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The County of Powhatan

Request for Proposal (RFP)

RFP# 2023-01

Request for Proposals to Create a Strategic Plan for the Utilization of Opioid Settlement Funds for Powhatan County

Issue Date: July 1, 2023

Due Date: Sealed proposals will be received until 2:00pm
August 1, 2023

Title: Proposals to Create a Strategic Plan for the Utilization
of Opioid Settlement Funds for Powhatan County

Issuing Entity: County of Powhatan, Virginia

**All inquiries for information
should be directed to:** Will Hagy, Deputy County Administrator
County Administration
Email: whagy@powhatanva.gov
Phone: 804-892-4804

**Proposals shall be mailed,
delivered by courier, or hand
delivered to:** County of Powhatan
County Administration
Attention: Will Hagy
3834 Old Buckingham Rd., Suite A
Powhatan, VA 23139

PRE-SUBMISSION CONFERENCE: None

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Section 1: Background and Purpose

Geographic area to be served: Powhatan County

Background: In the summer of 2021, national settlements were reached with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen and opioid manufacturer Johnson & Johnson. Under the settlements, a historic \$26 billion dollar agreement will help bring needed resources to communities harmed by the opioid epidemic. A memorandum of Agreement (MOA) between the State and local governments directs how the opioid settlement funds are distributed and used. To maximize funds flowing to Virginia communities on the front lines of the opioid epidemic, the Commonwealth of Virginia has established the Opioid Abatement Authority (OAA). Powhatan County has been awarded a planning grant through the OAA that allows the County to bring together community stakeholders to develop a strategic plan for abatement intervention, select opioid mitigation strategies that makes sense in the community, and plan for strategy implementation. This RFP seeks qualified applicants seeking to lead the County through a strategic planning process and deliver a strategic plan that includes the interests of frontline County stakeholders.

Purpose: The purpose of this RFP is to seek proposals from qualified applicants to facilitate a strategic planning process for Powhatan County that will result in an actionable plan to develop and implement a scope of services to prevent, treat and maintain long-term recovery of substance use and addiction. The services will be grounded in principles of equality and fairness and be fiscally sustainable. The outcome of this process will be a strategic plan that presents a clear approach and planning process supported by relevant data and analysis of trends, identification of opportunities and strategies, a process to prioritize and focus County program and services, and an implementation plan with performance measures that track progress on achieving the goals of the plan.

The successful applicant will have broad experience and knowledge of:

- Public sector strategic planning, plan implementation, and performance measurement
- The roles, responsibilities, and authorities of County government and its programs and services as well as the roles and responsibilities of the OAA
- The legislative, governmental, administrative, financial, programmatic, and support functions of County government
- Substance abuse and addiction challenges within rural communities as well as the resources and lack of resources currently available
- Excellent facilitation, consensus building, and communication skills

Applicants responding to this solicitation will be expected to provide solid references and examples of strategic plans for other public sector entities.

Proposals shall be submitted in accordance with the guidelines of this RFP and any addenda issued hereto.

Section 2: General Information

2(A) Notice to Applicants

It is the applicant’s responsibility to read the Instructions, all relevant exhibits and attachments, and any other components and Addenda made a part of this RFP. Compliance with all requirements and specifications herein is also required.

If applicants have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2(C) – Proposal Questions. If Powhatan County determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum.

2(B) RFP Schedule

Listed below are the dates and times by which actions must be taken or completed. The County may determine, at its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be given. All listed times are EST.

Action	Time	Date
Bid Issued	5:00 PM	July 1, 2023
Deadline for Questions	5:00 PM	July 14, 2023
County Responses	5:00 PM	July 21, 2023
Bid Due	2:00 PM	August 1, 2023

2(C) Proposal Questions

Upon review of the RFP documents, applicants may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the proposal questions process, applicants shall submit questions by the deadline for questions indicated in Section 2(B).

Questions shall be written and shall be email to whagy@powhatanva.gov by the date and time specified above. Applicants should enter “RFP-Opioid Settlement Strategic Plan” as the subject for the email. Questions will not be answered by phone.

Questions received by the deadline date, all responses, and any additional terms deemed necessary by the County will become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any County personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Applicants shall rely only on written material contained in an Addendum to this RFP.

2(D) Proposal Submittal

- Submit sealed proposals by August 1, 2023 by 2:00 PM EST
- Provide two (2) complete sets of your bid per Section 2(E) – Proposal Requirements in hard copy paper format in a SEALED envelope. NO EMAILED OR FAXED BIDS WILL BE ACCPETED.
- All bids must be mailed or delivered as follows in enough time to ensure receipt by the County on or before the time and date specified in Section 2(B) – RFP Schedule. Bids not received by the time and date specified will not be opened or considered. Applicant’s whose submissions are received after the deadline will be allowed to pick-up or can arrange for return of their submission. Powhatan County will bear no responsibility or expense associated with the return of materials.
- Mailing and Delivery Address:

Powhatan County Administration
ATTN: Will Hagy
3834 Old Buckingham Road
Powhatan, VA 23139
- Any costs associated with the preparation and delivery of a submission related to this proposal will be the sole responsibility of the applicant.
- Submittals are neither a contractual offer nor a commitment to purchase services. The County assumes no contractual obligation because of the issuance of this RFP.

2(E) Proposal Requirements

All applicants should include all attachments of this RFP that require the applicant to provide information and include an authorized signature where requested. Applicant RFP responses require the following itmes and should be arranged in the following order:

- 2.E.1 Cover Letter (Identify Project Manager)
- 2.E.2. A written narrative response to address the Project Organization
- 2.E.3 A written narrative response to address the Technical Approach
- 2.E.4 Applicant Experience and Qualifications as it relates to the project scope and deliverables
Please Include: Brief company history, ownership information, partners/ suppliers, financial viability, examples of relevant experience, any other information that will assist the County in evaluating the proposal.
- 2.E.5 Applicant’s capability and capacity to perform project .
Please include:
 - Project management and support personnel, with brief description of each person’s qualifications and experience.
 - Project timeline
 - Experience, qualification, and role for each person who will be participating in the project.
 - List of relevant and successfully completed projects by team members.

- Name of the person who will direct the overall project throughout the duration of the contract.

2.E.6 Applicant's references

The applicant must supply three (3) references for similar work it has undertaken over the past three (3) years, preferably with a unit of local government. Please provide:

- Entity name
- Contract name(s)
- Email address
- Phone number
- Brief description of the work performed

2.E.7 Total cost for the proposed services and a cost for each work element or project phase

2.E.8 Executed copies of any addenda

2.E.9 Attachment I: Vendor Information Form

Section 3: Method of Award and Proposal Evaluation Process

3(A) Method of Award

The method of award will be based on the most advantageous proposal as defined by the County considering technical merit, past performance, and price as defined by Section 3(D) – Selection Criteria.

The County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of sustainability of the services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

3(B) Public Record

Proposals submitted shall not become public record until a contract is awarded by the County.

3(C) Proposal Evaluation Process

Powhatan County will review responses to this RFP to confirm that they meet the specifications and requirements of the RFP. The selection committee may request additional clarifying information from any applicant that submits a proposal. The selection committee will evaluate the responses, may interview the top-rated applicants and will make a recommendation to the County Administrator and Board of Supervisors for the applicant determined to be the most qualified for the project. Any requests for clarifying information and/or the determination to hold interviews of top-rated applicants shall be at the sole discretion of the County.

Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the applicant and cost. Specific evaluation criteria are listed in 3(D) – Evaluation Criteria.

3(D) Evaluation Criteria

Proposals will be evaluated based upon the matrix below:

Criteria	Weight (a)	Score (1-5) (b)	Weighted (a*b)
Capability and capacity to perform the project	25		
Technical approach to the project, proposal, tasks, and timeline to complete work	25		
Project organization	20		
Related experience	20		
Budget and budget narrative	10		
Final Score			

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 – 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps
- 3 points: meets with moderate gaps
- 2 points: Partially meets with significant gaps
- 1 point: Does not meet

Section 4: Scope of Services

4(A) Scope of Services

Development of Strategic Plan: The applicant will assist the County in developing a comprehensive strategic plan for the usage of Opioid Settlement Funds. The plan is intended to assist with County planning efforts as needed. The plan should direct efforts and resources toward a clearly defined vision for the utilization of these funds using a strategic planning framework. The plan will be data driven, grounded in the principles of equality, position the County to address the challenges of the future and will be fiscally sustainable. The plan will articulate a vision, mission, core values, priorities, goals and objectives, implementation plans, performance measures, and a procedure for Plan review and maintenance. The Plan will capitalize on the opportunity to leverage the Settlement Funds and identify potential funding sources for a sustainable program moving forward.

The County acknowledges that each applicant may have a different approach and model to developing a strategic planning document. The proposal should clearly discern the approach and how that will best enable the County to achieve maximum effectiveness related to the roll-out of Opioid Settlement Funds. With that flexibility in mind, the scope of work should include but not necessarily be limited to the following elements:

- A timeline and schedule for the project that identifies major milestones, opportunities for meaningful information sharing and decision points. So that the County may have an opportunity

to act on key information sooner rather than later, a gradual rollout of information is preferred, as opposed to one final deadline in the distant future.

- Data on demographic, economic, social, and environmental factors and trends that are impacting or are expected to impact County residents, County government, and other institutions, programs and services as it related to the impacts of substance abuse.
- A schedule and format to provide information and receive guidance from the County. The proposal should include an estimated number of facilitated discussions with County stakeholders in order to accomplish the development of the desired strategic plan.
- Engagement with County leadership and other stakeholders as subject matter experts in strategy, initiative development and performance measurement.
- A framework to align other countywide plans connected to behavioral health, inclusive of mental health and substance abuse for County departments including but not limited to law enforcement, emergency services, social services, community services board, and the justice system.
- A decision-making framework that helps set County priorities.
- An effective, innovative and fiscally sustainable strategic plan document that prioritizes County initiatives, and resources to achieve specific goals within a designated period of time. The plan should identify commonalities and potential collaborative opportunities amongst County priorities.
- Goals and objectives and/or initiatives that support the vision, mission, and values of the Plan.
- An implementation plan that transforms conceptual goals into realistic, achievable targets.
- Performance measures or key indicators and outcomes that will serve as the basis for measuring progress in Plan implementation.
- Analysis of any potential partnerships that could be leveraged to advance the Plan more efficiently and effectively, including identification of future funding sources.
- Tactics for effectively communicating the outcomes of the strategic planning process and for providing ongoing information of progress to improve transparency and accountability during Plan implementation.
- A recommended process for periodic plan reviews, updates, and/or other plan maintenance in accordance with the OAA.
- The following strategies should be fully considered for integration within the plan:
 - Recovery support services
 - Recovery housing support
 - Early intervention/ prevention
 - Evidence-based addiction treatment
 - Employment-related services
 - Criminal diversion justice programs
 - Re-entry programs

- Analysis of long-term sustainability concerns, including budget projections and needs analysis for keeping the programs going into the future, along with suggestions for being able to do so.

4(B) Task Deliverables

Strategic Plan: The successful applicant will:

- Attend a kickoff meeting key County personnel to understand the goals and purpose of the project, identify potential issues to resolve; gather financial, demographic, and related documents and data; and develop a detailed timeline based on schedule of applicable personnel.
- Engaged County leaders and partners in facilitated discussions and work sessions as needed to achieve the required project scope.
- Meet with a project coordinator as needed to achieve the required project scope with the project timeline.
- Prepare a comprehensive strategic plan including a clear and concise executive summary of the plan.
- Provide a draft plan to the County electronically in Microsoft Word format. That draft will be presented to stakeholders for input and direction prior to finalizing the plan.
- Present the final plan to the County and prepare and execute a communications plan to introduce the final strategic plan to County leadership and key stakeholders.
- Be or can become a subject matter expert on the OAA and the Virginia Memorandum of Understanding for Opioid Settlement Funds.

Performance Report: The successful applicant will:

- Generate a plan to implement an actionable abatement project for Powhatan County that meets the OAA’s Gold Standard.
- Generate a detailed report within 45 days of the end of the performance period consisting of the plan and the costs associated with developing the plan.

Section 5: Requirement

5(A) Pricing

Proposal price shall constitute the total cost to Powhatan County for complete performance in accordance with the requirements and specifications herein, including all applicable charges, handling, administrative and other similar fees. Applicant shall not invoice for any amounts not specifically allowed for in the RFP.

The applicant shall provide both a total cost to perform all work and a cost for specific project elements or phases to perform this work. The cost by project element of phase would be used as a basis to modify the scope of work and associated costs if deemed necessary.

5(B) Funding Source

This RFP is funding with a grant award from the Virginia Opioid Abatement Authority. All provisions within the grant award are applicable. Planning Grant award to Counties have a performance period of 24 months from the date of the award. The grant must result in a plan to implement an actionable abatement project for Powhatan County that will meet the OAA's Gold Standard. A detailed report will be due 45 days after the end of the

5(C) Contract

Once the most advantageous proposal has been selected and approved by the County, the successful applicant will provide to the County for execution, a contract inclusive of all terms, conditions, specifications, and deliverables contained herein.

Section 6: Certification of Non-collusion

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and proposal to which this certification of non-collusion is attached that:

This proposal is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this proposal the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (§ 18.2-498.4 et seq.)

Signature of Company Representative

Print Name

Title

Name of Company

Date

ACKNOWLEDGEMENT
STATE OF VIRGINIA
County of Powhatan, to wit:

The foregoing Certification of Non-Collusion bearing the signature of _____
and dated _____ was subscribed and sworn to before the
undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____