

STATE OF ALASKA
Department of Health and Social Services
Division of Behavioral Health
Treatment and Recovery Section



REQUEST FOR GRANT PROPOSALS
Substance Abuse Treatment for Office of Children's Services Engaged Families
FOR FY 2014 thru FY 2016
Grants and Contracts Support Team

IMPORTANT NOTICE: This RFP and all appendices are available for download from the State's *Online Public Notice* website located at: <http://aws.state.ak.us/OnlinePublicNotices/> . Applicants are responsible for monitoring this website for any subsequent changes or amendments that may be issued regarding this solicitation.

Diane LoRusso
Grants Administrator

TABLE OF CONTENTS

| | |
|--|-----------|
| 1. SECTION ONE GRANT PROGRAM INFORMATION | 3 |
| 1.01 INTRODUCTION AND PROGRAM DESCRIPTION | 3 |
| 1.02 PROGRAM GOALS AND ANTICIPATED OUTCOMES..... | 3 |
| 1.03 PROGRAM SERVICES/ACTIVITIES | 4 |
| 1.04 PROGRAM EVALUATION REQUIREMENTS AND REPORTING | 4 |
| 1.05 TARGET POPULATION AND SERVICE AREA | 5 |
| 1.06 PROGRAM FUNDING | 5 |
| 2. SECTION TWO APPLICANT QUALIFICATIONS..... | 6 |
| 2.01 REQUIRED EXPERIENCE..... | 6 |
| 2.02 PROGRAM STAFFING REQUIREMENTS..... | 7 |
| 2.03 ADMINISTRATIVE, MANAGEMENT, AND FACILITY REQUIREMENTS | 7 |
| 2.04 SUPPORT/COORDINATION OF SERVICES..... | 7 |
| 3. SECTION THREE GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION | 8 |
| 3.01 ELIGIBILITY (WHO MAY APPLY) | 8 |
| 3.02 MINIMUM RESPONSIVENESS | 8 |
| 3.03 ACCEPTANCE OF TERMS | 9 |
| 3.04 NUMBER OF COPIES, MAILING ADDRESS | 9 |
| 3.05 PROPOSAL LENGTH AND FORMAT..... | 9 |
| 3.06 INQUIRIES AND PROTESTS | 10 |
| 3.07 SUMMARY OF PROCESSES AND DEADLINES..... | 10 |
| 3.08 PROPOSAL COSTS..... | 10 |
| 3.09 DURATION OF GRANT | 11 |
| 3.10 PROPOSAL REVIEW..... | 11 |
| 3.11 FINAL DECISION AUTHORITY..... | 12 |
| 3.12 NOTIFICATION OF GRANT AWARD AND APPEALS | 12 |
| 3.13 CANCELLATION OF THE RFP/TERMINATION OF AWARD | 13 |
| 4. SECTION FOUR SUBMISSION REQUIREMENTS/CRITERIA FOR PROPOSAL | 14 |
| 4.01 MINIMUM RESPONSIVENESS CRITERIA | 14 |
| 4.02 TECHNICAL REQUIREMENTS | 15 |
| 4.03 PROGRAM GOALS, OUTCOMES, ACTIVITIES, EVALUATION, AND POPULATION | 16 |
| 4.04 PROPOSED BUDGET | 16 |
| 4.05 QUALIFICATIONS, COMPLIANCE, EXPERIENCE, STAFFING,..... | 17 |
| 4.06 DEMONSTRATION OF SUPPORT AND SERVICE COORDINATION | 17 |
| 5. SECTION FIVE APPENDICES | 18 |
| 5.01 A. DHSS GRANT APPLICATION FORM | 18 |
| 5.02 B. DHSS ASSURANCES FORM..... | 18 |
| 5.03 C. BUDGET DETAIL AND NARRATIVE FORM AND INSTRUCTIONS | 18 |
| 5.04 D. SINGLE AUDIT REQUIREMENTS (INFORMATION APPENDIX) | 18 |
| 5.05 G. RESOLUTION FOR A WAIVER OF SOVEREIGN IMMUNITY | 18 |
| 6. SECTION SIX ATTACHMENTS..... | 18 |
| 6.01 1. LOGIC MODEL | 18 |
| 6.02 2. LOGIC MODEL RESOURCE GUIDE..... | 18 |
| 6.03 3. LOGIC MODEL EVALUATION | 18 |
| 6.04 4. COMMUNITY ACTION PLAN | 18 |
| 6.05 5. COMMUNITY ACTION PLAN INSTRUCTIONS..... | 18 |

SECTION ONE GRANT PROGRAM INFORMATION

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS), Division of Behavioral Health (DBH), is requesting proposals from eligible applicants to provide Substance Abuse Treatment for Office of Children's Services (OCS) Engaged Families for FY2014 through FY2016, using the model Screening, Assessment, and Treatment for Family Engagement, Retention and Recovery Services. Program services are authorized under AS 47.30.520-620, the Community Mental Health Services Act; AS 47.37, the Uniform Alcoholism and Intoxication Treatment Act; 7AAC 105-165, Medicaid Coverage; 7AAC 70, Behavioral Health Services Regulations and 7 AAC 78, Grant Programs. See State of Alaska statutes and regulations: <http://www.law.state.ak.us/doclibrary/doclib.html> or through the contact person listed in Section 3.04.

Families of children in state's custody often have significant substance abuse histories and limited access to intervention services. Few substance abuse treatment providers work with OCS to expedite family (client) access to assessment, treatment connections, and linkage between agencies. One goal of this project is to provide ready access to OCS clients into the appropriate ASAM (American Society of Addiction Medicine) level of care. It is anticipated that the majority of clients receiving services through this grant will require Outpatient Level II.1 (Intensive Outpatient) treatment. Clients may have a primary substance abuse diagnosis or a concurrent mental health diagnosis. Staff for the project will be located half-time in office space provided by the Office of Children's Services in Anchorage and in Fairbanks.

This Request for Proposals (RFP) seeks applicants to provide screening, assessment, clinical treatment and recovery services to Office of Children's Services (OCS) engaged parents in Anchorage and in the City of Fairbanks/North Star Borough. The target group is families whose substance abuse behavior is a contributing factor to a substantiated report of harm and/or continuing risk of harm to children in the home. This grant period will start July 1, 2013.

1.02 Program Goals and Anticipated Outcomes

The proposal and required Logic Model must demonstrate a thorough understanding of the grant program goals and outcomes anticipated by the Department, and proposed projects must meet or exceed anticipated minimums described in this RFP. The primary goal of the program is to engage families in the treatment and recovery process when substance use behavior is a contributing factor to a substantiated report of harm and/or continuing risk of harm to children in their home. The successful applicant will use and adapt the case management and treatment model of *Screening & Assessment for Family Engagement, Retention & Recovery Services*, or SAFERR (see information link at <http://www.ncsacw.samhsa.gov/files/SAFERR.pdf>) to enhance and support keeping children in their home and to ensure family access to substance abuse treatment services. Implementation of these services will also strengthen OCS caseworkers' active efforts toward the goal of reunification of families and children who are in custody, or, if unable to reunify, another permanency plan for the child.

Minimum outcomes expected:

- Elimination of delays in accessing screening, assessment, and treatment services (if required);
- Increased parental engagement and retention in substance use disorder treatment;
- Increased number of successful treatment completions;
- Decrease in alcohol and other drug use as measured by the Client Status Review (CSR);
- Reduce children's time spent in out of home placement; and
- Reduce repeat incidents of maltreatment.

1.03 Program Services/Activities

Proposals must include a description of proposed activities that support the goals and outcomes to be employed in the project, and must be well-developed, reasonable, and support program intent. Proposed activities must match those summarized in the Logic Model.

Services and activities include, but are not limited to:

- Screening and assessment services to clients referred by OCS staff (at the OCS office);
- Consultation and technical assistance to OCS staff as required (at the OCS office);
- Based on results of assessment, referral to appropriate ASAM level of care (estimated number of referrals to treatment: six to outpatient one to residential care a month);
- Provision of outpatient treatment ASAM Level I and Level II (off-site);
- Timely access to Level III.3 or III.5 as required (off-site);
- Coordination with OCS worker assigned to the client's case (on-site);
- Case management services as required (on or off-site as indicated);
- Assisting clients when they have completed treatment in accessing step-down continuing care;
- Court testimony, if required;
- Data collection and reports on services and activities, as required; and
- Attending monthly steering committee meeting to report on project status and problem solve as may be required (on-site at OCS office).

Applicants agree to comply with all of the following additional program requirements and service standards described in 7 AAC 70 Behavioral Health Services & 7 AAC 135 Medicaid Coverage:

<http://dhss.alaska.gov/dbh/Documents/PDF/Behavioral%20Health%20Integrated%20Regs%2010.1.2011.pdf> .

1.04 Program Evaluation Requirements and Reporting

The proposal must contain an evaluation plan with stated performance measures the applicant will use to evaluate the progress of the grant project toward achieving the program goals and desired outcomes.

The Program Evaluation Requirements in this RFP address three elements which must be addressed in applicant's plan:

- 1) The Applicant Logic Model and Program Evaluation Form as found in Section 6. Updates on the Logic Model and Evaluation Plan will be required reporting on a quarterly basis.
- 2) Submission of the AKAIMS minimum data set is required for all applicants receiving funding through this RFP. Providers will submit AKAIMS data on a quarterly basis. Applicants receiving funds under this program will establish a separate component in AKAIMS to track the services to these clients.

- 3) Administration of the BHCS or Behavioral Health Consumer Survey (Adult, Youth, and Child as appropriate) will be administered on an annual basis each October to all consumers of community-based services. The BHCS will be administered to all consumers of residential-based services at the point of discharge.

The plan should include staff involved or responsible for the process, quality control mechanisms, review and use of the data for program enhancement. The evaluation plan must include confirmation that the applicant has the administrative capacity to meet reporting requirements described in this RFP.

Logic Model Development and Updates: The Logic Model must include goal(s), outcomes, outputs, resources, and activities applicable to the proposed project and compliant with program intent. An evaluation plan must be created, using the Logic Model format and instructions attached to this RFP; see Attachments 1-3. The applicant's evaluation plan must include indicators and data-gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and desired outcomes, and must be supported by the applicant's Logic Model.

Logic Model training may be available from DHSS; please check the website at <http://www.hss.state.ak.us/grantees/default.htm> for scheduled trainings.

1.05 Target Population and Service Area

Proposals must clearly describe the population targeted by the project, including the geographical area or communities that will be served. Proposals will be evaluated for compatibility with the intended target population identified in this document.

Target Population: The target population for this program and services requested in this RFP includes family members of children in the custody or at risk of losing custody to the Office of Children's Services. The parents will be those whose substance abuse behavior is a contributing factor to a substantiated OCS report of harm and/or continuing risk of harm to children in the home.

Service Areas and Communities: Services will be provided within the boundaries of Anchorage or the North Star Borough (Fairbanks). Anchorage and Fairbanks are OCS-designated performance improvement sites.

1.06 Program Funding

Funds available for this grant are anticipated to total \$367,000 per year in State General Funds for the two sites. Each project award will be approximately \$183,500.

Match Requirements: The budget must include matching funds to equal no less than 10% of the grant award amount. To calculate proper match use the following formula:

$$\text{Total Grant Award Amount} \times 10\% = \text{Total Proposed Match.}$$

The funding source tables on the Summary page of Appendix C-Budget Detail & Narrative Form and page 2 of Appendix A – Grant Application must be completed and submitted as verification of funds that will be used to provide match. Restrictions to allowable matching funds are as follows:

- Federal grant funds may not be used to match federal funds awarded through this grant program.
- State grant funds may not be used to match funds awarded through this grant program.
- Grant Income, Medicaid, and other third party receipts may be used as a match.
- Local match may include in-kind contributions from volunteers, as well as donations of supplies, equipment, and space, and other items of value for which the applicant does not incur a cost.
- Local Cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

Proposed Budget: The proposal must contain both a detailed and narrative budget for the first fiscal year of the grant, including any required match, which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and that supports program staffing and service delivery requirements stated in this RFP. Appendix C - Budget Detail & Narrative Form and Instructions, provides applicants with a formatted Excel workbook and instructions for completing a project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available on line at <http://dhss.alaska.gov/fms/grants/Documents/DHSS%20Budget%20Guidelines.pdf>.

In the applicant's proposed budget, both anticipated receipts and expenditures for all grant income must be clearly evident in both the detailed and narrative budgets and actual receipts and expenditures must be reported on a quarterly basis.

If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. Agencies having current grant agreements with DHSS can review, in eGrants, the Indirect Cost Rate Agreement information on file. Agencies which do not have current grant agreements with the Department must provide a copy of the Indirect Cost Rate Agreement as an attachment to the proposal.

Grant Income: Applicants providing Medicaid reimbursable services must also have a Medicaid Provider Number, or apply to obtain one, and seek Medicaid reimbursement for all eligible services.

SECTION TWO

APPLICANT QUALIFICATIONS

2.01 Required Experience

Applicants should have three years' experience providing clinical/rehabilitation treatment and recovery services in Alaska to adults with substance abuse issues. A brief overview of experience providing same (or similar) services to the target population must be included. Fewer points will be scored for fewer years. Proposal evaluation will include consideration of the applicant's history of compliance with grant requirements and previous experience in providing the same or similar services.

The history of compliance will include a summary of audits and successful resolution of any audit findings. If the applicant is not a current or prior year grantee of DHSS or this Program, the proposal must include references and documentation of the successful delivery of similar services including a copy of their most recent audit. Applicants must provide a brief history that demonstrates both sustainable fiscal and administrative capability and responsibility.

2.02 Program Staffing Requirements

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed project. As attachments to the proposal, resumes (limited to 1 page each) and job descriptions must be submitted for key project personnel. Applicants must describe the agency's employee orientation process and the staff training plan including training for special populations served and how both are accomplished for staff in outlying service areas.

2.03 Administrative, Management, and Facility Requirements

The proposal must support the applicant's ability to responsibly administer the grant, including a description of the resolution of any prior year audit exceptions. The applicant will be required to demonstrate that the administrative infrastructure necessary to support the project exists within the agency or through collaborations that support efficiencies. Executive and administrative staff must be qualified, as indicated by their professional and educational experience detailed in the attached resume(s).

The applicant must attach a current organizational chart showing the relationship of this project to the other functions within the organization. Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file with DHSS, Grants & Contracts Support Team.

The applicant must address potential safety concerns for both clients and staff in the management of services proposed in response to this RFP. The applicant should describe how access is provided to clients and how that will enhance the success of the project. All applicants for DHSS grants should have an emergency response and recovery plan for the safe evacuation of clients and staff, and that provides for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see Appendix B, DHSS Assurances).

2.04 Support/Coordination of Services

Applicants must coordinate with partners necessary to provide adequate supports to the clients served through their proposed project. Applicants must submit a completed Community Action Plan, using the format and instructions attached to this RFP (Attachments 4-5). Proposals must provide with their application an Updated Community Behavioral Health Continuum of Care in Attachment 5. **The Behavioral Health Continuum of Care** represents the range of services available to citizens of Alaska, according to their respective presenting need. Memoranda of Agreement (MOA's) and/or Letters of Support from community partners and stakeholders will provide tangible demonstration of the inter-agency cooperation necessary to meet project objectives. The proposal must include a list of agencies that identifies the relevant contact persons within those agencies, and who will be providing resources necessary to the effective delivery of proposed services. All applicants must demonstrate that they provide access to a continuum of care for every client.

Tangible demonstration of necessary partnerships and cooperative agreements must be included as appendices to the proposal. Attach copies of agreements, which must be current and specifically address the services to be provided.

SECTION THREE

GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. See Section 3.02 of this RFP for additional eligibility information specific to the program and this solicitation. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

- a. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of Tax-exempt organizations, or be listed as a Nonprofit Corporation in good standing in the Alaska Department of Commerce, Community and Economic Development's Corporation's Database. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status, or must have a current letter on file with the DHSS, Grants and Contracts Support Team.
- b. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity from suit, using Appendix G. This form is designed to encompass the multi-year grant duration period identified in section 3.09. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
 1. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
 2. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

Applicants must also submit, or have on file with DHSS, a current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

3.02 Minimum Responsiveness

To be considered responsive to this request for proposals, all proposals will be reviewed to determine if they meet the following minimum responsiveness requirements:

- a. The applicant must meet the eligibility requirement stated above in Section 3.01.
- b. Proposals must be received on or before the deadline stated in Section 3.07 at the address stated in Section 3.04.

If a proposal meets the above minimum criteria, it will be considered minimally responsive for purposes of evaluation under 7 AAC 78.090 (Review of Proposals). If it fails to meet any one of the criteria, it will be rejected. Once determined to be responsive, it will then be evaluated according to the criteria in Section 4 Submission Requirements and Criteria for Proposal Review.

3.03 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all appendices and attachments and guidelines identified in this RFP; 7 AAC 78 and any other applicable statutes or regulations. Copies of these may be accessed through the contact person listed in Section 3.04 in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in their proposal, unless the Department agrees that specific parts of the proposal are not part of the agreement. Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.04 Number of Copies, Mailing Address

Submit one original and 5 (five) copies necessary for evaluation by both staff and PEC to the contact person at the address below. Only the proposal indicated as the original will be reviewed to determine if the proposal is responsive. The applicant is responsible for the format and content of the original and all copies. Proposals must be received at the address provided below, on or before the deadline stated. Proposals will not be accepted by fax or email, the fax number and email address below are provided solely for contact purposes.

It is the applicant's responsibility to verify delivery service with the courier of choice in order to get the proposal to the Grants and Contracts Juneau Office on or before the deadline stated in Section 3.07. Information received after the proposal deadline could result in additional compliance conditions, adjustments to the amount of funding, or may delay the beginning date of the grant.

MAILING ADDRESS:

Diane LoRusso, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
P.O. Box 110650
Juneau, Alaska 99811-0650

PHONE: (907) 465-6148

FAX: (907) 465-8678

EMAIL: diane.lorusso@alaska.gov

PHYSICAL ADDRESS:

Diane LoRusso, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
State Office Building, Suite 760
333 Willoughby Avenue
Juneau, Alaska

**Note: U.S. Post Office will not deliver
to the physical address listed above.**

Relay Alaska provides assisted communication services at the following numbers:
From a TT Phone: 1 800 770-8973; from a Voice Phone: 1 800 770-8255

3.05 Proposal Length and Format

Proposals that exceed the required limits or that do not meet the required format, may be considered non-responsive. At minimum, each page shall have top, bottom, right and left margins of 1 inch. The font used must be no smaller than 12-point proportional type, or 10 characters to the inch (pitch) for fixed

width type. All pages must be numbered and single-sided. Include a table of contents, which provides page references for each of the required proposal sections listed in Section 4, as well as for any appendices or attachments.

The applicant's narrative proposal, inclusive of responses in Section 4, Items (4.03) through (4.06), will not exceed 20 pages. This page length requirement excludes the RFP's appendices and attachments, as well as the applicant's appendices and attachments, including but not limited to, employee resumes, job descriptions, and cooperative agreements. Applicant has the option of providing additional attachments, pamphlets, etc. as backup to the proposal.

3.06 Inquiries and Protests

Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person in Section 3.04. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question **in writing**. Questions of a substantive nature must be **received, in writing**, at the address listed in Section 3.04 **no less than ten days before the deadline for receipt of proposals, (see Summary of Processes & Deadlines, Section 3.07)**. This will allow issuance of any necessary amendments to all prospective applicants.

Any protests based on any omission or error in the content of the RFP will be disallowed if these faults have not been brought to the attention of the Contact Person in Section 3.04, **in writing, by deadline indicated below**. Applicants are responsible for monitoring the State's *Online Public Notice* website located at: <http://aws.state.ak.us/OnlinePublicNotices/> for any subsequent clarifications or amendments that may be issued regarding this solicitation.

3.07 Summary of Processes and Deadlines

| | |
|--|----------------------------------|
| Request for Proposals (RFP) Issuance Date: | March 15, 2013 |
| Deadline for written inquiries or protests of the RFP: | April 5, 2013 |
| Deadline for receipt of proposals: | 4:00 p.m., April 15, 2013 |
| Proposal Evaluation Committee: | TBD |
| Project Period Begins: | July 1, 2013 |

To be considered for funding, proposals must be received on or before 4:00 p.m. Alaska Prevailing Time, on the date indicated above at the Grants & Contracts Juneau Office. Both mailing and physical addresses are provided above in 3.04. **Proposals delivered by fax or email will not be accepted.**

Information received after the proposal deadline will not be considered and may result in the proposal being declared non-responsive and will not be forwarded to PEC for evaluation.

3.08 Proposal Costs

The Department of Health and Social Services will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

3.09 Duration of Grant

This RFP is for a one-year period, beginning FY2014, July 1, 2013, through June 30, 2014. At the discretion of the Department of Health and Social Services, a project funded under this RFP may be considered for continued funding in subsequent program year(s), FY2015 through FY2016. The decision to continue funding for subsequent years of the two-year grant cycle is based on the following general conditions:

- a. the Department's judgment that there is a continued need for the grant project service;
- b. the grantee's satisfactory performance during the previous grant year;
- c. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
- d. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Proposals submitted in response to this RFP must contain a detailed plan for services in the first year of the grant, and should include a brief outline of services planned in subsequent years. This includes a budget for year one of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.10 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

- a. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice of award has been issued.
- b. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration by a PEC.
- c. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the Department. Recommendations regarding whether each proposal should be financed, and at what level, will include consideration of the following:
 1. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
 2. priorities in applicable State health and social services plans;
 3. requirements of applicable State and federal statutes; and
 4. municipal ordinances or regulations applicable to the grant program.
- d. If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. Then as a committee, they will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. The PEC will include in their review, consideration of staff

recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

- e. All advisory recommendations, including staff recommendations, and if applicable the recommendations of the Proposal Evaluation Committee, as well as all other review materials will be submitted for consideration by the Director of the Division, who will make recommendations to the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

3.11 Final Decision Authority

Recommendations, including those from any PEC that may be held, are advisory only, the final decision whether to approve or disapprove grant award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

PLEASE NOTE: The final decision may include additional considerations, such as the lack of or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety.

The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure responsible distribution of grant funds.

3.12 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, the applicant will be notified of the final funding decision, and any conditions of award or modifications.

Following any necessary negotiations for revisions to the proposed budget and scope of services, applicants will be issued a grant agreement.

This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78 (Grant Programs).

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner, and received in writing at the address below, within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

Send appeal to:

William J. Streur, Commissioner
Department of Health & Social Services
P.O. Box 110601
Juneau, Alaska 99811-0601

with a **copy** to the Grants Administrator named Section 3.04 above.

3.13 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. The Department of Health and Social Services may withdraw this competitive Request for Proposals at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the grantor to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed by the grantor to be in the best interest of the State.

SECTION FOUR

SUBMISSION REQUIREMENTS/CRITERIA FOR PROPOSAL

SCORE SHEET FOR SUBSTANCE ABUSE TREATMENT FOR OCS ENGAGED FAMILIES PROGRAM

The following pages contain the criteria by which the proposal will be evaluated.

IMPORTANT INSTRUCTION TO APPLICANTS:

1. Enter the name of the applicant agency.
2. Check the type of entity eligibility under which application is being made in the boxes below.
3. Complete column B in sections 1-2 and column C in sections 3-6 in the tables on the following pages by entering the page number of the proposal where the requested information is addressed.
4. Please do not write in shaded areas, shaded areas are to be completed by DHSS reviewers.
5. Applicants MUST submit the completed Section 4 of the RFP with each copy of their proposal.

Enter Applicant Agency Name:

Check Applicant Eligibility Type: ☐ Nonprofit, or Subsidiary ☐ Alaska Native Entity (Tribe) ☐ Government

Columns

A

B

[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN B]

| 4.01 Minimum Responsiveness Criteria | Requirement Met? | Page Number |
|--|------------------|-------------|
| Minimum Responsiveness Requirements – Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2). | | |
| a. Applicant is eligible per 7 AAC 78.030, and documentation is submitted with application, or is on file with G&CST as described in Section 3.01 of this RFP | Yes/No | |
| b. Proposal was received on or before the deadline specified in Section 3.07, at the address stated in Section 3.04. | Yes/No | |

[SHADED AREAS TO BE COMPLETED BY REVIEWER]

Total Score _____

☐

Staff Reviewer

☐

PEC-Member

Reviewer's Name _____ Date _____

Summarize special conditions of award and any modifications needed to the proposed project.

[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN B]

| Columns | | | |
|--|-----------------|----------------|-------------|
| | A | B | C |
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| 4.03 Program Goals, Outcomes, Activities, Evaluation, and Population | Points Possible | Points Awarded | Page Number |
| as described in Sections 1.01 through 1.05 | | | |
| a. Proposal has adapted and incorporated the SAFERR model and demonstrates a thorough understanding of grant program that meets or exceeds the goals and anticipated outcomes. | 12 | | |
| b. Proposed outcomes are achievable and compatible with program goals and planning documents. | 10 | | |
| c. Proposed activities and plan are well-developed, reasonable, support program intent, and match those summarized in the Logic Model and Logic Model Evaluation. | 12 | | |
| d. The target population/service area is clearly defined and meets the intent of the RFP. | 6 | | |
| e. The proposal includes an evaluation plan with stated performance measures, incorporating indicators and gathering strategies as identified in the RFP, and confirms administrative capacity to meet reporting requirements. | 6 | | |
| [ADDITIONAL REVIEWER COMMENT] | | | |
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| 4.04 Proposed Budget | Points Possible | Points Awarded | Page Number |
| and project viability as described in Section 1.06 and 2.03 | | | |
| a. Budget detail and narrative are completed as instructed, are internally consistent, compliant with cost restrictions and support any necessary allocation of resources among target populations /service locations. | 12 | | |
| b. The required match is met and fully supported by tangible evidence. If applicable, a project funded by multiple sources has listed those resources on page 2 of the completed Appendix A. | 4 | | |
| c. The proposal clearly demonstrates that the project is achievable with demonstrated resources. Funding sources for required and any additional match offered are evident on page 2 of Appendix A and in the funding source tables of the proposed budget. | 6 | | |
| [ADDITIONAL REVIEWER COMMENT] | | | |
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| 4.05 Qualifications, Compliance, Experience, Staffing, Management and Facilities | Points Possible | Points Awarded | Page Number |
| as described in Sections 2.01 through 2.03 | | | |
| a. The applicant has provided a brief overview of three years' experience in Alaska successfully providing clinical/rehabilitation and recovery services to adults with substance abuse issues, and, as demonstrated by history with DHSS or through documentation from other grantors/funders. Fewer points will be awarded for fewer years. | 10 | | |
| b. Key staff providing services is qualified and competent as demonstrated by professional credentials and resume(s). | 10 | | |
| c. Proposed staff orientation/training plan is adequate for program needs. | 6 | | |
| d. Job descriptions for key personnel include the duties and qualifications necessary to support the intent of the RFP. | 8 | | |
| e. The proposal demonstrates adequate administrative capacity to meet reporting and management needs. | 6 | | |
| f. The proposal describes how the proposed location/facilities is safe and will provide access to the target population and enhance success of the project. | 6 | | |
| [ADDITIONAL REVIEWER COMMENT] | | | |
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| [SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C] | | | |
| 4.06 Demonstration of Support and Service Coordination | Points Possible | Points Awarded | Page Number |
| as described in Section 2.04 | | | |
| a. The proposal provides tangible documentation of partnerships, both current and specific to the proposed services. | 8 | | |
| b. The proposal identifies agencies, and names the relevant contact persons within those agencies, that will be providing resources necessary to the effective delivery of proposed services. | 8 | | |
| c. Proposal includes commitments specific to the proposed project from referral agencies necessary to the effective delivery of services including a Community Action Plan. | 8 | | |
| [ADDITIONAL REVIEWER COMMENT] | | | |
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SECTION FIVE APPENDICES

- 5.01 A. DHSS Grant Application Form**
- 5.02 B. DHSS Assurances Form**
- 5.03 C. Budget Detail and Narrative Form and Instructions**
- 5.04 D. Single Audit Requirements (information appendix)**
- 5.05 G. Resolution for a Waiver of Sovereign Immunity**

SECTION SIX ATTACHMENTS

- 6.01 1. Logic Model**
- 6.02 2. Logic Model Resource Guide**
- 6.03 3. Logic Model Evaluation**
- 6.04 4. Community Action Plan**
- 6.05 5. Community Action Plan Instructions**