

**REQUEST FOR FUNDING ANNOUNCEMENT  
FOR  
*Indiana Annual Recovery Month Symposium***

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration/*Division of Mental Health and Addiction*

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**

This agreement shall be for a period of six months commencing on **March 1, 2021** (or from date of final State approval of grant), and terminating on **September 29, 2021**, and may be renewed through reapplication and new proposal, based upon available funding.

**PROPOSALS**

The proposals must include:

1. Cover Letter signed by the Director or agency board president identifying the amount of funds requested and the principal contact for the project
2. Proposal Narrative

3. Budget
4. Most recent audit report made in accordance with OMB circular A-133 if applicable.

Proposals must be received no later than **4:30 p.m. Eastern Time on February 5, 2021. Proposals received after 4:30 p.m. will not be considered.** Respondents interested in providing these services to FSSA/*Division of Mental Health and Addiction* should submit proposals in electronic format to:

***Kimberly Oakley***  
**Email Address: *Kimberly.Oakley@FSSA.IN.gov***  
**Subject heading: RESPONSE TO REQUEST FOR FUNDING #2021-001**

No more than one proposal per respondent should be submitted. All proposals must have an electronic mailing address included.

Any questions regarding this RFF must be submitted via email to [Kimberly.Oakley@fssa.IN.gov](mailto:Kimberly.Oakley@fssa.IN.gov) no later than **4:30 p.m. Eastern Standard Time on January 22, 2021. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority.** Email subject line for questions must be: **Questions for RFF #2021-001**

**All inquiries are to be directed to *Kimberly Oakley* 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**

Vendor will coordinate and implement the Indiana Annual Recovery Month Symposium (INARMS) that will be hosted by DMHA. All advertising, signage and promotional materials will utilize the INARMS logo. DMHA will be the host and conference will be implemented by the vendor. INARMS signage will be displayed at the conference location. DMHA will provide signage and some promotional items. The conference will be a two-day statewide conference focused on recovery/resiliency, addiction and mental health treatment, criminal justice, and evidenced based practices for individuals with serious mental illness, addiction needs, and/or co-occurring disorders. It must include at least one workshop related to serving the Substance Abuse Block Grant (SABG) priority populations. This conference will provide the opportunity to educate Mental Health, Addiction, and Criminal Justice professionals on evidence-based best practices for providing services to these individuals and impart skills for the practical application/implementation of such practices. The objectives of this conference are to promote recovery and to educate providers and community partners about evidence-based and best practices for providing services to individuals with SMI and Co-occurring disorders and/or those who are justice involved.

**TIME FRAME:**

<i>January 15, 2021</i>	RFF sent to potential applicants
<i>January 22, 2021</i>	RFF questions due.
<i>January 27, 2021</i>	RFF answers sent to respondents
<i>February 5, 2021</i>	RFF proposals due back
<i>February 12, 2021</i>	Notify Grantees of Awarded Funds
<i>March 1, 2021</i>	Grant effective date

## **Applicants**

1. Any private not-for profit agency or organization, or
2. Any individual, entities or organizations that are not public or private nonprofit agencies or organizations.

## **Funding:**

Potential respondents shall develop a budget appropriate to their organization's capabilities to deliver quality services. The award for this grant will not exceed *forty-two thousand* (\$42,000) for any applicant applying for this grant and can be less than the stated amount. Funding comes from the Substance Abuse Prevention and Treatment Block Grant Technical Assistance. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding and all proposals should adhere to federal funding guidelines for restricted activities. Submitted budget amount is subject to review by *Division of Mental Health and Addiction* and can be modified for those respondents selected to receive an award.

## **SELECTION PROCESS AND CRITERIA**

### Evaluation Criteria

Each proposal will be evaluated on the following criteria.

1. **Expertise and Competency** (60 points)
  - a. Document experience with coordinating a statewide conference – include list of previous conferences, evaluation summary of previous conferences or agendas from previous conferences
  - b. Description of partnerships, relationships or agreements with agencies that would potentially sponsor all or parts of the conference – include any letters of support or commitment from potential vendors
  - c. Identify potential vendor/partner for a virtual conference – include documentation to support vendor/partner selection
  - d. Document previous experience with managing online conference registrations and recommended platform
2. **Timeline** (20 points)

Provide a timeline for the project including but not limited to, securing location, sending out save the date, identifying speakers, request for proposals, and identifying virtual options, if needed.
3. **Budget and Cost Effectiveness** (20 points)

Detailed budget must include staff positions involved with project and estimate of sponsor agencies. Budget must abide by federal funding guidelines