



STEELE COUNTY
PUBLIC SAFETY & HEALTH COMMITTEE AGENDA
Administration Center – 630 Florence Ave - Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

Wednesday, May 8, 2024 at 8:00 a.m. – Steele County Boardroom

Agenda

1. Opioid Settlement RFP Amount

Information

Department Head Reports

Disclaimer: This agenda has been prepared to provide information regarding and upcoming meeting of the Steele County Policy Committee. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Request for Board Action

Subject: Opioid Settlement RFP Amount

Department: Public Health

Committee: Public Safety & Health

Committee Meeting Date: May 8, 2024

Work Session Date: May 14, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: Yes No

Resolution: Yes No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

Approve up to \$100,000 of Opioid Settlement Funds to go towards Steele County projects that will have a high impact towards the opioid crisis.

Background (*Including Budget Impact*):

Purpose of RFP

The purpose of this Request for Proposals (RFP) is to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice. The goal of this approach is to fund projects in Steele County that will have a high impact and equitably serve communities impacted by the opioid crisis. Multiple applicants may be selected for funding contracts. Through this process, up to \$100,000 could be awarded, with individual projects receiving \$2,000 – \$20,000.

Attachments:

Opioid Settlement RFP

Application Form for Steele County Opioid Settlement RFP



Request for Proposals (RFP)
Steele County Opioid Settlement Funding

Proposal due date: (Insert Date), 2024 at 12:00 p.m.

RFP release: (Insert Date), 2024

Initial information session: (Insert Date), 2024, (Insert Time).

Question and answer session: April 26th, 2024 (Insert Time)

Questions due by: (Insert Date), 2024 at 4:00 p.m.

Steele County Contact

Email: SCPHN@SteeleCountyMN.gov

Phone: 507-444-7650

Overview

Minnesotans have suffered tremendously from the opioid epidemic. Opioid overdose deaths have increased dramatically during the COVID-19 pandemic. Data from the Minnesota Department of Health shows that from 2020 to 2021, opioid-involved overdose deaths increased by 44%. In 2022, Minnesota had an all-time high of 1002 deaths. Fentanyl, a highly potent synthetic opioid, was involved in the majority of fatalities.

Additional data on the opioid epidemic in Minnesota can be found on the [Minnesota Department of Health's drug overdose dashboard](#). Further information on Steele County and the Southeast region in Minnesota can be found in the [Opioid Data Profile](#), linked on the Steele County Public Health webpage.

In 2021, the Office of the Minnesota Attorney General joined a \$26 billion multi-state settlement agreement involving several key distributors and manufacturers of opioid medications, believed to have played a role in fueling the opioid crisis. In 2022, the Attorney General signed on to five additional national settlements with major manufacturers and retail pharmacy chains. Minnesota's share from this "second wave" of settlements could be \$235 million over 15 years, on top of the \$300 million the state will be receiving over 18 years from the "first wave." Steele County's expected portion of the settlement will be approximately \$1.5 million over an 18-year period.

According to the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#), Public Health Departments have been designated as the lead agency and chief strategist in the disbursement of funding. Public health thus has a responsibility to convene multi-sector meetings and lead efforts that build upon local work such as Community Health Assessments.

Settlements with some drug companies have been finalized and legal actions with additional companies are still underway. Up to date information on any changes and further details on the settlement is available from [The Office of Minnesota Attorney General](#).

Purpose of RFP

The purpose of this Request for Proposals (RFP) is to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice. The goal of this approach is to fund projects in Steele County that will have a high impact and equitably serve communities impacted by the opioid crisis.

Multiple applicants may be selected for funding contracts. Through this process, up to \$100,000 could be awarded, with individual projects receiving \$2,000 – \$20,000 (these amounts are used as an example and a placeholder and will be adjusted according to approved amounts).

Schedule

The following is a comprehensive listing of project milestones and duration.

RFP Release	(Insert Date), 2024
RFP Information Session Add Teams Details	(Insert Date), 2024, TIME
Question and Answer Session Add Teams details	(Insert Date), 2024, TIME
Questions on RFP due by	(Insert Date), 2024 at 4:00 p.m.
Proposals due by	(Insert Date), 2024 at 12:00 p.m.
Estimated applicant approval by Steele County Board of Commissioners	(Insert Date), 2024
Estimated project start date	(Insert Date), 2024
Project check-ins	Quarterly (at a minimum)
Estimated project end date	(Insert Date), 2025
Estimated due date for project report	(Insert Date), 2025

Information Sessions

A virtual information session will be held via Microsoft Teams on (Insert Date), 2024 from TIME. This will include a presentation on the RFP by Steele County Public Health as well as the opportunity for questions from potential applicants. This will be recorded and posted on the application webpage (make a page and insert link).

Another virtual question and answer session held on (Insert Date), 2024 from TIME. This will be an opportunity for applicants to ask final questions prior to submission. This session will also be recorded and posted on the application webpage (make a page and insert link).

Any individuals who require an interpreter or other accommodations for either information session, or for application materials, should contact Steele County Public Health at SCPHN@SteeleCountyMN.gov.

Questions

All questions regarding the RFP should be directed to Steele County Public Health via email at SCPHN@SteeleCountyMN.gov or via the information sessions. Questions are due by (Insert Date), at 4:00 p.m.

Questions and answers will be posted on the application webpage (insert link) by (Insert Date), 2024 at 4:00 p.m.

Funding Requirements

Selected organizations will receive funding to complete the following activities:

- Implement an opioid epidemic response project, which must:

- Fall under one of the following main priorities: Prevention, Treatment & Recovery, Criminal Justice, and Harm Reduction
- Be listed in Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) as an allowable abatement strategy
- Participate in, at minimum, quarterly check-ins with the Chief Strategist, Steele County Public Health.
- Present to the Steele County Board of Commissioners at least once during the funding period.
- Complete a final Project Summary Report, with updated organization contact information, an account of the use of funds, and a description of outcomes.

Project Funding

It is anticipated that approximately \$(Insert Amount) will be awarded through this RFP cycle, with individual projects receiving a maximum of \$(Insert Amount). Selected projects will be funded for 12 months (Insert Month 2024 to Insert Month 2025).

Each application may only address one category as listed in Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) (treatment, prevention, and other). Applicants may apply for multiple subcategories and abatement strategies within one category.

Agencies may partner to submit a joint application. A lead agency should be designated and will be responsible for application submission and will hold the contract with Steele County in the event of proposal selection.

Funds may be used for expenses associated with conducting approved activities, including:

- Staffing and benefits
- Staff time to attend conferences, events, and trainings that link to project
- Capital improvements
- Transportation, lodging, meals, and other travel costs that link to project
- Printing and copying
- Education and informational campaigns/outreach materials
- Equipment needed for project
- Youth/community member stipends
- Costs for events are allowable, but the applicant must demonstrate a plan for larger program development/community change that stems from the event
- Other items that serve to further the project goal

For guidance on determining food and travel costs, applicants may utilize the U.S. General Services Administration [Fiscal Year 2024 Per Diem Rates for Minnesota](#). Ineligible costs include direct lobbying expenses.

Upon contracting, Steele County will reimburse grantees for prior-authorized, rendered services only.

Grantees will work closely with Steele County to ensure appropriate expenditures. Grantees must state budget changes via a budget amendment process with grant managers from Steele County.

Eligible Applicants and Projects

Eligible applicants include non-profit and for-profit organizations, faith-based organizations, businesses, and other agencies that serve Steele County residents, including but not limited to health care organizations, neighborhood organizations, youth groups, schools and/or school programs, and other organizations serving a specific affinity group, cultural community, or geographic area.

Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) contains an extensive list of opioid abatement strategies. The strategies listed under each category/subcategory of Exhibit A are eligible to be funded through this RFP. Linked here is another document, [Opioid Abatement Strategies by Sector Guide](#) (developed by Wright County), which can also assist with identifying eligible projects.

Application Submission Instructions

The application documents must be submitted via email to SCPHN@SteeleCountyMN.gov by (Insert Date), 2024 at 12:00 p.m. The documents will be Word/Excel files that applicants can access on the application webpage, download, and modify. Hard copies will be accepted as well, if delivered to Steele County Public Health by the same deadline, at the following address: 635 Florence Avenue, Owatonna, MN 55060.

Upon submission, the proposal cannot be edited.

Evaluation of Proposals

Proposals will be reviewed by an Application Review Team made up of representatives from the Opioid Advisory Team, Steele County, and external partners. The group will objectively review and discuss each proposal. Key components reviewers will be looking for include, but are not limited to:

- Quality, thoroughness, and clarity of the proposal
- Qualifications and experience
- Financial responsibility and the applicant's capacity to meet funding requirements
- Cost of services proposed
- Sustainability of project after funding has ended

Following the review process, the Review Team will make a recommendation to the Steele County Board of Commissioners regarding projects to be funded. The board will make the final funding decisions.

Contract Agreement

Selected proposals, along with the RFP and any counter proposal will be incorporated into a formal agreement after potential negotiations. It is the intent of Steele County to award contracts for a term of (Insert number) months.

Rejection of Proposals

Steele County does not promise to accept the lowest cost proposal and specifically reserves the right to reject any and all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any applicant, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any applicant, or to proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by Steele County.

Application Process

Applicants are required to submit:

- Applicant information
- Organization overview
- Project narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Additional required attachments:
 - Copy of applicant’s insurance policy or waiver request
 - W-9

The applicant information, organization overview, and project narrative will be combined into an application form. The application form and workplan template will be Word documents available on the application webpage on (Insert Date), 2024. The budget and budget narrative must be downloaded and submitted as an .xlsx file using the template, also found on the application webpage. Additional required documents should be submitted as PDFs.

Those seeking to submit their proposal via hard copy must include all the items in one packet, with the applicant information used as a cover page.

Applicants should respond to each question individually and in order, building each response on previous responses so all answers together tell a cohesive story of the project. Each question must be answered in its entirety. The application will be scored according to how well the applicant answers each question.

The application questions below are for informational purposes only. To apply, please download the specified documents from the application webpage and submit them via email.

Applicant Information:

- Legal name of your organization:
- Organization address:
- Organization website:
- Organization contact name:
- Organization contact email address:
- Organization contact phone number:
- Organization director name:
- Organization director email address:
- Organization director phone number:
- Organization financial contact name:
- Organization financial contact email address:
- Organization financial contact phone number:

Section A: Organization Overview (10 points)

- a. Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction.
- b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

Section B: Project Narrative (40 points)

- a. State which category, subcategory(ies), and abatement strategy(ies) from Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) the project addresses. *Each project proposal can only address one category, but may address multiple subcategories and abatement strategies.*
- b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes.
- c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD considered in this project? How does your project address potential barriers to accessing your programming?
- d. Describe how the proposed project will meet community needs. How were those needs identified? How will you ensure that this program is culturally, linguistically, and developmentally appropriate for the proposed community(ies)?
- e. What is the level of staffing for the project? Ensure accountability to carry out workplan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.

- f. How will this project be sustainable beyond the proposed funding period?

Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word or page limit for the workplan. The workplan template is provided as a .docx file; if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Tips for Creating the Workplan:

- Applicants must use the template in Appendix A; it is available as a downloadable file found on the application webpage (insert link).
- Applicants must use a legible font in the Action Plan.
- Applicants must include at least one objective with action steps for each abatement strategy chosen in the project proposal.
- Applicants may add/remove abatement strategies and related objectives and action steps from the template as appropriate to their proposal.
- All objectives must be measurable and include a specific target date (i.e. 7/30/24) by when the objective will be accomplished, as well as how much change will occur (i.e. increase/decrease) and the population addressed (i.e. youth ages 12-17). For further guidance on how to write objectives and action steps, please visit the [Minnesota Department of Health](#).

Section D: Budget and Budget Narrative (10 points)

Applicants must provide a budget for the entire funding period. The template from Appendix B must be used; a downloadable file is available on the application webpage (insert link). The second sheet of the template includes instructions for how to complete the budget.

The budget narrative is included on the budget template. In this section, applicants must provide budget details and justification for expenditures for the entirety of the funding period. If applicable, describe other funding used to support the project.

There is no page limit for the budget or budget narrative. The template is provided as a .xlsx file; if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Section E: Additional Required Attachments

- Attachment 1: Insurance policy
 - *If unable to meet the requirements, must include a written request to waive these requirements.*
- Attachment 2: W-9

Your application will not be accepted without these two attachments.

Application Review Information

This RFP does not commit Steele County to award funds. Submission of an application shall neither obligate nor entitle an applicant to any funding. Steele County reserves the following

rights, to be exercised in Steele County's sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor; 4) to reject any or all applications with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by agenda with RFP, in part or entirely; 7) to award multiple awards to applicants; and/or 8) award reimbursement to a vendor that did not submit an application.

Prior to entering the review process, applications will be screened by the Chief Strategist to determine whether they meet the requirements outlined in this RFP. Submissions that meet all requirements will then be scored by an Application Review Team consisting of 3-5 reviewers. Each application is reviewed and scored out of 80 by each reviewer, and the composite of the scores becomes the application's final score. Applications that do not score above 65 will not be funded. Applications are then brought back to the Opioid Settlement Advisory Team. Using the application's final review score, considerations from the review team, and the availability of funds, the advisory team will make a recommendation to the Steele County Board of Commissioners regarding what proposals to fund. All final grant award decisions will be made by the Steele County Board of Commissioners.

Application Scoring Criteria

The only applications considered by the Application Review Team are ones that contain all elements listed below.

- Applicant information
- Organization overview
- Project narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Additional required attachments:
 - Copy of applicant's insurance policy or waiver request
 - W-9

Selected applicants will be those that most clearly detail the following:

- A clear, comprehensive, culturally relevant, and high-impact plan for addressing the chosen opioid abatement strategies
- Financial responsibility and capacity to meet funding requirements

Individuals on the review team will score the application's Organization Overview (10 points), Project Narrative (40 points), Workplan (20 points), and Budget/Budget Narrative (10 points), creating a total score for the application ranging from 0 to 80 points. The primary decision criterion is the application's final review score and the availability of funds based on other selected projects. Projects recommended by the review team will be brought forth to the Steele

County Board of Commissioners. All final grant award decisions will be made by the Steele County Board of Commissioners.

Appendix A

Opioid Epidemic Response Grant Workplan

Abatement Strategy 1:

Objective 1:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Objective 2:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Abatement Strategy 2:

Objective 1:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Objective 2:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Appendix B

Opioid Epidemic Response Grant Budget	
Date	
Organization Name	
Phone Number	
Email	
Total Amount Requested	\$0.00
Budget Category	
	Insert month, 2024- Insert month, 2025
Salaries and Benefits	
Contractual Services	
Travel	
Operating Supplies	
Other	
TOTAL	\$0.00
Budget Narrative	
Salaries and Benefits	
Contractual Services	
Travel	
Operating Supplies	

Other

APPLICATION FORM

2024 Steele County Opioid Settlement Funding Request for Proposals (RFP)

Steele County is soliciting proposals for community-based initiatives to address opioid misuse and opioid-related fatalities. The contract term for accepted proposals will be (Insert number) months, from (Insert Date) to (Insert Date).

Please see the Request for Proposals document, linked on the application webpage (insert link), for further information and instructions to prepare your application.

Complete and submit this application and all attachments to: SCPHN@SteeleCountyMN.gov.

All applications are due by (insert date), 2024 at 12:00 p.m.

Applicant Information:

Organization Name:			
Mailing Address:			
Website (if applicable):			
Director/Primary Contact Name:		Director/Contact Email:	
		Director/Contact Phone:	
Financial Contact Name:		Financial Contact Email:	
		Financial Contact Phone:	

Section A: Organization Overview (10 points)

- a. Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction.

- b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

Section B: Project Narrative (40 points)

- a. State which category, subcategory(ies), and abatement strategy(ies) from Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) the project addresses. *Each project proposal can only address one category, but may address multiple subcategories and abatement strategies.*

- b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes.

- c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD

considered in this project? How does your project address potential barriers to accessing your programming?

d. Describe how the proposed project will meet community needs. How were those needs identified? How will you ensure that this program is culturally, linguistically, and developmentally appropriate for the proposed community(ies)?

e. What is the level of staffing for the project? Ensure accountability to carry out workplan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.

f. How will this project be sustainable beyond the proposed funding period?

Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word or page limit for the workplan. The workplan template is provided as a .docx file on the application webpage (insert link); if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Section D: Budget and Budget Narrative (10 points)

Applicants must provide a budget for the entire funding period. The template from Appendix B must be used; a downloadable file is available on the application webpage (insert link). The second sheet of the template includes instructions for how to complete the budget. There is no page limit for the budget or budget narrative. The template is provided as a .xlsx file; if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Section E: Additional Required Attachments

- Attachment 1: Insurance policy or waiver request
- Attachment 2: W-9