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**Opioid Unified Response in Santa Barbara County (OUR SBC)
Opioid Settlement Funds Request for Proposals
Proposal Instructions**

Background

Santa Barbara County has settled with opioid manufacturers and distributors as part of the State of California’s “National Opioid Settlements.” The State has agreed to remit 70% of the funds it receives to local jurisdictions to be used on approved future opioid remediation and high impact abatement activities.

“Opioid Unified Response in Santa Barbara County (OUR SBC) is the County’s project to coordinate the use of the settlement funds where the need and impact is the most. As part of OUR SBC strategy, the Board of Supervisors has authorized the designation of \$500,000 of already received settlement funds as “Community Partner Grants” for activities that align with the general priority areas and needs in the County. The “Community Partner Grants” is a one-time funds (\$500,000) that is allocated to community partner agencies through a Request for Proposals (RFP) process.

The Department of Public Health will oversee these grants and coordinate with the agencies to receive all needed program expenditure details for annual reporting to California’s Department of Health Care Services (DHCS).

Proposals should be in alignment with the County’s strategic priorities for the use of the settlement funds. OUR SBC recommended priority areas that align with the requirements of the settlement agreements are as follows:

1. ***Expanding Prevention:*** Prevention is a critical component necessary as an evidence-based practice that is proven to be effective. Funded activities can include public awareness media campaigns, youth education, addressing prescribing practices by providers, and strengthening community coalitions.
2. ***Strengthening Treatment and Harm Reduction Programs:*** Treatment and harm reduction services are necessary tools within the continuum of care because Medically Assisted Treatment (MAT) combined with behavioral interventions is proven as an effective practice that can support adolescents and young adults to achieve sobriety and engage in long-term recovery. Additionally, harm reduction programs such as Naloxone distribution and needle exchange program have been instrumental in reducing death by overdose and can be used as educational and counseling tools as well. Funded activities can include MAT training and education in primary care providers, increasing capacity of County clinics and Department of Behavioral Wellness infrastructure to offer treatment, increasing MAT capacity in the Sheriff’s Office correctional facilities, ensuring warm hand offs to treatment, and eliminating barriers to treatment such as transportation,

access, and health coverage. Harm reduction activities can include expansion of naloxone distribution in schools and homeless shelters, training for first responders and others involved in harm reduction as well as providing testing strips.

3. **Supporting Data Collection:** Data collection will provide better data sharing between hospitals, providers, and public health and behavioral health departments. In addition to utilizing data targeting efforts and geographic areas with higher need. Funded activities can include coordinating opioid misuse data collection efforts, establishing a central data hub for data reporting, and interpretation and sharing data across providers.

PHD's Designated Representative

Name: Jack Mohr

Title: Manager, Equity, Wellness Promotion and Prevention
Santa Barbara County Public Health Department

Address: 300 N San Antonio, Bldg 1, Room A100
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Email: jmohr@sbcphd.org

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Timeline

February 10, 2025: RFP is open and proposals are accepted

March 10, 2025: RFP is closed, no proposals are accepted beyond this date

May 1, 2025: Review of proposals and selection of winning projects

May 5, 2025: Awarded applicants are notified and drafting agreements begin

June, 2025: Expected start of project

December, 2025: First report

June 2026: Final (Second) report

Proposal Submittal

Applicants must submit the proposal to the Designated Representative before 4:00 p.m. PT on the Submittal Date. Postmark dates shall not serve as delivery dates. Proposals must be received prior to or on the date due. Proposals received after the due date and time or received at the wrong location/email address are considered nonresponsive and shall be rejected without evaluation.

Proposals shall be held in confidence and shall not be available for public review until the conclusion of the negotiation process. Thereafter, all proposals shall become public record.

PHD reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. Proposals will not be returned. ***Submission of a proposal indicates acceptance by the Applicant of the conditions contained in this request – including the Standard Agreement Terms and Conditions in Attachment E – unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between PHD and the Applicant selected.***

Submittal Questions and Addenda

All questions regarding the RFP should be received no later than the Questions Due date by e-mail to PHD's Designated Representative. All questions received by the Designated Representative will be responded to in writing and posted on the PHD website no later than the Post Responses to Questions date.

If an addendum is issued to the RFP, it will be posted on the County website on or before the Addendum date. PHD has the discretion to extend the proposal submittal deadline if an addendum to the RFP is issued. It is the responsibility of Applicants to determine if addenda have been issued. Any addenda to the RFP will become part of the RFP.

PHD reserves the right to accept or reject any or all submittals received as a result of this request, or to modify or cancel in part, or in its entirety, the RFP if PHD determines it is in the best interest of the PHD to do so.

Applicants may withdraw a Proposal, in writing, at any time up to the closing deadline. A written withdrawal notice must be received by PHD. The notice must be signed by an authorized representative. If a previously submitted Proposal is withdrawn before the closing deadline, the Applicant may submit another proposal at any time up to the closing deadline.

Submitted proposals must contain the requested information, must be complete, and failure to follow the prescribed format may result in a rejection of the Proposal

Proposal Content and Scoring

Community Based Organizations and other partners in Santa Barbara County working to address the Opioid crisis are eligible to apply for one-time funding through this request for proposals (RFP) process. In addition to the content requirements described below, to aid the Applicant, the following attachments are provided:

1. Attachment A, OURSBC Cover Sheet
2. Attachment B, OURSBC Budget Detail Template
3. Attachment C, OURSBC Budget Narrative Template
4. Attachment D, OURSBC Work Plan Template
5. Attachment E, Template Agreement County Standard Terms and Conditions

A. *Proposal Narrative*

Proposals should align with the priority areas highlighted above and must address the following:

1. Community Need (20 points)

Describe the underlying rationale for the Work Plan objectives and activities, including how and why the proposed activities are hypothesized to lead to the desired change in outcomes. You may include evidence of existing programs and activities that have led to similar outcomes, a theory of change that provides a rationale for selecting the proposed activities, or a description of practices that show promise in achieving the desired outcomes.

2. Priority Populations (15 points)

Applicants must identify and describe their community's priority population group(s) for all activities and the number of people who will be served. This determination should be done through a need's assessment, assessment of community-level data, stakeholder input, and/or another method to understand the need. Applicants should describe how the population was identified and any relevant background information.

3. Impact of Activities (25 points)

- Applicants must describe how their activities will impact both the identified priority population group(s) and the extended community.
- Activities should conform to core strategies, priority areas, high impact and allowable uses as described in Exhibit E.

4. Collaboration and Partnerships (5 bonus points)

Applicants can consider identifying and describing partnerships and collaborations that will support their application, including a delineation of roles and responsibilities (established or planned). These partnerships do not need to already be in place and can begin with the development of this application. However, there must be a detailed plan on how these partnerships will be in place once the notice of award is granted. Applications must include letters of support or Memorandums of Understanding (MOU) from up to three organizations indicating agreement with the activities and partnership.

5. Organizational Capacity and Capability (10 points)

Applicants must describe their organization's capacity to complete their proposed program activities. This must include identification of staff and partners who will implement and support activities, including a description of roles and responsibilities, back-up staff who will assist in carrying out essential functions in the event of a vacancy or leave of absence, and other funding sources or sources of financial support and successful past work that describes similar activities and evaluation. This section must convey the ability of Applicants to successfully implement activities, if funded, and adhere to the contractual, fiscal, and program reporting requirements.

6. Program Objectives

Applicants must develop objectives based on clearly identified required strategies they will accomplish during the funded period. Objectives must be Specific, Measurable, Action-oriented, Realistic, and Time-bound (SMART) in accordance with the Work Plan. The objectives should summarize the work that will be accomplished, align with the Required Strategies and Community Need, and clearly indicate how health equity will be incorporated. Scoring for program objectives is included in the work and evaluation plan. (Attachment D).

B. Budget (10 points)

Total designated funding for the "Community Partnership Grants" is \$500,000. Applicants can apply for proposals with a minimum of \$50,000 and a maximum of \$100,000. Funding requested can be for a minimum of one (1) year and maximum of three (3) years.

Funds requested should be used in line with allowable and approved uses as stated in Exhibit E and Schedule B. Funds requested can be used to create new programs or expand existing ones. All proposals should have a detailed budget and a budget narrative that justifies expenses (see templates attached).

Proposed budgets should include direct and indirect costs as appropriate and must include a 10% administrative cost for support from the County's Public Health Department. Invoices will be submitted no more than quarterly for actual expenses incurred with appropriate back up documentation plus indirect costs.

C. *Work Plan (10 points)*

All proposals should have a detailed work plan stating the objectives and deliverables within the time frame of the project period (see template in Attachment D).

D. *Evaluation Plan (10 points)*

All proposals should include an evaluation plan stating what data will be collected and how objectives are being met. Evaluation plans should specify how impact is being measured and what progress and success milestones are.

E. *Reporting*

Awardees are required to provide reports on activities and expenditures at six and 12 months of the project. For projects that are over one year, reports at the end of each year are required. Dates for reports will be provided once the grant is awarded and are based on the project starting date.

Selection Process

A review panel consisting of both County departments and community partners will be created to score submitted proposals. The review panel will evaluate proposals based on criteria that factor strategic priorities, needs and the impact of the proposal. Recommended projects will be submitted for approval through budget revisions or the County's annual budget process, as applicable. Once funding for these projects are approved, the County will enter into agreements with awardees through the County's normal contracting process.

Terms and Conditions

A. Limitations. This RFP does not commit PHD to award a contract, to pay any pre-contractual expenses, or to procure or contract for services or supplies. PHD expressly reserves the right to reject any and all submittals or to waive any irregularity or informality in any submittal or in the RFP procedure and to be the sole judge of the responsibility of any Applicant and of the suitability of the materials and/or services to be rendered. PHD reserves the right to withdraw this RFP at any time without prior notice.

B. Award. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. PHD also reserves the right to award the contract without oral briefings or discussion, based upon the initial written proposals. Accordingly,

each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. Verbal Agreement or Conversation. No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of PHD shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

D. Pre-contractual Expenses. Pre-contractual expenses include any expenses incurred by Respondents and selected contractor in:

- Preparing submittals in response to this RFP
- Submitting responses to PHD
- Negotiations with PHD on any matter related to submittals.
- Other expenses incurred by a contractor or Applicant prior to the date of award of any agreement.

PHD shall not be liable for any pre-contractual expenses incurred by any Respondent or selected contractor. Respondents shall not include any such expenses as part of the price proposed in response to this RFP. PHD shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

E. Signature. The proposal will also provide the following information: name, title, address, and telephone number of individual with authority to bind the Applicant and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the Applicant and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the agreement is expected no later than May 30th, 2025.

F. Conflict of Interest Statement. Applicants submitting proposals in response to this RFP must disclose to PHD any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for Applicant services to be awarded pursuant to this RFP. If the Applicant has no conflict of interest, a statement to that effect shall be included in the proposal. The selected Applicant shall refrain from and disclose subsequent potential conflicts during this agreement.

G. Contract Arrangements. The successful Applicant is expected to enter into an agreement based on the PHD Standard Professional Services Contract. A copy of PHD's standard form contract for professional and technical services is included as Attachment E.

PHD reserves the right to negotiate the terms of the contract, including the award amount, with the selected Applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest-ranking Applicant, the agency may choose to negotiate a contract with the next highest-ranking Applicant, etc.

H. Title VI of the Civil Rights Act of 1964. Applicant agrees that the County of Santa Barbara's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and Applicant agrees to comply with said ordinance.

I. Equal Employment Opportunity. In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age,

creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

J. Americans with Disabilities Act (ADA) Provisions. To comply with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of PHD to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the PHD representative listed in this RFP. In order to ensure the proposal is in compliance with federal ADA guidelines, Applicants should review the federal ADA guidelines.

K. False or Misleading Statements. Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Applicant, shall be subject to rejection.

L. Fraud. 31 USC Chap. 38 (Administrative Remedies for False Claims and Statements) may apply to the actions pertaining to any contract resulting from this RFP.