

**Allegany County Substance Use Disorder  
Strategic Sharpening Plan  
in Action**

**Request for Proposals**

**This RFP can be submitted Monthly**

**Send Proposals:** Allegany County Community Services  
Substance Use Disorder Committee  
3084 Trapping Brook Rd  
Wellsville, NY 14895

## **Background**

In 2016 the Allegany County Board of Legislators enacted the Allegany County Heroin and Opioid Ad-Hoc Committee; a diverse group of individuals representing all sectors of the community committed to addressing the problem of heroin and opioid abuse. This group was charged to advise county leaders on this vital topic and raise community awareness about the issue.

The Committee reviewed research, commissioned experts to identify promising solutions, and crafted strategies as a guiding framework to improve services for those impacted by heroin and opioid and substance abuse. This was accomplished through policy research, reviewing intervention strategies, identifying service trends and gaps, and speaking to those directly impacted by heroin and opioid abuse; including service providers, individuals living in recovery, individuals living in active addiction, family, friends and caregivers. Critical needs and priorities were identified while workgroups were established to take a deeper dive into four (4) overriding areas: Prevention, Treatment, Recovery, and Enforcement.

Ultimately, the Committee adopted the Allegany County Heroin and Opioid Abuse Ad-Hoc Committee Strategic Plan. The Strategic Plan was approved by the Allegany County Human Services Committee and the Allegany County Board of Legislators as part of the Allegany County Comprehensive Plan.

## **Purpose/Intent**

The Request for Proposal (RFP) represents the recommendations as outlined in the Allegany County Heroin and Opioid Strategic Sharpening Plan and provides a framework for addressing the local substance abuse crisis while defining the county's future investment.

The Allegany County Community Service's Substance Use Disorder Sub-Committee anticipates awarding contracts that will not exceed \$15,000.00. There are two types of proposals that would be acceptable;

1. Short term or one time event.
2. Long term programing or service provided.

**The RFP's can be submitted monthly during the fiscal calendar year. The selection process will be as follows:**

- **The RFP is presented to the SUD sub-committee for review.**
- **The SUD sub-committee will review the RFP and make recommendations to the Community Service Board.**
- **The Community Service Board makes the final decision on funding the RFP.**

**The RFP's that are selected for funding will be notified and informed on the proper vouchering process for the County.**

Those awarded will be selected based on the highest scoring applicants. Successful applicants will embrace the following Strategic Priorities:

**Strategic Priority 1.** Transition the Ad-Hoc Committee to a long term sustainable model. This has been achieved by transitioning to the Community Service Board Substance Use Disorder Committee.

**Strategic Priority 2.** To build a strong, dedicated workforce of professionals and community individuals/stakeholders representing all sectors that can directly impact the substance abuse crisis in Allegany County through increased professional development and educational training, skill building, and best-practice strategies.

**Strategic Priority 3.** To increase awareness of, and access to, primary and secondary prevention efforts leading to a decrease in use, misuse and abuse of heroin and opioids, enable people who start misusing opioids to quickly quit, and expand harm reduction practices with opioid misuse.

**Strategic Priority 4.** To support long-term recovery for individuals struggling with substance use disorder and provide resources for those impacted by a loved-one's addiction.

More information about each Strategic Priority Area and identified Performance Target Areas and aligning Strategies are available in the Allegany County Heroin and Opioid Ad-hoc Strategic Sharpening Plan found at [www.ppacentral.org](http://www.ppacentral.org) under the drop box Community. All project goals, objectives, activities and deliverables must conform to the Strategic Sharpening Plan and mini-grant proposals must comply with application requirements.

## **Who May Apply**

### **Eligible Applicants**

Allegany County seeks applicants as follows:

1. Nonprofit organizations or municipal agencies in Allegany County, including, but not limited to: local government and public health agencies, health care systems, primary care providers, academic institutions, community-based organizations, Faith Based, and behavioral health service systems.

### **Preferred Eligible Applicants**

Preferred applicants are as follows:

1. Demonstrated experience in key aspects of the Strategic Priority Areas, Performance Targets and Strategies;
2. At least two years of successful experience in mobilizing communities to address significant health issues or underlying social determinants of health.

## **Completing the Application**

Applications must be prepared on standard 8.5” x 11” paper with no less than 1” margins. Font must be 11 points or larger in Times New Roman.

## **Executive Summary**

Provide a summary of the initiative proposed including the planned Strategic Priority Area(s), Performance Target(s), and Strategies. Please describe rationale for selecting proposed initiative describing the need for such interventions and other supporting information. Briefly describe the target population you will serve, methods for engaging said audience, and planned monitoring/evaluation strategies.

## **Capacity and Experience**

Describe how the chosen Strategic Priority Area(s), Performance Target(s), and Strategies align with your organization’s mission and purpose. Explain how your organization has successfully implemented activities in the past that impact communities/causes similar to that of this RFP. Describe experience conducting community-level program evaluation to measure the impact of activities and strategies. Describe how initiative activities will be implemented within 31 days of contract start date and who will be the primary responsible party.

## **Program Activities**

Complete the work plan (Appendix 1) using the Allegany County Heroin and Opioid Strategic Plan. Applicant work plans should include the required Strategic Priority Areas, Performance Target(s), Strategies, Activities, Personnel Responsible, Timeframe, and Performance Measure/Expected Outcome.

## **Budget and Justification**

Complete the budget template (Appendix 2). Assume a 12-month budget even for a short term or onetime project. Budgets should not exceed \$15,000.00 for the 12-month period. All costs must relate directly to the provision of this RFP and be consistent with the scope of services, reasonable, and be cost effective. Personnel Services should delineate how the percentage of time devoted to this initiative has been determined. No more than 10% of the budget may be directed to Indirect Costs.

## **Final Report**

Provide a brief report on the outcome of the performance measures and activities outlined in the work plan. This report should be no more than one page. The report should be submitted 90 days after the end of the project.

**Please note: This funding may only be used to expand existing activities or create new activities pursuant to this RFP. These funds may not be used to supplant funds for currently existing staff and/or activities. It is the applicant’s sole responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted by the date and time posted on the cover of this RFP.**



<b>PERSONNEL EXPENSES</b>						
Title	% FTE	Salary	Subtotal (\$ FTE)	Fringe Benefits	Total	
			0.00		0.00	
			0.00		0.00	
			0.00		0.00	
<b>Total Personnel Expenses</b>						<b>0.00</b>

<b>NON-PERSONNEL EXPENSES</b>						<i>Justification</i>
Budget Item	Request	Support from other External Sources (if applicable)	Total Non-Personnel budget			
Advertising/Marketing			0.00			
Conferences/Workshops			0.00			
Consultants			0.00			
Meeting Expenses			0.00			
Office Supplies			0.00			
Printing			0.00			
Program Supplies			0.00			
Training			0.00			
Travel			0.00			
Other:			0.00			
Other:			0.00			
<b>Total Non-Personnel Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

<b>INDIRECT (maximum 10%)</b>	
<b>Total Personnel Expenses</b>	<b>0.00</b>

<b>TOTAL REQUESTED</b>	<b>0.00</b>
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