

State of New Hampshire

Department of Justice



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Attorney General

Residential Substance Abuse Treatment

Request for Proposals (RFP)

Release Date: January 10, 2020

Proposals Due: 4:00 p.m. February 14, 2020

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Part 1. Residential Substance Abuse Treatment

The New Hampshire Department of Justice (NHDOJ) is the State administering agency for the Residential Substance Abuse Treatment Program. The goal of the New Hampshire Residential Substance Abuse Treatment program is to supply funding to jails and prisons to treat people that are incarcerated that are diagnosed with Substance Abuse Disorder with an emphasis on a holistic approach to transitioning from residential treatment to community-based services.

PROGRAM-SPECIFIC REQUIREMENTS

- 1) Jail-based programs must engage participants for at least three months and must make an effort to segregate the participants from the general jail population to the extent it is feasible.
- 2) Pursuant to 34 U.S.C. 10422(c), in order to be eligible for RSAT funding the subgrantee must ensure that individuals who participate in the program are provided with aftercare services. These services must involve coordination between the correctional facility and other social service and rehabilitation programs such as education and job training, parole/probation supervision, halfway houses, self-help, and peer group programs. Failure to comply with the aftercare portion of the grant requirement will render the subgrantee ineligible for funding, which may result in the subrecipient being required to repay any grant funding previously expended.
- 3) Prison-based programs must engage participants for a period between six months and twelve months, and must segregate the treatment group from the general population for the duration of the program.
- 4) Random drug testing is mandatory, both during residential treatment and once the participant is released into the community.
- 5) Fidelity to evidence-based substance use disorder treatment modalities is required.

Part 2. Eligibility

Funding under this program is limited to county and state correctional facilities in the State of New Hampshire with accommodations for supervision and aftercare following release.

Part 3. Award

If the State decides to award a contract or contracts as a result of this RFP process, any award is contingent upon approval by Governor and Executive Council of the State of New Hampshire. Awards will be determined by the calculation of the reported budgets and available funding. Awards will be adjusted based on the number of awards granted and how much funding a program will need to accomplish their goals. A committee will be selected by the NHDOJ to score the applications and to determine the amounts of each subgrant if more than one is awarded. The total amount of funding available is \$134,464. Once all applications are received, the committee will determine, using scores and the amount of funding applied for, the equitable

distribution of all available funding. The NHDOJ will require the successful applicant(s) to execute a fixed price contract using the terms and conditions of the State of New Hampshire Grant Agreement form contract which is attached as an appendix. While the NHDOJ may consider minor modifications of this form during negotiations, the State will not accept material changes from this form agreement. To the extent that an applicant believes that exceptions to the standard form contract will be necessary for the vendor to enter into the agreement, the applicant should note those exceptions during the applicant inquiry period. The NHDOJ will review requested exceptions and accept or reject the same at its sole discretion. If the NHDOJ accepts an applicant's exception the NHDOJ will at the conclusion of the inquiry period, provide notice to all potential vendors of the change to the Grant Agreement and indicate that the change is available to all potential applicants. Any exceptions to the standard form contract that are not raised during the vendor inquiry period are waived. In no event is an applicant to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

If an award is made, it shall be made based upon evaluation of the submitted applications in accordance with the review process outlined in Part 7 below. The award will be based upon criteria, standards, and weighting identified in Part 7 of this RFP.

The Term of the Grant Agreement will be upon date of Governor and Executive Council approval and no later than September 30, 2022.

Part 4. Application Submission, Deadline, and Location Instructions

Applications submitted in response to this RFP must be received by the NHDOJ Grants Management Unit no later than the time and date specified in the schedule of events section listed herein. Applications must be submitted electronically via e-mail. Proposals must be addressed to:

Grants.Apps@doj.nh.gov

Travis Teeboom, Grants Management Unit Applications

must be clearly marked as follows:

**STATE OF NEW HAMPSHIRE
RESPONSE TO RFP: RSAT 2020-01
Residential Substance Abuse Treatment Program**

Unless waived as a non-material deviation in accordance with Part 10, late submissions will not be accepted. Delivery of the application shall be at the applicant's expense. The time of receipt shall be considered when an application has been officially documented by the NHDOJ, in accordance with its established policies, as having been received at the location designated above. The NHDOJ accepts no responsibility for mislabeled mail, mail that is not delivered or undeliverable for whatever reason. Any damage that may occur due to shipping shall be the applicant's responsibility.

Part 5. Schedule of Events

The following table provides a schedule of events for this RFP through contractor negotiations. The NHDOJ reserves the right to amend this schedule at its sole discretion and at any time through a published addendum.

EVENT	DATE	LOCAL TIME
RFP Released	1/10/2020	
Applicant Inquiry Period Ends	1/24/2020	4:00 p.m.
Final NHDOJ Responses to Applicant Inquiries	2/7/2020	4:00 p.m.
Applicant(s) Submit Applications	2/14/2020	4:00 p.m.
Oral Interviews	TBD, as necessary	
Estimated Notification of Selection	5/15/2020	

Part 6. Application Inquiries

All inquiries concerning this RFP, including but not limited to requests for clarifications, questions, and any changes to the RFP shall be submitted via email to the following RFP designated Points of Contact: To: Travis.Teeboom@doj.nh.gov

Inquiries must be received by the NHDOJ's RFP points-of-contact no later than the conclusion of the applicant inquiry period (see schedule of events section, herein). Inquiries received later

than the conclusion of the applicant inquiry period, shall not be considered properly submitted and may not be considered.

The NHDOJ intends to issue official responses to properly submitted inquiries on or before the date specified in the schedule of events section, herein; however, this date is subject to change at the NHDOJ's discretion. The NHDOJ may consolidate and or paraphrase questions for sufficiency and clarity. The NHDOJ may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the NHDOJ. Official responses by the NHDOJ will be made only in writing by the process described above.

All steps of the process, from the issuance of the RFP through the selection of awardees, will be treated as confidential, pursuant to state procurement rules. The results of the RFP process will be made public as of the date of the Governor and Executive Council approval meeting.

Part 7. Selection Criteria and Award Process

An award or awards will be made based on a competitive scoring process and are subject to the approval of the Attorney General and the Governor and Executive Council. This is a competitive application process. NHDOJ Grants Management staff will do an initial review of all proposals for compliance. A panel of NHDOJ staff and one or more members from outside the NHDOJ will review and score all compliant applications.

Scoring Values:

Problem Statement-10 Points

Program Narrative-65 Points

Budget & Budget Narrative-15 Points

Data Collection and Reporting-5 Points

Sustainability-5 Points

Maximum total points – 100

Problem Statement: (10 Points) - A problem statement establishes the rationale for a project by clearly identifying the gap or problem within a specific community. A problem statement should determine the focus an organization will take by addressing the particular needs of a specific target audience through a very distinct project. The program statement should also explain what the community requires or what it is lacking, and defines the underlying issues the applicant is addressing. Ultimately, the problem statement should answer the questions, "What is the problem or need?" and "How do you know it's a problem?" The problem statement should be focused to your organization's area of jurisdiction. Please include most recent statistical data to support your claim.

Program Narrative: (65 Points) - The program narrative must contain descriptions of key programmatic components that demonstrate the implementation of Evidence-Based Treatment modalities, structured schedules within the jail/prison setting for program participants, and descriptions of aftercare programming. Providing supervised aftercare is a requirement of RSAT funding. Another mandatory requirement is random drug testing before, during and after RSAT programming. The application should include the schedule of random drug testing, a detailed description of aftercare services, and an outline of Medication Assisted Treatment that will be available to participants.

- Examples of evidence-based practices can be found at <https://www.samhsa.gov/ebp-resource-center> and must be implemented in an RSAT-funded program.
- Aftercare: Supervised release that includes aftercare is mandatory for RSAT-funded programs. Aftercare includes community-based substance use disorder treatment, case management that includes assistance with enrolling in Medicaid, social security and other financial supports and random drug testing.
- Medication-Assisted Treatment: Medication-assisted treatment may include Suboxone, Vivitrol, Naltrexone, Methadone, Antabuse or other physician-prescribed medications that assist in treatment.

Budget & Budget Narrative: (15 Points) - The budget may include the following: Personnel, Benefits, Travel, Contractual, Supplies, Other and Indirect Cost, if applicable. There is also a match requirement. **(Supplanting funds is not allowable)**

- a. Personnel: Licensed alcohol and drug abuse counselor and/or staff hired specifically for the RSAT program are an allowable use of grant funds. Replacing an employee's county/state funded salary with federal funds is prohibited. Key Personnel and or official positions anticipated to being paid through federal RSAT grant funds or reported in-kind match must be listed.
- b. Benefits: Employer contributions only of federal income tax, social security, Medicare, health insurance, life insurance and other employer obligations.
- c. Travel: In-state travel may be reimbursed to employees traveling on RSAT- related business.
- d. Contractual: Contracts with service providers such as drug and alcohol treatment facilities, drug-testing labs, and other RSAT related providers will be budgeted under the contractual line. Procurement of contractual services must conform to the applicant's

procurement policies.

- e. Supplies: Items under this budget line include office supplies, textbooks, copy paper and other consumables for use only with approved RSAT programming.
- f. Other: This budget category includes any items/services that do not fit under any other budget line. The use of this budget category should be limited.
- g. Indirect: Indirect Costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. Refer to 2 CFR § 200.414 - Indirect (F&A) costs for additional information. *If Indirect Cost are included in the budget, a copy of the most recent approved indirect cost rate must be provided with the application.* If an indirect cost rate has not been approved, refer to 2CFR 400.414 “de minimis” rate.

MATCH:

RSAT funding requires a 25% match. The two kinds of acceptable match are the following:

- 1) Third party in-kind match (soft) includes, but is not limited to, the valuation of non-cash contributions. “In-kind” may be in the form of services, supplies, real property, and equipment.
- 2) Cash match (hard) includes cash spent for project-related costs. An allowable cash match must include costs, which are allowable with Federal funds, except acquisition of land, when applicable.

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient’s Share	=	Required Match
Example					
Match Requirement - 75/25 (Federal/Recipient) Federal Award = \$100,000					
Step 1	\$100,000	÷	75% Federal Share	=	\$133,333
Step 2	\$133,333	x	25% Recipient’s Share	=	\$33,333

Failure to meet the match requirement will result in forfeiture of federal funds and/or invoicing of the missing match to be paid to the US Department of Justice by the subrecipient.

Data Collection and Reporting: (5 Points)

A plan for collecting the data is required for this RFP. NHDOJ will require each successful subrecipient to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under Program Narrative. Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding. Applicants are not required to submit performance data with the application.

Sustainability: (5 Points)

As federal funding is generally considered ‘seed money’, successful application should include a description of how the organization intends to continue efforts initiated through this request at the conclusion of the grant period. Subrecipients are encouraged to leverage other grant funding and existing resources already in the community to help in strengthening and sustaining the proposed program. Explain the applicant’s plan for sustainability of the proposed project should federal RSAT funds are no longer be available for reimbursement.

Applicants with the highest scores will be considered for funding.

IMPORTANT:

The Bureau of Justice Assistance of the U.S. Dept. of Justice requires that “inmates” participating in the RSAT program are placed in a separate “facility” or “dedicated housing unit” in the facility exclusively for the use by RSAT participants from the general correctional population. A Letter of Certification must be submitted with this application signed by an authorized personal that this requirement is currently being followed or will be followed prior to the start of the grant period.

Part 8. Oral Interviews

If the NHDOJ determines that it is appropriate, applicants may be invited to oral interviews. The NHDOJ retains the sole discretion to determine whether to conduct oral interviews and how many interviews to conduct. Applicants are advised that the NHDOJ may decide to conduct interviews with less than all responsive vendors.

The purpose of oral interviews is to clarify and expound upon information provided in the

written applications. Applicants are prohibited from altering the basic substance of their applications during the oral interviews. The NHDOJ may ask the applicant to provide written clarifications of elements in their applications regardless of whether it intends to conduct oral interviews.

Information gained from oral interviews will be used to refine scores assigned from the initial review of the applications.

Part 9. Unallowable Costs

- ❖ Excess funds to pay for administrative management of the grant
- ❖ Purchase of materials other than what is required by curricula and drug testing
- ❖ Construction or modification of jail/prison facilities
- ❖ Furniture/equipment
- ❖ Rewards/incentives for participants
- ❖ Food/beverages
- ❖ To financially support nonprofit or private organizations

Part 10. Additional Terms

- a. RFP Addendum -The NHDOJ reserves the right to amend this RFP at its discretion, prior to the application submission deadline. In the event of an addendum to this RFP, the NHDOJ, at its sole discretion, may extend the application submission deadline, as it deems appropriate.
- b. Public Disclosure - Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a grant agreement. On the closing date for responses, the NHDOJ will post the number of responses received with no further information. At least 5 business days prior to submitting the proposed contract to the Department of Administrative Services, the NHDOJ will post the rank or score for each responding vendor on its website.

The content of each application shall become public information upon the award of any resulting contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>).

- c. Non-Commitment - Notwithstanding any other provision of this RFP, this RFP does not commit the NHDOJ to award a grant. The NHDOJ reserves the right, at its sole discretion, to reject any and all applications, or any portions thereof, at any time; to cancel this RFP; and to solicit new applications under a new acquisition process.
- d. Ethical Requirements - From the time this RFP is published until a contract is awarded, no applicant shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any applicant that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any applicant who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from applying for funding under the RFP, or similar request for submission and every such applicant shall be disqualified from applying under any RFP or similar request for submission issued by any state agency. A applicant that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.
- e. Validity of Application/Applications: Applications must be valid for one hundred and eighty (180) days following the deadline for submission of applications in schedule of events, or until the effective date of any resulting contract, whichever is later.
- f. Proposal Preparation Cost - By submitting an application, the applicant agrees that in no event shall the NHDOJ be either responsible for or held liable for any costs incurred by an applicant in the preparation of or in connection with the application, or for work performed prior to the effective date of a resulting contract.
- g. Application Submission Requirements - Applicants are permitted to submit only one (1) application in response to this RFP.
- h. NHDOJ Rights - The NHDOJ reserves the right to waive minor or immaterial deviations from the RFP requirements, if deemed to be in the best interest of the State.

Part 11. Contact Information

From the date of release of this RFP until an award is made and announced regarding the selection of an applicant, all communication with personnel employed by or under contract with the NHDOJ regarding this RFP is forbidden unless first approved by the RFP point-of-contact listed in the application inquiries section, herein. NHDOJ employees have been directed not to hold conferences and/or discussions concerning this RFP with any contractor during the selection process, unless otherwise authorized by the RFP point of contact. Questions related to this request for grant proposals should be sent to the RFP point of contact Travis Teeboom, Grant Manager, at Travis.Teeboom@doj.nh.gov or (603) 271-8091.