

Revised Proposal Format **Requirements**

The following items is the proposal format requirements that shall be submitted in completeness. Please use this as the application checklist. This will ensure all parts of the proposal is submitted as required.

Agencies must submit; one original printed and signed proposal, with an electronic copy of exact proposal on an USB flash drive, that is a minimum twelve point in font, single-spaced, two-sided, have one-inch margins, three-hole punched on the left side, with numbered tab dividers for each part, attachments, and appendices. All pages must be numbered, and tab dividers must be legible and be included in a table of contents at the beginning of the Request for Proposal. Submitted proposal and supporting documents must be bound using single binder clips ¾ inch or larger per copy. Proposals shall not include undersized clips, staples, rubber bands or ring binders. The original proposal copy shall be provided on a flash drive in a labeled and secured envelope or sleeve.

Tab One. Letter of Introduction (Maximum of One Page):

Please provide a letter of introduction containing a summary of agency's ability to perform the services described in the RFP and confirms that the agency is willing to perform these services and enter a contract with the County. This letter must provide the names, title, phone, fax, and email address for the person authorized to provide technical clarification regarding the proposal. This letter must be signed by an officer authorized to contractually obligate the submitting agency.

Tab Two. Proven Experience for Organization (Maximum of Two Pages per Project):

1. Organization Experience

- Please provide a brief description of past strategies/campaigns the agency has developed related to health awareness/opioid misuse disorders/issues. Please include a minimum of three maximum of five projects. Please include the specific cause, targeted population, message, the agency/government entity the project was for, how the message/project was delivered (social media, educational seminar, billboards, etc.) and year the project was launched. Please provide a sample of work for each project.
- Please include a point of contact person for the agency/government entity for each project. Please include a phone #, email address and physical address. * **Please note the agency/government entity may be contacted as a reference. Only include a point of contact that can be verified and contacted.**

Tab Three. Key Team Members (Maximum of One Page per Resume):

1. Project Manager Qualifications

- Please provide resume of project manager assigned to the project. This person will serve as the main point of contact for the County during the program.

2. Proposed Team Members

- Please provide resumes of key team members that will be assisting in the project. ***Please note proposed team members shall show minimum of two years of experience providing the scope of work requirements.**

Tab Four. Proposed Project(s) and Approach (Maximum of Ten Pages):

Provide a detailed description of the intended approach associated with the implementation of the Scope of Work This would include, but is not limited to, the following topics:

1. Program Promotion and Strategy(s)

- Provide a detailed description of the project/strategy addressing the identified scope of work.
- Describe the proposed strategies in which the campaign/awareness will be conveyed to the target audience that are appropriate. Please include the specific target population. Provide your agencies capability to provide strategies in multiple languages. Please provide a sample of the conveyed messaging to show an understanding of the current trends of opioid use and overdose data. The sample can include logos, campaigns, media messaging etc.

2. Community Involvement

- Describe the process and/or philosophy of incorporating consumer and community input (for example, focus groups, demographic research, surveys)..

3. Obstacles

- Describe strategies to address obstacles the agency may have when conveying the message/education program.

4. Best Practices

- Please include any innovative strategies proposed, and innovative strategies currently used by your organization.

5. Current Relationships/Capabilities

- Please provide a list of current relationships and outreach capabilities. The list can include community-based organizations, non-profit organizations, and other non-government organizations they have or are currently working with to demonstrate their outreach capabilities. It is also encouraged to include a list of media organizations the agency has or is working with currently to understand what level of outreach and messaging would be included.

Tab Five. Project Deliverables (Cost) with Estimated Timeline:

Please include detailed service pricing. List the service and the fee associated with it. Please include an estimated work hours to complete the service. You may add additional lines for service.

For services not included in the Scope of Work, please include an hourly rate for other tasks.

*If Additional Task Orders need to be issued that are not associated with the Scope of Work, Task Order will have to be approved by appropriate authority.

Please include an estimated timeline to deliver proposed service and project deliverables for a multi-year contract not to exceed three years.

The following format shall be used:

	Estimated Hours to Complete Service	Fee
Service Year One		
1. Service or Project Deliverables		\$
2. Service or Project Deliverables		\$
Total for Year One		\$
Service Year Two		
1. Service or Project Deliverables		\$
2. Service or Project Deliverables		\$
Total for Year Two		\$
Service Year Three		
1. Service or Project Deliverables		\$
2. Service or Project Deliverables		\$
Total for Year Three		\$
Project Total		\$
Media Placement	/per year	\$ /Hourly Rate
*Other Task not listed in the Scope of Work (Hourly Rate)		\$ /Hourly Rate

Tab Six. Required Forms:

- Attachment A- Sworn Statement of Public Entity Crimes
- Attachment B- Conflict of Interest Certification
- Attachment C- Request for Proposal Acknowledgement
- Attachment D- Suspension/Debarment Certification
- Agency showing proof of financial stability to include Audit Report **and** Management Letter, or Financial Statement* (Financial Statement is acceptable if agency audit is not required.) Balance Sheet & Income Statements. Last year to present.