

# **Request for Qualifications (RFQ): 2023-341**

## **Substance Use Disorder (SUD) Medical Consultant**

### **A. Background:**

The Oneida County Health Department (“OCHD”) is the full service health department of the Oneida County government with its main offices located in Utica, New York. The OCHD is part of the County’s public health infrastructure and provides the resources needed to deliver essential public health services. Public health issues served by OCHD include opioid overdose prevention, treatment, recovery and addiction prevention services.

### **B. Request for Qualifications:**

1. The OCHD, as grantee of multiple federal and state grants, is seeking an agreement with a qualified addiction treatment medical provider (hereinafter, “Provider”) to (1) provide training and subject matter expertise on low barrier treatment, medical provider practices to reduce stigma, and other topics related to public health approaches to substance use treatment and overdose prevention, and (2) to support public health overdose prevention programs and the County’s Opioid Task Force partnership meetings and initiatives.
2. Of particular interest to the County is subject matter expertise and training skills in addiction stigma, low-barrier treatment, and opioid and other addictions evidence-based interventions and practices for medical providers and other sectors including behavioral health, first responder, recovery, education and other key stakeholders.
3. These services would commence on April 15, 2023 and run through December 31, 2023 with OCHD retaining the option of two one-year renewals.

### **C. Scope of Work:**

1. As part of the services and at the request of the OCHD, the Provider shall:
  - i. Serve as Substance Use Disorder (SUD) Medical Consultant for OCHD.
  - ii. Provide subject matter expertise and technical assistance for developing and/or implementing public health focused and evidence-based harm-reduction, SUD treatment and anti-stigma practices, policies, and initiatives.
  - iii. Attend and/or provide (in-person or virtual) trainings and/or presentations as requested at Oneida County Opioid Task Force, Steering Committee, Overdose Response Team, Street Engagement Team, and/or other sub-team meetings.
  - iv. Participate in quarterly Overdose Fatality Review Meetings.
  - v. Provide presentations and/or trainings for medical providers, recovery professionals, first responders, Oneida County Opioid Task Force members, and other community partners; training topics shall include, but not be limited to, anti-stigma training, low-barrier treatment, buprenorphine waiver training and other related topics.
  - vi. Participate in public health educational campaigns and program evaluation activities as requested by the OCHD.
  - vii. Prepare and develop project reports and policies and procedures as requested by the Department.

### **D. Insurance Requirements:**

- i. Prior to the execution of an Agreement, the Provider shall purchase, and shall maintain throughout the term of the Agreement, insurance of the following types of coverage and limits of liability with an insurance carrier qualified and admitted to do business in the State of New York. The insurance carrier must have at least an A- (excellent) rating by A.M. Best.
- ii. Commercial General Liability (CGL) coverage with limits of insurance of not less than \$1,00,000.00 each occurrence and \$2,00,000.00 annual aggregate.
- iii. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations,

- products- completed operations and personal and advertising injury.
- iv. Oneida County, its appointed and elected officials and its employees shall be included as additional insureds. Coverage for the additional insureds shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by or provided to the additional insureds. Coverage for the additional insureds shall include completed operations.

#### **E. Compensation:**

- i. The Provider agrees to be compensated for a maximum of \$200.00 per hour for the services and shall not exceed 250 hours. The Provider will be reimbursed for prior approved travel time at the rate of 50% of the hourly fee (\$100) not to exceed 30 hours total (round trip) per visit.
- ii. The total compensation to the Provider shall not exceed \$50,000.00 for the term of the agreement.
- iii. The Provider may request an advanced lump sum for program development and research.

#### **F. Evaluation of Qualifications:**

Providers will be evaluated according to the following criteria:

- Experience and qualifications of key personnel to be assigned to perform the work
- the Provider's ability to provide a level of service sufficient to meet the County's needs as detailed in the Scope of Work outlined herein
- extent and success of previous work the Provider has provided to organizations similar in nature as the County
- demonstrated understanding of the County's goals based on examples or descriptions of projects completed for similar types of clients

#### **G. SUBMISSION INFORMATION**

- i. **Submission Date and Time:**

April 3, 2023 at 3:00 EST

**Submissions will be accepted until April 3, 2023 at 3:00 pm EST. No late submissions will be accepted and OCHD assumes no responsibility for submissions not received by the deadline.**

Providers may submit a hard copy of their submissions.

Please email or mail required documentation to:

Lisa Worden  
Opioid Task Force Coordinator  
Oneida County Health Department  
Adirondack Bank Building, 5<sup>th</sup> floor  
185 Genesee St.  
Utica, NY 13501