



Promoting wellness and recovery

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**Office of Prevention & Wellness
Ohio's Strategic Prevention Framework for Prescription Drugs (SPF Rx)
Planning, Evaluation, Training & Technical Assistance
Request for Proposal**

Proposals due date: Monday, November 21, 2015, by 2:00 pm.

Purpose

The Department of Mental Health and Addiction Services (OhioMHAS) is accepting proposals to support one entity that will facilitate Ohio SFP Rx Workgroup in the development of a 5-year strategic plan, provide evaluation, as well as, training and technical assistance services for Ohio's SPF Rx initiative. The goal and objectives of Ohio's SPF Rx initiative are:

- Goal: To promote emotional health and wellness, prevent or delay the onset of and complications from substance abuse and mental illness, and identify and respond to emerging health issues,
- Objectives:
 - ❖ Develop a comprehensive 5-year plan to strategically address the issue of prescription drug misuse in communities of high need,
 - ❖ Assess the current use of the Ohio's Automated Rx Reporting System (OARRS) and its components as it relates to the accessibility of data and outcomes related to OARRS use,
 - ❖ Enhance existing infrastructure to support prescription drug prevention efforts and implement prevention activities and OARRS usage by the targeted communities.

Background and Intent

Ohio's SPF Rx initiative will raise awareness about the dangers of prescription drug misuse, develop a statewide public health campaign, work with the pharmaceutical and medical communities on the risks of overprescribing, and increase the utilization of the OARRS. It will enhance infrastructure and prescription drug prevention throughout Ohio, especially in rural and Appalachian communities.

Ohio's SPF Rx is aligned with the Ohio's SPF-PFS grant and focuses on rural and Appalachian communities in Ohio which are in high need or and have lower capacity to combat the prescription drug misuse issue. The focus on rural and Appalachian communities will affect 23% (3,134,809) of Ohio's 11.5 million residents.

This grant will allow focused efforts around prescription drug misuse, which Ohio needs, especially around the misuse of, but not limited to, opiates. According to OARRS, the total number of Ohioans prescribed opiates annually ranged from 2.6 million in 2008, to a high of 3.1 million in 2012; the total decreased to 2.7 million in 2015 (OhioMHAS, 2016a).

Funding Opportunity

The purpose of this RFP is twofold: 1) to provide facilitation of the state-level planning workgroup in the development of the 5-year strategic plan, and 2) to provide evaluation services for the SPF Rx grant (for the state-level planning group and for community strategies/activities). Tasks to be accomplished by the grantee include:

Scope of Work

Year 1 Project Management and Strategic Plan Development:

- In collaboration with Project Director, facilitate implementation of the SPF Rx grant covering all phases of project management;
- Facilitate Strategic Planning process and meetings with SPF Rx Workgroup partners and stakeholders to develop the 5 year Comprehensive Strategic Plan;
- Work directly with the SPF Rx Project Director to draft and submit the 5-year comprehensive strategic plan
- Assess and evaluate the current use of the PDMP/OARRS and its components to help achieve integration of infrastructures, overcome barriers and increase the communities understanding and utilizing of PDMP/OARRS.
- Assist the SPF Rx Workgroup in enhancing existing infrastructure to support prescription drug prevention efforts and implementation of prevention activities by providing training and technical assistance needs to communities utilizing evidence based prevention strategies, programs, and policies.
- Submit draft of 5 year Comprehensive Strategic Plan to the SPF Rx Workgroup;
- Generate final draft of 5 year Comprehensive Strategic Plan for Director's review;
- Facilitate the development of a statewide Public Health Campaign to raise awareness and change social norms about the dangers of sharing medication;
- Prepares all Federal programmatic reports as required by the SPF Rx grant;
- Analyze information and data for use in supporting the SPF Rx planning processes; and
- Meet weekly with the OhioMHAS SPF Rx project staff, in-person or via conference call.

Project years 1-5 Evaluation:

- (1) Evaluation Objective 1: Assess the planning, collaboration, and partnership of OhioMHAS, the Prescription Drug Monitoring Program (PDMP) known as the Ohio Automated Rx Reporting System (OARRS), the SPF Rx workgroup (TBD) around creating the SPF Rx five year Strategic Plan using the SPF.
 - a. *State level*. Conduct both qualitative interviews, and quantitative surveys of workgroup participants.
 - b. *Sub-recipient level*. Conduct a condensed version of the state-level evaluation with sub-recipients to understand their workgroup processes that contributed to project implementation.
- (2) Evaluation Objective 2: Assess the utilization of the summary data collected by OARRS by communities, diversion sources, and state and community organizations in their planning and implementation around prevention activities for prescription drug misuse using interviews, surveys, and use tracking questionnaires.

- (3) Evaluation Objective 3: Assess the increase in infrastructure in sub-recipient communities that supports prescription drug prevention implementation activities. Conduct interviews, surveys, and use tracking questionnaires that measure public health campaigns, educational materials, and other prevention activities identified, developed, and implemented at the state and sub-recipient level.
- (4) Additional SAMHSA requirements: In addition to fulfilling the three Evaluation Objectives, the grantee agrees to collect all SAMHSA-required GPRA and performance measures, and complete any additional cross-site evaluation requirements mandated by SAMHSA.

Eligible applicants

Eligible applicants are Ohio Institutions of Higher Education with extensive experience in the public health approach for substance abuse prevention as well as state and community level strategic planning and evaluation utilizing SAMHSAs Strategic Prevention Framework.

Funding time-frame

Ohio's SPF Rx funding is for 5 years. Proposals will be accepted for no more than \$250,000 for the first year and no more than \$74,000 in subsequent years. Your budget forms should reflect the proposed costs for the first year of the award. However, within your proposal submission, you must address costs associated with all activities proposed for subsequent renewal years.

Questions, Technical Assistance, and Updates

All questions must be submitted electronically to MHAS-OPWGRANTS@mha.ohio.gov no later than November 14, 2016 by 2:00 p.m. No questions will be answered after the deadline. You may NOT contact any OhioMHAS staff member directly with questions regarding this RFP. Contacting staff directly with questions could result in disqualification of a proposal.

Proposal Guidelines

The combined page limit for the proposal narrative and applicant qualifications and experience sections is eight (8) Single-spaced pages in 12 point Times New Roman font. This page limit does not include the cover sheet, the budget table and budget narrative, or any memoranda of understanding with collaborating partners. Proposals must include the following:

A. Cover Sheet, including:

1. Name of applicant, address, phone number; executive director name and contact information; fiscal officer name and contact information; and, applicant's federal tax ID,
2. Amount of funding requested, and
3. Brief abstract of proposal (300 words or less).

B. Proposal Narrative

1. Project Description- The applicant will be expected to describe the approach to coordinating and facilitating the development of a 5-year comprehensive strategic planning utilizing SAMHSAs Strategic Prevention Framework, their plan for providing program evaluation, training/technical at the state and local level, plan for developing a Public Health Campaign, as well as all aspects of the scope of work.

2. Applicants must include a statement of willingness and ability to work collaboratively with the Ohio SPF Rx Project Director (to be determined), OhioMHAS and the Ohio SPF Rx Workgroup.
3. Additionally, proposals must include strength-based strategies and methods that infuse cultural and linguistic competence as well as other communication needs for the various populations of Ohio.
4. Describe applicant's Qualifications and Experience.

C. Budget and Budget Narrative

Proposals must include a budget that identifies all costs to complete the tasks described in the proposal. The budget must encompass all aspects of the proposed work, including any travel necessary for completing the work. All travel must be at State of Ohio rates. The budget narrative must outline each resource assigned to a task, including the resource's hourly rate, and the estimated number of hours that the resource is expected to expend on the task. You must use the Budget Expenditure Form (Attachment 1) and Budget Narrative (Attachment 2).

Proposal Submission

Proposal Due Date: November 21, 2016, at 2:00 p.m. Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant. No faxed, mailed, courier delivered, or hand carried proposals will be accepted.

Where to Submit: All proposals must be submitted to: [MHAS OPWGRANTS@mha.ohio.gov](mailto:MHAS_OPWGRANTS@mha.ohio.gov)

Criteria for Scoring Proposals

Proposals will be scored using the point values provided below.

Rating Scale:

- 0-Does Not Meet: Proposal does not comply with the requirement or does not meet expectations for the criterion.
- 1-Weak: Proposal does not substantially comply with the requirement and/or does not substantially meet expectations for the criterion.
- 2-Moderate: Proposal generally meets requirement, but is weak in meeting minimal expectations for the criterion.
- 3-Meets: Proposal meets the requirement and meets expectations for the criterion.
- 4-Strong: Proposal meets the requirement and exceeds expectations for the criterion.
- 5-Greatly Exceeds: Proposal meets the requirement and greatly exceeds expectations for the criterion.

Review Criterion	Rating (R)	Weight (W)	Total Possible Score (R X W)
Cover Sheet, including: <ol style="list-style-type: none"> 1. Name of applicant, address, phone number; executive director name and contact information; fiscal officer name and contact information; and, applicant's federal tax ID 2. Amount of funding requested, and 3. Brief abstract of proposal (300 words or less) 		1	5
Proposal Narrative, including: <ol style="list-style-type: none"> 1. Project Description- The applicant will be expected to describe the approach to coordinating and facilitating the development of a 5-year comprehensive strategic planning utilizing SAMHSAs Strategic Prevention Framework, their plan for providing program evaluation, training/technical at the state and local level, plan for developing a Public Health Campaign as well as all aspects of the scope of work. 2. Applicants must include a statement of willingness and ability to work collaboratively with the Ohio SPF Rx Project Director, OhioMHAS and the Ohio SPF Rx Workgroup. 3. Additionally, proposals must include strength-based strategies and methods that infuse cultural and linguistic competence as well as other communication needs for the various populations of Ohio. 4. Describe applicant's Qualifications and Experience 		4	20
		1	5
		2	10
		2	10
Budget & Budget Justification: <ol style="list-style-type: none"> 1. Proposals must include a budget that identifies all costs to complete the tasks described in the proposal. 		2	10
Total Possible Score			65

Attachment 1
Ohio Department of Mental Health and Addiction Services
SFY 2017 Budget/Expenditure Form

Implementing Agency:	
Grant Program Area:	
Budget Period:	
State Grant:	

For OhioMHAS Internal Use Only

- Initial Application
- Budget Revision*
- Expenditure Report

Budget Summary:

Cost	MHAS Amount	Other Amount	Total
Personnel	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Direct Costs	\$0	\$0	\$0
Total Indirect Costs	\$0	\$0	\$0
Grand Total	\$0	\$0	\$0

Prepared By: _____

Fiscal Signature: _____

Date: _____

*Prior written approval must be obtained from OhioMHAS before incurring costs that exceed a 10% change between Budget Categories or any change to Category IV.

Attachment 2
Ohio Department of Mental Health and Addiction Services
SFY 2017 Line Item Budget Form

Personnel:

Direct Costs	Annual Salary	Level of Effort	MHAS	Narrative	Other	Narrative
Name, Title	\$0	0 FTE	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Name, Title	\$0	0 FTE	\$0	Insert explanation	\$0	Insert explanation
Total Personnel			\$0		\$0	

Fringe Benefits:

Direct Costs	MHAS	Narrative	Other	Narrative
Name, Title	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Name, Title	\$0	Insert explanation	\$0	Insert explanation
Total Fringe	\$0		\$0	

Travel:

Direct Costs	MHAS	Narrative	Other	Narrative
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OhioMHAS line item budget definitions are available at <http://mha.ohio.gov/Portals/0/assets/Funding/Allocations/SPF2017/Fiscal-Budget-Definition-Reference-Guide.pdf>

Direct Costs	MHAS	Narrative	Other	Narrative
Mileage	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Airfare	\$0	Insert explanation	\$0	Insert explanation
Lodging	\$0	Insert explanation	\$0	Insert explanation
Meal Per Diem	\$0	Insert explanation	\$0	Insert explanation
Total Travel	\$0		\$0	

Equipment:

Direct Costs	MHAS	Narrative	Other	Narrative
Computer/ Equipment	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Furniture	\$0	Insert explanation	\$0	Insert explanation
Total Equipment	\$0		\$0	

Supplies:

Direct Costs	MHAS	Narrative	Other	Narrative
Printing/ Copying	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Subscription/ Publication	\$0	Insert explanation	\$0	Insert explanation
Total Supplies	\$0		\$0	

Contractual:

The cost of consultants and other independent contractors (including their invoiced support costs), temporary help, and task and deliverables based sub-contracts (if described in the grant’s proposal or subsequently approved by OhioMHAS).

Direct Costs	MHAS	Narrative	Other	Narrative
Personal Service Contracts	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Honorarium	\$0	Insert explanation	\$0	Insert explanation
Total Contractual	\$0		\$0	

Other:

Direct Costs	MHAS	Narrative	Other	Narrative
Conference/ Training	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Registration	\$0	Insert explanation	\$0	Insert explanation
Food	\$0	Insert explanation	\$0	Insert explanation
Total Other	\$0		\$0	

TOTAL DIRECT COSTS:

Direct Costs	MHAS		Other	
Total Direct	\$0		\$0	

Indirect Costs:

Indirect Costs	MHAS	Narrative	Other	Narrative
Rent/Lease	\$0	Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project	\$0	Insert explanation
Fleet	\$0	Insert explanation	\$0	Insert explanation
Maintenance/ Repair	\$0	Insert explanation	\$0	Insert explanation
Insurance	\$0	Insert explanation	\$0	Insert explanation
Phone Bill/ Utilities	\$0	Insert explanation	\$0	Insert explanation
TOTAL INDIRECT COSTS	\$0		\$0	

Costs	MHAS		Other	
GRAND TOTAL	\$0		\$0	

*Prior written approval must be obtained from OhioMHAS before incurring costs that exceed a 10% change between Budget Categories or any change to Category.