

RFF- 2020-08
REQUEST FOR FUNDING ANNOUNCEMENT
FOR
Disbursement of State Opioid Response Grant Funding

This is a Request for funding announcement (RFF) issued by the Family and Social Services Administration/***Division of Mental Health and Addiction, Addiction and Forensic Treatment Team.***

This RFF is intended to publicize the availability of Grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

CONFIDENTIAL INFORMATION

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request. The State will not determine price to be confidential information.

COMPENSATION

FSSA/***Division of Mental Health and Addiction*** encourages respondents, in their responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF.

TERMS

Selected applicants will receive a four (4) month grant, with funding available June 1, 2020 to September 29, 2020.

PROPOSALS

Respondents interested in providing these services to FSSA/*Division of Mental Health and Addiction* should submit electronic proposals to:

Michael Tomlinson
Email Address: *Michael.tomlinson@fssa.IN.gov*

The proposal must include:

1. Cover Letter with agency and contact persons information
2. Proposal narrative
3. Budget
4. Identify Administrative Staff overseeing project
5. Most recent audit report for agency identified as fiscal agent for funds made in accordance with OMB circular A-133 if applicable.

Proposals must be in electronic format, a maximum of 10 pages not including attachments and be received no later than **4:30 p.m. Eastern Time on April 24, 2020. Proposals received after 4:30 p.m. will not be considered.** Proposals must be delivered in electronic format with all required documents. Please use the following language in the subject heading of the email:

**RESPONSE TO RFF #2020-08
State Opioid Response Grant**

No more than one proposal per respondent will be accepted. In the cover letter please indicate the principal contact for the proposal along with a telephone number and email address.

Any questions regarding this RFF must be submitted via email to Michael Tomlinson (michael.tomlinson@fssa.IN.gov) no later than **4:30 p.m. Eastern Standard Time on April 20, 2020. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority.** Responses to all questions will be promptly prepared and emailed to group.

All inquiries are to be directed to Michael Tomlinson and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF.

SCOPE OF WORK

Indiana Division of Mental Health and Addiction (DMHA) is granting funds to provide Motivational Interviewing trainings across the state of Indiana. This funding will support a qualified and accredited training organization to provide at least six (6) in-person Introductory Motivational Interviewing trainings and four (4) in-person Advanced Motivational Interviewing training. Extra consideration will be given for added training and technical support regarding Motivational Interviewing for participants, including one-on-one coaching and train the trainer activities. Virtual activities may be considered as well during the grant period.

The audience for these trainings will include, but not limited to prevention workforce, treatment providers and recovery supports in Indiana. These trainings will be paid for by this grant, and no participant is to be charged for the course. Each eligible participant must be able to receive credit or a completion certificate upon completing course.

The intent is to offer 1 award of up to \$50,000. However, DMHA reserves the right to divide the total amount amongst the number of respondents based on needs. Allowable costs will include travel, course materials, training fees, and appropriate admin expenses. Food is not an allowable expense. All grant activities must be completed by September 29, 2020.

TIME FRAME:

April 13, 2020	RFF sent to potential applicants
April 20, 2020	RFF questions due
April 24, 2020	RFF proposals due back
May 18, 2020	Notify Grantees of Awarded Funds
June 1, 2020	Grant effective date

Funding:

The maximum award for this funding opportunity *is \$50,000. However, DMHA reserves the right to divide the total* for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

SELECTION PROCESS AND CRITERIA

Proposals will be reviewed and scored by a committee selected by the *Division of Mental Health and Addiction* or designee. Proposals will be evaluated based upon the proven ability of the respondent to meet the goals of the Program in a cost-effective manner. Specific criteria are:

Evaluation Criteria

Each narrative will be evaluated on the following criteria:

1. **Demonstration of Qualifications** (50 points)
 - a. Applicant must supply an action plan on how the organization will work with trainers to facilitate coaching sessions and assistance as needed.
 - b. Provide a timeline for all trainings
2. **Program** (20 points)
 - a. Identify supervisory staff and training leads.
 - b. Include process for holding trainings and provide coaching process to the audience.
 - c. Provide planned process for identifying recipients needing technical assistance and delivering said services.
 - d. Documentation of proven results in outcome data, programming, group training.

3. **Budget** (30 points)

- a. Detailed budget is adequate to support the requested items listed on the scope of work.
- b. Costs are reasonable in relation to the objectives.