



Request for Proposals (RFP)

Office of Recovery Services

CDC Overdose Data to Action (OD2A) Grant

Substance Use Navigator Funding

January 11, 2024

RFP Timeline

<i>January 11, 2024</i>	RFP Legal Notice publication in The Boston Globe
<i>January 11, 2024</i>	RFP available online at BPHC RFPs and Bids Boston.gov 10:00 AM EST
<i>January 29, 2024</i>	Applicants can participate in the OD2A Application Information Session Webinar on January 29th from 1:30pm-2:30pm to learn more about the application process. Participation is NOT required.
<i>January 31, 2024</i>	Questions due in writing by 5:00 PM EST on January 31st to: od2a@bphc.org Email Subject: RFP Questions for ORS OD2A
<i>February 1, 2024</i>	Responses to questions available for viewing on BPHC RFPs and Bids Boston.gov by 5:00 PM EST
<i>February 26, 2024</i>	Proposal Due Proposal and required supporting documents due by 5:00 PM EST on February 26th. Submit application and email required supporting documents to od2a@bphc.org and RFR@bphc.org Email Subject: Organization Name – Boston OD2A Navigator RFP Response NO EXCEPTIONS TO THIS DEADLINE
<i>February 29, 2024</i>	BPHC completes any optional interviews with agencies about their proposals.
<i>March 1, 2024</i>	Notification of Decision Desired date to notify selected organizations, however, BPHC has the discretion to extend this date without notice. BPHC will email each awarded organization a subaward agreement for review, and to be completed and signed within 14 days

Introduction

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

The Centers for Disease Control awarded Boston a grant, [Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities](#). This grant expands evidence-based interventions and seeks to reduce overdoses and use data to better serve communities at high risk. The Office of Recovery Services (ORS) at the Boston Public Health Commission (BPHC) is implementing the Boston OD2A Project and its contracts. Boston OD2A is comprised of multiple interventions; funding substance use navigators in community health centers, increasing naloxone distribution, expanding professional training, and boosting City data operations. The Project focuses on serving priority populations, people experiencing homelessness, Black and Latinx residents, and the re-entry population.

Boston OD2A goals include:

- Reduced overdose burden
- Improved outcomes for SUD patients at target community health centers
- Improved health system and clinician capacity to provide care for OUD and SUD
- Increased number of PWUD engaged in care and harm reduction services
- Increased capacity related to overdose prevention and access to naloxone
- Expanded use of data to drive prevention actions that are community/population appropriate

The BPHC OD2A grant seeks to award three Community Health Centers (CHC) in the City of Boston to employ one Substance Use Navigator each who will advance project goals, including its focus on priority populations. This funding is targeting health centers operating in Dorchester, Roxbury, South End, East Boston, and Mattapan. BPHC has selected these neighborhoods based on opioid overdose and demographics data, in alignment with the agency mission to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities. From 2020-2022 combined, the average annual opioid overdose mortality rate for Black and Latinx residents was 66% and 31% higher than white residents, respectively. The leading cause of premature deaths among male Black and Latinx residents for 2017 through 2021 combined was accidents, with opioid overdoses accounting for most of these deaths.

BPHC will award up to \$150,000 a year to three Boston-based Community Health Centers (CHC) for 5 years, following a cost-reimbursement structure. Funding for years 2-5 is not guaranteed but depends on performance in meeting OD2A grant deliverables and continued CDC OD2A funding. Only one application will be considered per organization.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston’s living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE),Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit(MNPO), Women Non-Profit(WNPO), Minority Women Non-Profit(MWNPO) and local businesses to apply to this RFP.

Scope of Work

BPHC expects Community Health Centers that receive CDC OD2A funds will hire and support Substance Use Navigators who will conduct the following activities in health care and community

settings:

- Collaborate with City government and other community partners to market substance use navigation services and extend their reach, and establish referral pathways;
- Receive referrals from public safety, community, and healthcare agencies.
- Engage with and screen patients into substance use navigation services, with a focus on the four OD2A priority populations;
- Make patient referrals to medical, behavioral health and human services providers at the health centers for needed services such as primary care, medicine for opioid use disorder, and other substance use and mental health care;
- Make warm referrals to needed services at other community healthcare and social service providers, including hospitals, substance use treatment programs, providing transportation support to patients as needed;
- Connect patients to educational, housing, food access, and other social services at community-based agencies, providing transportation support to patients as needed;
- Support retention in care, long-term recovery management, and re-engagement in care through ongoing follow-ups and tracking;
- Disburse overdose prevention supplies (e.g., naloxone, fentanyl test strips, prevention literature) within the health center and at community sites;
- Partner with BPHC and Boston Emergency Medical Services (EMS) to respond to emerging substance use trends according to data, preventing overdoses among patients and other residents of the City of Boston;
- Participate in required onboarding activities and OD2A training;
- Participate in a monthly learning community with other community health centers, sharing opportunities and best practices, engaging in shared problem-solving, and listening to guest speakers and trainings.
- Collect and submit grant required service and outcome data as part of the OD2A evaluation;
- Meet regularly with BPHC OD2A staff to discuss grant administration, service delivery, etc;

BPHC expects OD2A-funded Community Health Centers to prioritize hiring candidates for the Substance Use Navigator role who:

- Are bilingual and demonstrate cultural competency working with the OD2A priority populations (homeless/unhoused, Black and Latinx, people who are incarcerated or transitioning out of incarceration)
- Exhibit an aptitude for thinking creatively in their engagement and support of individuals as they navigate through the challenges of substance use and recovery

- Have previous experience working in the field of substance use and commitment to learning more about the following subjects within the first 3 months of employment with the support of BPHC:
 - Characteristics and examples of evidence-based treatment;
 - Harm reduction approaches and interventions;
 - Recovery-oriented systems of care and the landscape of such services in Boston; medicine for opioid use disorder and where patients can get access MAT within Boston; and other forms of treatment (e.g., cognitive behavioral therapy, contingency management).
 - Best practices in serving the re-entry population

BPHC will work with the community health centers and navigators to support their ongoing professional training, including navigation and knowledge about community resources. Boston OD2A funds the Grayken Center for Addiction at Boston Medical Center, who will provide training and support around Office Based Addiction Treatment. Massachusetts League of Community Health Centers is a key strategic partner. BPHC Community Health Education Center offers formal training to community health workers on a broad set of competencies, including culturally appropriate health education and outreach, and how to navigate health and human service systems.

BPHC Requires OD2A-funded CHCs to:

- Encourage and support all relevant staff to participate in Grayken Center trainings on topics such as medicine for opioid use disorder, and how to reduce overdose mortality and morbidity among OD2A priority populations and the broader City of Boston.
- Collaborate with BPHC and the Grayken Center on assessing the health center OBAT program. If needed, participate in technical assistance around how to enhance the program, leveraging OD2A resources.
- Follow all required BPHC and CDC OD2A Grant Terms and Conditions.
- Ensure that all relevant staff attend a grant kick-off webinar.
- Ensure that the staff responsible for submitting invoices will attend an invoicing and reimbursement webinar hosted by BPHC.
- Demonstrate a commitment to Substance Use Navigator voices being heard at the decision-making level of their organization.
- Support BPHC in conducting OD2A evaluation activities, which may include, but is not limited to:
 - Providing updates about implementation to BPHC for tracking, such as hiring, training, and service provision.
 - Participate in up to four interviews per year with the OD2A evaluator, to discuss successes, challenges and other key program information.
 - Share electronic medical records data on participants in the substance use navigator intervention. For example, data on demographics and membership in OD2A priority populations, navigator service utilization and referrals, and long-term outcomes.
 - Provide additional implementation data such as navigator patient encounters, and number/type/and location where harm reduction supplies are distributed.

- Submitting monthly reports on above metrics to BPHC.
- Assisting BPHC in gathering data from communities served.
- Organization must have an active SAM.gov registration prior to invoicing. Organizations must register on SAM.gov within 30 days of the agreement being executed. (Registration process takes 30 days for new registrants). BPHC recommends applicants register with SAM by the time they submit their RFP application to BPHC.

Minimum Qualifications

Applicants must be Community Health Centers (CHCs) that reside in at least one of the following Boston neighborhoods: Dorchester, Roxbury, South End, East Boston, and Mattapan. BPHC will accept only one application per community health center. Additional qualifications include:

- Demonstrated expertise in supporting patient navigators to help connect people to needed healthcare and social services in both health care and community settings.
- Demonstrated capacity to outreach to and serve people who identify as homeless/unhoused, Black and/or Latinx, and who are incarcerated or transitioning out of incarceration.
- Demonstrated expertise in serving people experiencing substance use and behavioral health disorders with a harm reduction approach. Alternatively, a commitment to training and implementing harm reduction practices is acceptable.
- Existing partnerships with substance use treatment programs and services, community service organizations businesses, local hospitals, etc.
- Demonstrated knowledge of, and network of, relationships in the respective neighborhood.
- Familiarity with referral services and directories, such as the City’s 311 and PAATHS programs, the Massachusetts Substance Use Helpline, and 211HelpSteps.
- Familiarity with the continuum of services offered by the BPHC Recovery Services Bureau.
- Capacity to manage a cost-reimbursable grant, including tracking all grant expenses separate from other organizational expenses; and confirm ability via BPHC Financial Capability Form (must be submitted along with application – included below).

Period of Performance

The anticipated period of performance will be April 1, 2024, through August 31, 2024. The grantees will be funded for a year initially with the opportunity to renew funding for up to four more years based on performance.

Proposal Requirements

To be considered for funding, the proposal must include the following in this order:

1. Complete OD2A Funding Proposal-12-point, Calibri font. **Must not exceed the page limits of each section and must not exceed limit of 10 pages total. Text that exceeds page limits will not be reviewed.**

2. Resumes or Curriculum Vitae (CV) for all supervisors taking lead on the project.
3. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service and a detailed, narrative budget justification for each budget line.
4. If you are an LLC, please provide the appropriate documentation along with your proposal.
5. Certified Vendors (CUBE) must submit a copy of certification along with your proposal.

Submission Instructions

Submit proposals to: BPHC OD2A Team OD2A@bphc.org Cc: RFR@bphc.org

Proposals must be received no later than 5:00 PM on February 26, 2024

There will be no exceptions to this deadline.

RFP response and supporting documents (listed below) sent via email to od2a@bphc.org and RFR@bphc.org. Supporting documents:

1. Completed and signed BPHC Financial Capability Form
2. Applicant's proposed program budget. Please use attached budget form and submit budget narrative to explain each cost (budget narrative cannot exceed 500 words).

OD2A Funding Proposal

Section 1: Cover Sheet with Applicant Organization Information (does not count towards page limit)

1. Name of Organization:
2. Organization Physical Address:
3. Mailing Address, if different from physical address:
4. Contact Person Name and Position:
5. Contact Person Email Address and Phone Number:

Section 2: Proposal Narrative (Page Limit: 10 Pages)

- ***Please answer the following questions within the required page limits. Reviewers will not consider text beyond the page limits.***
 - ***Points per question for application scoring listed***
6. Describe 1) your organization's mission and core substance use services, 2) Boston neighborhoods served, and 3) the population(s) that your organization serves, including but not limited to Black and Latinx populations, and people experiencing homelessness or re-entering society from incarceration. Include a breakdown of the percent of your patient population that are Black, Latinx, experiencing homelessness, and transitioning from incarceration. **Limit: 2 Pages (20 points)**
 7. Describe your organization's experience supporting patient navigators to 1) help connect people to substance use services, 2) support people to engage or re-engage in treatment, 3)

connect with needed healthcare and social services in both health care and community settings, and 4) implementing harm reduction activities for patients and in the neighborhoods served. **Limit: 2 Pages (10 points)**

8. Describe how your organization will leverage internal resources and services, as well as existing partnerships with substance use treatment programs and services, community service organizations, businesses, local hospitals, and state and local health departments to connect patients from the four OD2A priority populations with substance use, social and medical care and services? **Limit: 1 Page (10 points)**
9. Describe how your organization will leverage funding for the OD2A Substance Use Navigator to accomplish the following **for the four OD2A priority populations: Limit: 3 Pages (25 points)**
 - 1) Reduce overdose burden among patients and community members
 - 2) Improve outcomes for SUD patients
 - 3) Improve health system and clinician capacity to provide care for OUD and SUD
 - 4) Increase number of PWUD engaged in care and harm reduction service
 - 5) Increase capacity related to overdose prevention and access to naloxone
 - 6) Expand use of data to drive prevention actions that are community/population appropriate
10. Provide an overview of how your organization will support the OD2A Substance Use Navigator to meet OD2A grant requirements, including 1) outreach, engagement and connection to care/services for priority populations, 2) participation in OD2A onboarding and training, 3) ongoing coordination and collaboration with BPHC OD2A staff to respond to emerging substance use trends, and 4) required OD2A data collection and submission. Please describe the structure for the supervision of and integration of the OD2A Substance Use Navigator into existing organizational programs and services. **(Limit 1 Page) (25 points)**
11. Please note the total amount of funding requested. Applicants may request up to \$150,000. Please complete the attached budget template or submit a document that includes all details outlines in the budget template. In addition to the line item breakdown, please provide a narrative budget justification for each budget line. The maximum allowable Indirect Costs Rate, or overhead costs rate, is 10% of [Modified Total Direct Costs](#) unless your organization has a Federally Negotiated Rate Agreement. If your organization has one please submit it with your application. **(Does not count towards page limit) (10 points)**
12. Briefly describe your organization’s experience managing a federal cost-reimbursable grant. **(Does not count towards page limit. Limit: 100 words)**