
- 9.7 Relevant Certifications or Licenses:

Any provider/vendor contracting with the St. Louis County Board of Commissioners is expected to comply with the following requirements:

 - 8.6.1 Data Privacy
 - 8.6.2 Equal Employment Opportunity and Civil Rights Clause
 - 8.6.3 Fair Hearing Appeal
 - 8.6.4 Rehabilitation Act
 - 8.6.5 Health Insurance Portability and Accountability Act (HIPAA)

10. Selection:

All responses will be reviewed by St. Louis County Public Health and Human Services Department along with members from the Opioid Remediation Settlement Funds Committee. Prior to making the final selection, interviews may be scheduled with agency staff and committee volunteers to determine potential fit as a provider of these services. Once proposed projects are selected, recommendations to

enter into agreement(s) will be submitted to the County Board of Commissioners for their approval. Once a resolution of Board approval is obtained, contracts can be drafted and executed.

10.1 Summary of Scoring Matrix Criteria

Below are the criteria that will be used to determine scoring for proposals submitted:

- Proposal clearly addresses one or more of the committee’s priorities below:
 1. **Youth education and programming** that focuses on developmental assets education to support healthy youth development. Examples include early childhood prevention education, implementing evidence-based school curriculums, or risk and protective factors education
 2. **Broad prevention focused community-based education** that supports the wellbeing of communities, families, and youth.
 3. **Adult wellbeing – education and skills** that equip parents, educators, and community leaders to support their own wellbeing so they can model positive behaviors and create a stable foundation for youth to thrive.
- Proposal provides detailed description of the workplan, including timeline of services, training, implementation, impact evaluation efforts, and preliminary budget.
- The proposal demonstrates:
 1. Serving St. Louis County, either the entire county or a specific region of the county
 2. Proposal takes into consideration the communities, including racial communities and ethnic communities, most at-risk and/or impacted by Opioid Use Disorder (OUD).
 3. Innovation is apparent. Activities / strategies are creative and unique. Promising practice or evidence-informed approaches focused on one of the three priorities outlined above.
- Proposal demonstrates methods to evaluate and measure the effectiveness and impact of the project through the outlined proposal timeline; includes anticipated short-term and long-term impact; includes an explanation of impacts.
- Overall, the proposal is clear and logical.

11. Insurance:

If your proposal is selected for contract, the following insurance must be maintained for the term of the contract: A Certificate of Insurance for each policy must be on file with the St. Louis County Public Health and Human Service Department Contract Services. Each certificate must include a 10-day notice of cancellation non-renewal, or material change to all named and additional insureds.

11.1 General Liability Insurance

11.1.1 \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case.

11.1.2 \$1,500,000 for any number of claims arising out of a single occurrence.

11.1.3 No less than \$2,000,000 Aggregate coverage.

11.2 Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.

11.3 St. Louis County shall be named as an Additional Insured on a primary and non- contributory basis.

11.4 Business Automobile Liability Insurance

- 11.4.1 \$500,000 for claims for wrongful death and each claimant.
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- 11.4.3 No less than \$2,000,000 aggregate.
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- 11.7.4 Rehabilitation Act
- 11.7.5 Health Insurance Portability and Accountability Act (HIPAA)

12. Receipt of response:

Your response must include one (1) copy.

13. Submit all proposals electronically by Sunday, August 4, 2024, at 11:59pm CDT to:

*Jana Blomberg, Public Health Program Coordinator, St. Louis County
blombergj@stlouiscountymn.gov 218-471-7613

Cc:

Abby Schaefer, Contract Services Representative, St. Louis County
schaefera@stlouiscountymn.gov 218- 725-5015

**Any additional questions regarding this proposal should be directed to Jana Blomberg, listed above.*

*St. Louis County Public Health & Human Services
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