



DEPARTMENT OF  
HUMAN SERVICES

# Substance Use Disorder Community of Practice Request For Proposal Responder's Conference

January 18, 2023

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Behavioral Health, Housing, and Deaf & Hard of Hearing Services Administration

# Responder's Conference Agenda

- RFP Review
- RFP Form Review and Instructions
  - Proposal Requirements Form
  - Excel Budget Workbook
- Q & A

# RFP Purpose and Scope of Work

The purpose of this solicitation is to seek proposals from qualified Responders to support the State in the development of the [Substance Use Disorder Community of Practice](#). The community of practice will be a dynamic, autonomous group of participants engaged in active collaborative discourse.

- The purpose of this Request for Proposals (RFP) is to create a culturally-responsive Substance Use Disorder Community of Practice (SUD CoP) to improve treatment outcomes for individuals with substance use disorders and to reduce disparities by using evidence-based and best practices through peer-to-peer and person-to-provider interactive learning. ([Minnesota Statutes 2021, Chapter 254B.151](#))
- Grant funding through this RFP will focus on initiation and facilitation of the SUD CoP meetings, recruitment and retention of individuals disproportionately impacted by substance use disorders, identification of challenges in providing a higher quality of care for substance use disorders and developing reports with recommendations.
- The SUD CoP will be established in consultation with substance use disorder subject matter experts to carry out identified objectives. This community of practice will consist of people who are engaged in the field of SUD treatment and prevention in any capacity including but not limited to consumers, providers, family members, researchers, recovery peers and advocates. The group may issue reports and recommendations to the legislative chairs and ranking minorities of committees in both local and regional governments.

# Background

- The Minnesota Legislature recently called for the creation of a Substance Use Disorder (SUD) Community of Practice (CoP) to improve treatment outcomes for individuals with substance use disorders and to reduce disparities by using evidence-based and best practices through peer-to-peer and person-to-provider sharing. ([Minnesota Statutes 2021, Chapter 254B.151](#))
- A community of practice is established when multiple people, who share a common concern or goal, strive to learn from each other and engage in practices that lead to furthering their goals in a better way as they interact regularly.

# Grantee Activities- Tasks and Deliverables #1

## 1) Facilitate SUD CoP meetings including the following tasks:

- a. Attend pre-meeting strategy and planning sessions with identified DHS staff;
- b. Create meeting agendas;
- c. Take meeting notes to create an analysis of each meeting and furnish both meeting notes and analysis to DHS. Note-taking to start once current contract with Alliant ends;
- d. Provide full tech support including, but not limited to sharing polling questions and results during meetings, addressing noise disruptions, etc.;
- e. Maintain active list of participants in COP;
- f. Continue to seek participation from all stakeholders involved/ impacted by SUD in MN.

# Grantee Activities- Tasks and Deliverables #2

- 2) Recruit consumers and family members who have used SUD treatment services to highlight the voices and experiences of people who are Black, Indigenous, people of color, and people from other communities that are disproportionately impacted by substance use disorders and co-occurring disorders. Co-occurring disorders are not limited to mental health disorders. In addition, recruit external participants (excluding government agencies) where representation is low or missing.

# Grantee Activities- Tasks and Deliverables #3

- 3) In collaboration with members of the SUD CoP, identify challenges faced in implementing ASAM criteria on both a national and state level with a focus on the following and the role these factors play in providing a higher quality of care when provided in combination with SUD treatment services:
  - a. Support services (supported employment, housing, life-skills, trauma-informed care);
  - b. Integrated care (receiving other needed health or behavioral health services with SUD treatment);
  - c. Culturally-specific models (addressing barriers to care due to culture);
  - d. Person-centered care (focusing on the elements of care, support and treatment that matter most to the patient, their family and their caregivers);
  - e. Any additional challenges implementing ASAM criteria.

# Grantee Activities- Tasks and Deliverables #4

- 4) Develop reports with recommendations/outcomes including but not limited to the following topics addressed after community of practice meetings:
  - a. Gaps in substance use disorder treatment services;
  - b. Collective knowledge of issues related to substance use disorder;
  - c. Evidence-based practices, best practices, and promising approaches to address substance use disorder;
  - d. Strategic plans to improve outcomes for individuals who participate in substance use disorder treatment and related services in Minnesota;
  - e. Challenges and opportunities learned by implementing strategies; and
  - f. Capacity for community advocacy.



# Ideal Responder Qualifications

## **The ideal Responder will have the following qualifications:**

- Experience with community-based research;
- Experience with profit and non-profit organizations;
- Experience working with the communities they serve and must culturally align with the communities they are serving for the work to be culturally competent, keeping in mind diversity and inclusion;
- Understanding of Native American culture and traditions;
- Understanding of Minnesota's rural community and ability to reach rural areas across the state;
- Ability to bring people together and manage a large group with potentially different views. Ideal vendor will be at least somewhat knowledgeable of the SUD field and current research or can quickly learn.

There is a total of \$744,708 funding available and it will be divided based upon State Fiscal Years as followed. The maximum that can be applied for state fiscal year 23 is \$244,708. The maximum that can be applied for state fiscal year 24 and 25 is \$250,000.

- **SFY23: July 1, 2022 –June 30, 2023**
  - Amount available for RFP: **\$244,708**
- **SFY24: July 1, 2023- June 30, 2024**
  - Full amount available for RFP: **\$250,000**
- **SFY25: July 1, 2024- June 30, 2025**
  - Full amount available for RFP : **\$250,000**

# Required Proposal Content

- Proposal Requirements Form
- Budget Workbook
- Required Statements
  - Can be either PDF or Word

# Proposal Evaluation Process

- Required Statements Review
- Evaluation of Proposal Requirements
- Selection of the Successful Responder(s)

# Proposal Evaluation Process

| <b>Proposal Components</b>              | <b>Possible Points</b> |
|---|------------------------|
| <b>1. Work Plan for Deliverables</b>    | 40 points              |
| <b>2. Qualifications and Experience</b> | 25 points              |
| <b>3. References</b>                    | 5 points               |
| <b>4. Cost Proposal</b>                 | 30 points              |
| <b>Total:</b>                           | 100 points             |

# Responder's Questions

- We will attempt to address all questions by **January 18<sup>th</sup>, 2023 @ 4:00 pm** Central Time.
- We will post Q&A on the DHS Website RFP Page and send to all BHD Gov.Delivery recipients.
- Sign up for BHD Gov.Delivery at [mn.gov/dhs/signup/](https://mn.gov/dhs/signup/).

# Proposal Submission

One original and electronic copy by:

**February 10<sup>th</sup>, 2023 @ 4:00 pm Central  
Time**

Send to: [Regina.Acevedo@state.mn.us](mailto:Regina.Acevedo@state.mn.us)

# Responder's Questions

## Q & A

**Disclaimer:** Oral answers given at the Conference will be non-binding. Written responses to questions asked at the Conference will be publicized by sending written Q & A to all identified responders



# Thank you!

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