

**Request for Proposal
Community-Based Substance Use Disorder Recovery Support Services**

**Ovation
An Initiative of
The Victory Fund**

The Victory Fund Mission Statement: To help communities in northeastern Minnesota identify, address and resolve chronic health issues.

Background and Intent of RFP

The Victory Fund, established in 2012 is a 501c3, non-profit private foundation, located in Duluth Minnesota. The foundation is a new chapter in the legacy of the Community Health Center, (CHC) the first member-owned health cooperative in Minnesota, which was formed in Two Harbors in the 1940s. In more recent times, CHC did business as FirstSolutions which operated a regional health plan known as First Plan of MN, and care delivery services, including medical practice and retail pharmacies, collectively known as Superior Health Center.

Over the past several years, the Victory Fund has been redefining its strategy for achieving their mission by narrowing its focus on two important chronic health issues. Dementia and substance use disorders were identified by the Board and executive leadership as critical chronic health concerns. This RFP represents the next step in addressing the needs relating to substance use disorder recovery services.

In 2017 *Ovation*, an initiative of The Victory Fund, was created as a program dedicated to finding solutions to and supporting recovery programs that increase the success of treatment of substance use disorders. In fiscal year 2017 The Victory Fund allocated up to \$225,000 (\$75,000 per year for 3 years) to develop, promote, and/or expand community-based recovery support which include, but are not limited to:

- Peer Recovery Support Service Programs
- Peer mentoring or coaching
- Peer Recovery Resource Connections
- Recovery Support for special populations
- Training academy/hub
- Community awareness/education
- Community sober housing
- Social support for recovery

This RFP is being distributed to selected organizations and individuals who are familiar with Minnesota Department of Human Services Alcohol and Drug Abuse Division's definition and eligibility of peer support services. Peer support services are provided one-on-one by an individual in recovery. These services include: education, advocacy, mentoring through self-disclosure of personal recovery experiences, attending recovery and other support groups with a client, accompanying the client to appointments that support recovery, assistance in accessing resources to obtain housing, employment, education, and advocacy services, and non-clinical recovery support to assist a person in the transition from treatment into the recovery community.

RFP Requirements.

Eligibility

Grant proposals will be accepted from eligible tax-exempt organizations operating within the Northern Minnesota Counties of: Cook, Lake, St. Louis, Carlton, Itasca, Northern Pine and Koochiching.

We are looking for community-based recovery support services that:

- Remain independent of primary treatment providers
- Embrace the working definition of recovery by the Substance Abuse and Mental Health Services Administration: A process of change through which individuals improve their health and wellness, and strive to reach their full potential
- Recognize and support multiple pathways to recovery
- Endorse a community-based approach to services
- Cannot be affiliated with State or local government branch or entity

Proposal Inclusions.

Organization Information

- Provide a brief summary of the organizations history, including the date your organization was established.
- Provide a brief summary of organization's mission and goals.
- Specify how the initiative is a strategic fit for your organization.
- Provide a list showing the number of board members, full-time paid staff, part-time paid staff and volunteers.
- Provide a preliminary financial proposal.

Case and Focus

- Present your case which identifies the opportunities, challenges, issues and the community that your proposal addresses.
- Include a statement of how that focus was determined and who was involved in the decision-making process.

Proposed Activities

- List overall goals regarding the situation described above.
- Outline objectives or ways in which you will meet the goals.
- Document specific activities for which you seek funding.
- Identify individuals/roles who will carry out those activities.
- Provide a time frame in which this will take place.
- State how the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
- Outline long-term funding strategies (if applicable) for sustaining this effort.

Evaluation

1. Please describe your criteria for success.
2. What do you want to happen as a result of your activities?
3. How will you measure these changes?
4. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
5. What will you do with your evaluation results?

6. Indicate how and when you will notify the Board of Directors of evaluation results.

Attachments.

Please include the following information with your proposal:

1. The most recent financial statement, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses.
2. An organizational or project budget for current year, including income and expenses.
3. A list of additional funders. List names of corporations and/or foundations from which you are requesting funds or receive funding from, with dollar amounts, indicating which sources are committed or pending.
4. A list of Board members and their affiliations.
 - a. If the Board is to be determined, provide information on the selection process and intentions of solicitation of Board members.
5. A brief description of key staff, including qualifications relevant to the specific request.
6. A copy of your current IRS determination letter of tax-exempt 501(c)(3) status.
 - a. For programs not yet established, proposal must include detailed plans and intent for tax-exemption.

Resources for Peer Recovery Support Services.

- Substance Abuse and Mental Health Service Administration (SAMHSA) – Peer recovery services
- Recovery Support Services – National Institute of Drug Abuse (NIDA)
- Nationally Certified Peer Recovery Support Specialist (NCPRSS) – National Association of Alcoholism and Drug Abuse Counselors (NAADAC)
- National Alliance of Mental Illness (NAMI)
- Minnesota Department of Human Services (<https://mn.gov/dhs/>)

Proposal Process

Letter of Intent

A letter of intent to apply must be received by August 14, 2017.

Proposals must be mailed via USPS and emailed electronically to:

The Victory Fund
Kathy Heimbach, Executive Director
130 West Superior Street, Suite 700
Duluth, MN 55802

Email: kheimbach@thevictoryfund.org
Phone: 218.727.9872 Fax: 218.491.7888
www.TheVictoryFund.org

Selection Criteria

Respondents who indicate innovative, cost effective and sustainable programming will receive priority in selection. Programs must be based in Northeastern Minnesota. Proposals will be reviewed and selection of the award recipient(s) will be made by the Victory Fund Board of Directors.

Timeline

- RFP Q&A Information Session: Wednesday, August 2, 2017
- Letter of Intent due August 14, 2017
- Proposal due September 30, 2017
- Award announcement December 1, 2017

Disclaimers.

Costs. All costs associated with the preparation of a response to this Request for Proposal shall be the responsibility of the respondent. Nothing in this RFP is to be construed as obligating The Victory Fund to make an award or pay for information solicited.

Confidentiality. This RFP and any information supplied by The Victory Fund in connection with its preparation is confidential and must not be disclosed, reproduced, or used in any way, except for the sole purpose of responding to this RFP. Likewise, all information provided by respondents and during negotiations if held, will be regarded as confidential and will not be disclosed to other respondents. Specific confidentiality agreements are anticipated as the process moves forward.

Code of Ethics. Throughout the bidding process, neither the Respondent nor The Victory Fund shall engage in any conduct that could be seen as improperly influencing the Board of Director's decision. The exchange or offering of any money, gift item, personal service or unusual hospitality by either party to the other party is prohibited. This prohibition is equally applicable to the offers, employees, agents or immediate family members of either party. All contact should be through Kathy Heimbach using the contact information noted herein until and unless other direction is provided.

7/7/2017