

LEHIGH COUNTY
DRUG AND ALCOHOL PROGRAMS
REQUEST FOR PROPOSALS
for
2025-2030 Services

GENERAL INFORMATION FOR APPLICANTS

GENERAL

Lehigh County Drug and Alcohol invites qualified agencies to submit proposals for services. Proposals are due on or before May 30, 2025. They can be submitted electronically to Joe Martellucci at JoeMartellucci@lehighcounty.org or by mail to:

Joe Martellucci
Lehigh County Government Center
17 South 7th Street
Allentown, PA 18101-2401

Please note, if you are submitting by mail, you must allow adequate time for delivery. Only proposals received by the deadline will be considered. Lehigh County is not responsible for lost or misdirected mail.

Lehigh County reserves the right to reject any or all RFPs or parts of RFPs. Awarding of any contract is the sole decision of the Single County Authority and Lehigh County and is contingent upon the availability of Federal, State and Local funds.

Submissions will be accepted from qualified vendors who are not currently contracted providers with Lehigh County Drug and Alcohol until the close of business on May 30, 2025. A qualified agency is one that:

- Is in good standing with all existing contracts held
- Has not been removed as a Medical Assistance provider for cause
- Is willing to work with identified entities to secure funding if necessary
- Proposes a program that meets identified goals and can clearly define how proposed elements will be operationalized
- Can employ and train staff as needed within the scope of the program description
- Can participate fully in required implementation meetings, collection of outcomes and assessment of outcomes

All proposals should contain:

- A completed cover sheet with appropriate signatures and a point of contact for questions.
- Completed narrative and work statement.
- Proposed budget.

INTRODUCTION

Lehigh County Drug and Alcohol is considering proposals for new providers to its treatment, intervention, prevention and recovery related networks.

SELECTION CRITERIA

Proposals will be reviewed and judged considering the following factors:

1. timeliness of submission and response to follow-up inquiries
2. inclusion of all required documentation
3. accuracy and soundness of budgetary/financial data
4. demonstrated ability to provide services
5. provision of effective evidence-based programs
6. measurable goals and objectives based on Local, State or National benchmarks

Proposals will be reviewed to select the programming most appropriate to the needs. Agencies that receive an allocation will be notified and a contract will be issued.

CONTRACT

In the event the RFP is accepted, the applicant agrees to assume responsibility for the provision of all services offered in the proposal by July 1, 2025 and to maintain all aspects of the contracted agreement and subsequent amendments throughout the designated period which will most likely be 1 year. A copy of the standard contract format currently in use by each County is available upon request. The requirements regarding insurance, audits, human rights, etc. which would be incorporated into any final agreement are included in the contract's body or appendices.

INFORMATION REQUIRED FROM APPLICANTS

I. COVER PAGE

II. AGENCY DESCRIPTION (Limit Two Pages)

In the introduction, provide basic information about the agency and proposal.

The following information must be included:

- A. Length of existence; years licensed by the Department of Drug & Alcohol Programs, current license status.
- B. Mission and Philosophy Statement.
- C. Population(s) to be served, for example: Male/Female, Pregnant Women, Women with Children, Adults, Adolescents, Bilingual Spanish, etc.
- D. Statement of staff experience working with minorities. Include number of bilingual and bicultural staff.
- E. Major agency changes in function or service capacity that are anticipated in fiscal year, or have taken place this past year.
- F. A list and description of community (Lehigh County) based collaborations and partnerships that the agency is involved with and supported during the fiscal year 2024-2025 (i.e. School Justice Panels, School/Community Based Partnerships, collaboration with SADD, etc.). Also include if these will continue and if any new collaborations are being considered.
- G. Use of Interns. If your organization utilizes, on a consistent basis, Bachelors, Masters or Ph.D. level interns, please provide a description of the internship program, average number of hours of the internships (annually) and if you would be willing to create with the SCA a plan to utilize part of the internship hours for treatment related services within our community.

III. SERVICE(S)/PROJECT(S) DESCRIPTION

In this section, describe in more detail:

Please describe how you plan to perform services in or for Lehigh County.

- B. Site(s) where services will be provided. At a minimum, include the location, hours of operation, space, accessibility to handicapped and proximity to public transportation.
- C. Goal(s) & Objective(s) in this section identify the measurable goals and objectives for each program, service, and/or level of care that is proposed. They must be based on Local, State or Federal Benchmarks. Local, State or Federal Benchmark in determining your agency goals and objectives must be referenced.
- D. Community Impact. In addition to treatment, intervention and prevention services – what impact, collaborations, and/or partnership is your agency actively involved or pursuing with community

stakeholders? What opportunities are available (or opportunities that could be pursued) that you would want SCA assistance in developing?

IV. COST AND PRICE ANALYSIS -

A Budget Narrative must accompany application and provide a detailed explanation of staffing and other program costs.

PROPOSAL EVALUATION CRITERIA AND RATING

Proposals will be evaluated by SCA staff and members of the SCA's Advisory Board using the following criteria:

| | <u>POINT VALUE</u> |
|---|------------------------|
| 1. Soundness of Approach | 0 - 35 |
| a. Project Description | |
| b. Description of target population | |
| c. Statement of need | |
| d. Project outcomes | |
| e. Potential for success | |
| 2. Overall Qualifications of the agency | 0 - 25 |
| a. Experience with this service | |
| b. Experience working with proposed population | |
| c. Experience coordinating community resources | |
| 3. Qualifications of Individuals performing the service | 0 - 20 |
| 4. Budget | 0 - 20 |

**Proposals are due to the SCA by:
Close of business May 30, 2025**

If you have any questions please reach out to :

Joe Martellucci, 610-782-3556, joemartellucci@lehighcounty.org

Molly Stanton, 610-782-3558, mollystanton@lehighcounty.org