**Request for Proposals: Harm Reduction/Stigma Reduction Projects**

**Overview:**

In fulfillment of requirements for the CDC’s Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL), the Broome County Health Department is seeking proposals for an organization(s) to implement harm reduction and/or stigma reduction projects in Broome County. The amount of available funding per term is up to $125,000for an anticipated contract period of 6/24/2024-8/31/2025, with the intent to renew once through 8/31/2026 pending the continued CDC funding and following the CDC grantor period below.

6/24/24-8/31/25 (14-month term)

9/1/25-8/31/26 (12-month term)

The applicant will carry out projects that address one or more of the following activities:

* Distribute naloxone to populations at highest risk of overdose
* Develop a network to provide naloxone and fentanyl test strip distribution or other drug checking technology approved by the CDC
* Partner with clinicians to ensure persons at high risk of overdose have access to naloxone, either via prescription or direct provision
* Train on Good Samaritan Laws or other policies that affect PWUDs for any community member or organization

Applications including all of the requirements should be submitted to the Overdose Prevention Program email: [Overdoseprevention@broomecountyny.gov](mailto:Overdoseprevention@broomecountyny.gov) by 11:59pm on Sunday April 28th. **To ensure your submission is received, the Broome County Health Department is requesting all applicants add a read receipt to the email. An email confirmation will be sent within 2 business days of submission. If an applicant does not receive an email confirmation, please call (607) 778-2805 and leave a message including: name, date, time, and contact information to reach you.**

The applicant must provide and maintain during the terms of services herein insurance as described in the attached contract insurance specifications. Evidence of such coverage should be submitted as part of the application and the successful applicant must furnish Proof of Insurance to the Law Department prior to the signing of the contract.

**Method of Award:**

The contract will be awarded to the candidate whose application meets and best fits all qualifications listed below:

* Experience serving the population of focus- 30%
* Priority of health equity in delivery of services- 20%
* Historical data that demonstrates previous success of harm reduction program(s) – 20%
* Feasibility of the description of the program- 20%
* Budget- 10%

**Scope of Work:**

* Conduct harm reduction and/or stigma reduction projects as described in the Overview section above
* Work with the OD2A: LOCAL Data team to identify, collect, and submit data required for the proposed project
* Work with the OD2A: LOCAL Evaluation team to conduct evaluations as necessary

**Requirements for Application:**

Please respond to the following in your application:

Demographic Information

1. Organization name and address, division/department under which the Harm Reduction project will be operated.
2. Name, phone number, and email address for the contact person.

Experience & Historical data:

1. Describe your organization’s experience in providing services to populations at highest risk of overdose and those who are disproportionally underserved in the community. Show historical data that reflects success of harm reduction program and services. This can include but is not limited to; graphs, tables, narrative, data count and/or individuals served.

Staffing:

1. Describe the proposed staff that will work on the initiative, including their qualifications, experience, and ability to interact with the target population.

Health Equity:

1. Describe how you will ensure that services reach marginalized and underserved populations including but not limited to; urban, rural, communities of color, marginalized communities, or persons involved in the justice system in Broome County.
2. Describe your organization’s experience with planning and service delivery regarding cultural diversity, equity, and inclusion.

Description of the Program:

1. Describe the proposed project that will achieve the outlined Scope of Work.

Budget:

1. Provide a detailed budget and justification.

**Rubric:**

The RFP Committee will consist of 5 Broome County staff. Proposals will be scored on the rubric below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **3** | **2** | **1** | **Score** |
| Experience serving the population of focus- 30% | The applicant clearly describes the organization’s experience in serving the population of focus. The applicant has extensive experience in serving persons who use drugs and those historically underserved populations. | The applicant somewhat or mostly describes the organization’s experience in serving the population of focus. The applicant has some experience in serving persons who use drugs and those historically underserved populations. | The applicant’s description of the organization’s experience in serving the population is unclear. The applicant has no experience in serving persons who use drugs and those historically underserved populations. |  |
| Health Equity- 20% | The applicant clearly describes how health equity will be incorporated. The proposed initiative clearly states how health equity will be ensured in the work. The applicant clearly describes, and has, experience with incorporating health equity into their initiatives. | The applicant describes how health equity will be incorporated. The applicant may state how health equity will be ensured, but it may not be feasible. The applicant describes the organization’s experience with incorporating health equity into their services. | The applicant’s description of how health equity will be incorporated is unclear. The applicant does not have experience in incorporating health equity in their services. There is no clear description on how health equity will be ensured. |  |
| Historical data – 20% | The applicant has clearly collected, interpreted, and shown data that reflects success of previous harm reduction programs. | The applicant has collected, interpreted, and shown data that reflects success of previous harm reduction programs. The applicant may have data, but it may not be clear or organized. | The applicant does not have or does not show data that reflects success of previous harm reduction programs. The applicant’s data does not show success of their program. |  |
| Description of the Program- 20% | The applicant clearly describes the proposed project. The description of the project is SMART (specific, measurable, achievable, relevant, and time-bound). The project is feasible, and clearly describes how the organization will collaborate with the Health Department staff. The applicant clearly describes how the project will achieve the Scope of Work. | The applicant describes the proposed project. The description of the project is feasible, but may not be SMART. The applicant describes how it will collaborate with the Health Department staff. The applicant describes how the project will achieve the Scope of Work. | The proposed project is unclear, not feasible, or does not describe how it will achieve the Scope of Work. The applicant does not describe how it will collaborate with the Health Department staff. |  |
| Budget- 10% | The requested budget is clear, reasonable, and justifiable. | The budget is clear, but the reason and justification may be unclear. | The budget is unclear. The budget is not reasonable or justifiable. |  |