

Request for Proposal (RFP) for Transportation Services in Harmon, Kiowa, and Tillman Counties

OKARR Request for Proposal (RFP)

Issued by: Oklahoma Alliance for Recovery Resources (OKARR) on behalf of the Counties of Harmon, Kiowa, and Tillman

RFP Number: OKARR001 - RFP

Issue Date: December 20, 2024

Proposal Due Date: January 10, 2025 11:59pm

I. Introduction

OKARR is seeking a proposal from community partners to provide transportation services for individuals with opioid use, abuse or disorder for three projects in southwest Oklahoma counties. Harmon Strong: Pathways to Recovery and Employment will offer transportation to drug court participants and to implement a recovery friendly workplace initiative. Kiowa Safe will implement a recovery workforce initiative, provide transportation for drug court participants, eviction prevention assistance, and assist Lone Wolf Schools with prevention education support. Tillman County Opioid Crisis Task Force will focus on transportation for drug court participants, eviction prevention assistance, and providing emergency overdose kits.

II. Purpose

The purpose of this RFP is to solicit a proposal from community partners interested in working with OKARR, drug courts, and community partners in Harmon, Kiowa, and Tillman counties. The selected partner will be responsible for providing transportation for Harmon, Kiowa, and Tillman counties from February 2025-June 2026.

III. Scope of Services

The organization will be expected to provide the following services:

1. Transportation Services:

- Transportation services to individuals referred by drug court and/or Opioid Treatment Program (OTP) to attend outpatient services, drug court, and recovery support groups, if applicable. Number of participants to be served by county:
 - i. Harmon: 25 participants
 - ii. Kiowa: 40 participants
 - iii. Tillman: 40 participants

2. Maintain accurate records and submit monthly reports on transportation services provided.
3. Work closely with OKARR, drug courts, OTPs and community partners to best serve each individual county targeted population.

IV. Proposal Submission Requirements

1. **Agency Background (5 points)**
 - Brief history of the agency, including years of operation, mission, and experience in transportation or related services.
2. **Staffing & Qualifications (20 points)**
 - Details of the staff who will be involved in the providing transportation services. Include key qualifications and policies regarding licensing and certification(s), experience, background checks, physical health clearance, and basic first aid and CPR requirements.
3. **Program Plan (20 points)**
 - A detailed description of how your organization will implement and manage the scope of services.
4. **Knowledge and Training (20 points)**
 - Describe how training, if any, is provided in the following areas:
 - i. Trauma-informed care and de-escalation techniques.
 - ii. Recovery principles, including empathy and confidentiality.
 - iii. Training in Narcal (naloxone) administration.
 - iv. Understanding of HIPAA regulations to protect client confidentiality.
 - v. Sensitivity to the needs of diverse populations and individuals in recovery, including those with co-occurring disorders.
5. **Proposed Partnerships (10 points)**
 - List your proposed partnerships. Letters of support are suggested but not required. You may submit a joint application and are encouraged to do so if the application will be stronger and deliverables met with success.
6. **Budget & Cost Proposal (25 points)**
 - A comprehensive budget that includes all costs associated with the proposed services, including personnel, fringe benefits, travel, equipment, supplies, contractual, other direct costs, and indirect costs (maximum is 10%). Please provide detailed justifications for all budget items, explaining the necessity and purpose of each expense in relation to the project's goals and objectives. This will help ensure that all costs are fully understood and aligned with the project's requirements. *Budget: \$150,000 maximum*

V. Evaluation Criteria

The proposal submitted will be evaluated by a review committee which will include persons with lived experience and professionals in the behavioral health and recovery sectors. The maximum number of points available is 100.

VI. Submission Instructions

Proposals to include grant proposal summary form must be submitted no later than January 10, 2025 at 11:59pm. Late submissions will not be considered. Proposals should be submitted in PDF in 12 point Times New Roman double space to okarr@okarr.org and no longer than 20 pages. Page length over page 20 will not be read. The budget with justifications should be in an excel spreadsheet and does not count towards the page limit. A budget template may be provided upon request. The letters of support will not count towards the page limit. The grant proposal summary form should be no longer than one page and does not count toward the page limit.

A one hour virtual Q & A session will be held on Friday, January 3, 2025 at 12:30 pm. <https://zoom.us/j/96789723030?pwd=6tR7rbEUyQWVJEozPTabusQ4lwukqJ.1> Questions will only be answered during this meeting.