



REQUEST FOR PROPOSALS
FOR
ROWAN COUNTY
Addiction Treatment Services

2026-011

ROWAN COUNTY

130 West Innes Street

Salisbury, NC 28144

704-216-8178

jody.farrow-bennett@rowancountync.gov

Date Issued: Sunday, October 5, 2025

Date Due: Thursday, October 23, 2025, at 11:00 AM ET.

Administered By: Jody Farrow-Bennett, Purchasing Director

NOTICE TO CONTRACTOR
REQUEST FOR PROPOSALS
ROWAN COUNTY

Addiction Treatment Services – Public Health

Rowan County is seeking proposals for organizations to develop and provide evidence-based addiction treatment plans to address the opioid overdose epidemic in Rowan County, North Carolina. Consistent with the American Society of Addiction Medicine’s National Practice Guideline for the Treatment of Opioid Use Disorder. All proposals submitted must meet or exceed the time frame and the product/service specifications as outlined in this Request for Proposal (RFP). The County may utilize multiple contracts with multiple vendors to provide the services outlined in this RFP.

Proposals for the Rowan County Addiction Treatment Services will be accepted until Thursday, October 23, 2025, at 11:00 AM ET. Proposals are to be submitted in .pdf format to jody.farrow-bennett@rowancountync.gov at the Rowan County Purchasing Department. Requested documents may be obtained by visiting the Rowan County website at <https://www.rowancountync.gov/675/Purchasing>.

Submission of a proposal signifies the contractor’s agreement that their proposal and the content thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful contractor. All prices submitted with the proposal shall remain in effect for the ninety (90) day period.

Contracts funded with federal grant funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards.

Insurance requirements are listed in the document and will be required only from the awarded vendor before entering into contract with Rowan County.

Once the RFP is public all questions related to the RFP shall be directed to the Purchasing Director. Any contact related to the RFP with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

Rowan County reserves the right to award and/or reject any and/or all proposals and waive any technicalities or irregularities. For complete details, consult the RFP.

This is the 5th day of October 2025.

Rowan County



By: Jody Farrow-Bennett
Rowan County Director of Purchasing and Contract Administration

Table of Contents

1.Section 1: Introduction & General Instructions	5
1.1. Background and Purpose	5
1.2. Strategy Information	6
1.3. Additional Resources	6
1.4. Intent of Request for Proposals	6
1.5. Important Dates	7
2.Section 2: Proposal Submission	7
2.1. Submission of Proposal.....	7
2.2. Request for Clarification	7
2.3. Errors and Omissions.....	8
2.4. Signed Proposal Considered an Offer	8
2.5. Responsibility of Compliance with Legal Requirements.....	8
2.6. Advertising	8
2.7. Insurance Coverage	8
2.8. ADA Compliance.....	9
2.9. Conflict of Interest.....	9
3.Section 3: Evaluation of Proposals	9
3.1. Eligibility.....	9
3.2. Initial screening for eligibility & completeness.....	9
3.3. Reviewer Scoring.....	10
3.4. Request for Additional Information	10
3.5. Addressing scoring discrepancies.....	10
3.6. Recommendations to County Commissioners.....	10
3.7. Final Score Sharing	10
3.8. Proposal Scoring Criteria	10
3.9. Required Information	12
3.10. Proposal Checklist	12
4.Section 4: Agreement & General Conditions	13
4.1. RFP Compliance.....	13
4.2. Availability of Funds	13
4.3. Non-Discrimination	13
4.4. Collusive Bidding	13
4.5. General Indemnity.....	13
4.6. Award or Rejection.....	14
4.7. Cost of Proposal Preparation	14
4.8. Elaborate Proposals.....	14
4.9. Oral Explanations	14
4.10. Right to Submitted Material	14
4.11. Competitive Offer.....	14
4.12. Subcontracting	14
4.13. Proprietary Information.....	14
4.14. Minority Participation.....	14

4.15.	Registration with Secretary of State.....	Error! Bookmark not defined.
4.16.	Contract	15
4.17.	Assurances	15
4.18.	Reference to Other Data.....	15
4.19.	Termination.....	15
5.	Section 5: Scope of Work	16
5.1.	Eligible – Option A Strategies:.....	16
5.2.	Programmatic Requirements:.....	16
5.3.	Monitoring & Reporting Requirements:.....	17
5.4.	Budget Requirements.....	18
6.	Section 6: Contractor Instructions	19
6.1.	Proposal Content.....	19
7.	Section 7: Organization Information.....	21
8.	Section 8 Execution of Proposal.....	22

1. Section 1: Introduction & General Instructions

READ, REVIEW AND COMPLY: It shall be the Contractor’s responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

1.1. Background and Purpose

In 2017, Governor Roy Cooper launched the North Carolina (NC) Opioid Action Plan, which was updated as the NC Opioid Action Plan 2.0 in June 2019. The NC Opioid Action Plan advances various strategies for overdose prevention and response, including prevention, connections to care, and harm reduction. In May 2021, the plan was updated again to become NC’s Opioid and Substance Use Action Plan 3.0 (OSUAP). The latest update included a broader focus on polysubstance use as well as centering on equity and lived experiences.

In July 2021, NC Attorney General Josh Stein announced a historic national settlement agreement with companies engaged in the manufacturing, distribution, and dispensing of opioids. These agreements will bring much needed resources to communities impacted by the opioid overdose epidemic. The allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“NC MOA”) and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation (“SAAF”).

The NC MOA directs how opioid settlement funds are distributed and used in our state. To maximize funds flowing to NC communities, the MOA allocates 15 percent of settlement funds to the State and sends the remaining 85 percent to NC’s 100 counties and 17 municipalities.

The overdose death rate in Rowan County was **79.8** out of 100,000 people in 2023. This represents **121** people in Rowan who died from overdose in that year.¹ For every death, there are more non-fatal overdoses. While we are not able to capture all opioid overdoses, emergency department visits for overdoses are one way to measure the number of overdoses happening. The overdose emergency department visit rate in Rowan County **153.6** out of 100,000 people in 2024. This represents **233** emergency department visits by Rowan residents for overdose in that year.

As a result of the opioid settlements, Rowan County government is set to receive \$28,195,968 in installments over an 18-year period. Before spending settlement funds, every local county or municipality must first select which opioid mitigation strategies they would like to fund. Under Option A of the MOA, a local government may fund one or more strategies from a shorter list of high-impact strategies to address the epidemic. The strategies laid out in Option A are:

1. Collaborative strategic planning
2. Evidence-based addiction treatment
3. Recovery support services
4. Recovery housing support
5. Employment-related services
6. Early intervention
7. Naloxone distribution
8. Post-overdose response team
9. Syringe service programs
10. Criminal justice diversion programs
11. Addiction treatment for incarcerated persons
12. Reentry programs

1.2. **Strategy Information**

The Rowan County Commissioners approved the utilization of \$300,000.000 to fund a 3-year project that aligns with the Option A Strategy: Evidence Based Addiction Treatment, listed below.

Evidence-Based Addiction Treatment – Develop or ensure access to evidence-based addiction treatment consistent with the American Society of Addiction Medicine’s National Practice Guideline for the Treatment of Opioid Use Disorder – by including Medication-Assisted Treatment (MAT) with any medication approved for this purpose by the U.S. Food and Drug Administration – through Opioid Treatment Programs, qualified providers of Office-Based Opioid Treatment, Federally Qualified Health Centers, treatment offered in conjunction with justice system programs, or other community-based programs offering evidence-based addiction treatment.

Applicants must propose a detailed plan demonstrating how their organization will meet the program requirements, including the provision of treatment services, medication-assisted treatment (MAT), and transportation support for individuals with opioid use disorder (OUD). Proposals should clearly outline how the agency will deliver services that are consistent with the American Society of Addiction Medicine’s National Practice Guideline for the Treatment of Opioid Use Disorder.

The goals of this RFP are to:

- Implement and expand access to evidence-based treatment for opioid use disorder.
- Build local capacity and infrastructure to reduce fatal and non-fatal overdoses.
- Improve health outcomes through integrated care and support services.
- Strengthen community partnerships to enhance access to care and recovery resources.

Applicants must propose how they will:

- Provide clinical assessments to determine OUD and appropriate care, including MAT using FDA-approved medications.
- Ensure access to prescribed medications through patient assistance programs or community partnerships.
- Offer transportation services to support access to treatment and recovery services.

1.3. **Additional Resources**

The following resources may also be helpful as you plan and develop your proposal:

- North Carolina Opioid Settlement - Memorandum of Agreement Resource Center: <https://ncopioidsettlement.org> (please take a close look at the ‘Full Text of the NC MOA’, ‘FAQ about the NC MOA’, and ‘FAQ about Option A Strategies in the MOA’)
- North Carolina Opioid and Substance Use Action Plan Dashboard: <https://www.ncdhs.gov/opioid-and-substance-use-action-plan-data-dashboard>

1.4. **Intent of Request for Proposals**

The purpose of this Request for Proposal (RFP) is to contract with organizations to develop and provide evidence-based addiction treatment to address the opioid overdose epidemic in Rowan County, North Carolina. Consistent with the American Society of Addiction Medicine’s National Practice Guideline for the Treatment of Opioid Use Disorder. **MAXIMUM ALLOWABLE FUNDING REQUEST AMOUNT:** \$300,000.00 over the 3-year grant period, or a maximum amount of \$100,000.00 per year for 3 years. The following documents make up this Request for Proposal:

- a. This Document
- b. Scope of Work
- c. Execution of Proposal Form

1.5. **Important Dates**

- | | |
|--|---|
| 1.5.1. Issue Date: | Sunday, October 5, 2025 |
| 1.5.2. Deadline for written questions: | Monday, October 13, 2025, at 5:00 PM ET. |
| 1.5.3. Deadline for Submitting proposals: | Thursday, October 23, 2025, at 11:00 AM ET. |
| 1.5.4. Interviews/Site Visit (if requested): | Week of October 26, 2025 |
| 1.5.5. Anticipated Award Date: | Monday, November 17, 2025 |

2. **Section 2: Proposal Submission**

2.1. **Submission of Proposal**

The original application must contain all requested information with a signature completed by the agency's authorized representative. Applications must be submitted with the Execution of Application Form attached to the specifications.

Required One (1) electronic signed submittal in .pdf format using software such as Adobe, CutePDF, or PDF Writer. The email address for electronic deliveries is: jody.farrow-bennett@rowancountync.gov and, if the firm prefers delivering a paper version; the address for mailings/hand-deliveries is:

Rowan County Purchasing Department
Attn: Purchasing Department
130 West Innes Street, Suite 31
Salisbury, NC 28144

Applicants must submit signed documents, reference Section 3.9 for file details.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any Application not properly addressed or identified.

This will not be a public opening. Once applications are awarded all applicants will receive notification.

Failure to submit signed application/documentation to the email address above by the deadline will disqualify the applicant from consideration in this project.

2.2. **Request for Clarification**

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this RFP. All questions or requests for clarification or additional information must be submitted in writing no later than 5:00 pm on Monday, October 13, 2025, at 5:00 PM ET. These written questions or requests must be submitted to Jody Farrow-Bennett, Purchasing Director, by mail or e-mail. Any questions the County feels are pertinent to all interested Bidders will be delivered to all participating Bidders as an addendum to this RFP. All addendums will be posted on the County website <https://www.rowancountync.gov/675/Purchasing> and it is the responsibility of the Bidders to check for any addendums. The addenda for clarification will be posted by 5pm Thursday, October 16, 2025.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFP or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation, or conclusions of this RFP or any documents provided by the County, other than those given in writing by the County, through the issuance of an addenda. It is the full responsibility of the Bidders to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFP.

2.3. Errors and Omissions

The Bidders shall not take advantage of any errors or omissions in this RFP and shall promptly notify the County of any omissions or errors found in this document.

2.4. Signed Proposal Considered an Offer

Receipt of a signed proposal shall be considered an offer on the part of the Bidder. The terms, conditions, and specifications of this RFP will become part of the contract if the proposal shall be deemed approved and accepted by the County. In the event of a default on the part of the bidders after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

2.5. Responsibility of Compliance with Legal Requirements

The contractor's products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in the proposal documents.

2.6. Advertising

In submitting its proposal, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the County.

2.7. Insurance Coverage

The Bidders shall not commence work under this contract until all insurance required under this section has been obtained. The Bidders shall not allow any subcontractor to commence on work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the Bidders agrees that once awarded and during the term of this contract, the Bidders, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Bidders shall provide and maintain the following coverage and limits:

2.7.1. WORKER'S COMPENSATION

Worker's compensation insurance as required by North Carolina law to cover all the Provider's employees engaged in any work under the Agreement. Workers' Compensation in the minimum amount of \$500,000 employer's liability. A Certificate of Insurance shall be issued confirming the above coverage. The Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in insurance.

2.7.2. COMPREHENSIVE GENERAL LIABILITY

The bidder shall maintain Comprehensive General Liability coverage in amounts not less than \$1,000,000 per occurrence / \$2,000,000 aggregate. This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in insurance and **name the County as an additional insured.**

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the contractor under the indemnity provision of the contract involved. Such certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

2.7.3. COMPREHENSIVE AUTOMOBILE LIABILITY

The bidder shall maintain Comprehensive Automobile Liability covering all owned, hired, and non-owned vehicles used in connection with this Agreement. The minimum combined single limit shall be \$1,000,000 for bodily injury and property damage; and \$1,000,000 uninsured/underinsured motorist coverage. A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

Any exceptions must be agreed upon by the County.

This insurance shall have been issued by a Company rated "A+" as reported in the current edition of Best's Key Rating Guide, published by Alfred M. Best Company, Inc.

2.8. ADA Compliance

All vendors of Rowan County must ensure their products and services are available to individuals with disabilities, in line with the Americans with Disabilities Act (ADA), by April 2026. For digital accessibility, vendors should comply with WCAG 2.1 AA standards, which include making digital content perceivable, operable, understandable, and robust for users with disabilities. Digital offerings must be compatible with assistive technologies like screen readers, braille displays, and voice recognition software. Vendors must provide reasonable modifications to their products and services to accommodate individuals with disabilities unless doing so would cause undue hardship or fundamentally alter the nature of the service. Vendors must ensure effective communication with individuals with disabilities, which may include providing auxiliary aids and services such as accessible electronic documents, captions for videos, and alternative text for images. Failure to meet these requirements may result in termination of the contract.

2.9. Conflict of Interest

All Bidders must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the County. All Bidders must also disclose in writing with their proposal the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidders' firm or any of its branches or subsidiaries. By submitting a proposal, the Bidders certifies that there is no relationship between the Bidders and any person or entity which is, or gives the appearance of, a conflict of interest related to this RFP or project.

3. Section 3: Evaluation of Proposals

3.1. Eligibility

Proposals will be accepted from nonprofit organizations, governmental agencies, hospital systems, and private behavioral health and mental health providers (including providers of Office-Based Opioid Treatment and Opioid Treatment Providers), Federal Qualified Health Centers, colleges and universities, and K-12 schools, and other community-based organizations that are licensed to conduct business in North Carolina. Contractors must clearly demonstrate experience working with individuals with opioid use disorder and a commitment to evidence-based strategies addressing opioid use disorder.

Contractors may be individual organizations or a partnership/collaboration of multiple organizations, one of which must serve as the fiscal agent or the organization that will take total responsibility for the fiscal and grant-related requirements.

3.2. Initial screening for eligibility & completeness

Rowan County staff will screen all proposals to ensure they are complete (i.e., they include all the required information and documentation), so that they are eligible, and that they have complied with basic RFP

requirements such as selecting only one eligible Option A strategy per proposal. Incomplete and/or ineligible proposals will not be reviewed further.

3.3. Reviewer Scoring

Reviewers who have experience or expertise with opioid overdose prevention, treatment, and/or harm reduction will score each proposal using the scoring criteria in Section 3.8. below. Reviewers may or may not leave comments in addition to their scores.

All reviewers will be asked if they have conflicts of interest with any contractors; reviewers will not be assigned to review a proposal for which they have a conflict of interest.

3.4. Request for Additional Information

At their option, the proposal reviewers may request additional information from any or all contractors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, agencies and organizations are cautioned that reviewers are not required to request clarification. Therefore, all proposals should be complete and reflect the most favorable terms available from the agency or organization.

3.5. Addressing scoring discrepancies

Rowan County staff will compile scores for each proposal and identify any scoring discrepancies, such as a broad range of scores on one proposal, a high or low outlier score, and significantly harsh or lenient review patterns. A review committee call will be convened about any proposal for which there is a discrepancy. All reviewers who scored such a proposal will discuss their scores with each other and will have an opportunity to revise and resubmit their scores.

Rowan County staff retains the right to exclude or adjust scores under certain circumstances. Examples of these circumstances include:

- The ability to exclude a reviewer's score for one or more proposals if, for instance, the scores are or appear to be influenced by illegal discrimination,
- The ability to adjust a reviewer or review committee's scores up or down uniformly across the proposals reviewed based on patterns of harshness or lenience, or
- The ability to exclude a reviewer's score if the scores they submitted are incomplete.

3.6. Recommendations to County Commissioners

Based on proposals' average scores after reviewer revisions and government staff exclusion or adjustment, if applicable, Rowan County staff will make a recommendation to County Commissioners about which proposals should be funded. Funding, if awarded, will be awarded to the highest scoring proposals. Rowan County reserves the right to not fund any proposals.

3.7. Final Score Sharing

Rowan County staff will share each contractor's final scores, and any de-identified reviewer comments on their proposal received. This will occur after awards, if any, are finalized and publicly announced.

3.8. Proposal Scoring Criteria

Proposals will be scored based on the responses to the proposal content areas in the chart below. Each content area shall be scored on a scale of 1-4 based on the scale below:

1. **POOR** Contractor only marginally addressed the proposal area

- 2. **AVERAGE** Contractor adequately addressed the proposal area
- 3. **GOOD** Contractor did a thorough job of addressing the proposal area
- 4. **EXCELLENT** Contractor provided a superior response to the proposal area

Each content area will be weighed and the score of 1 to 4 will be multiplied by the assigned weight of the content area. The following represents the evaluation criteria and relative importance of each criterion (criteria weight):

Evaluation Criteria	Score Distribution
1. Proposal Summary:	0 pts.
2. Assessment of Need <ul style="list-style-type: none"> a. Clear and appropriate geographic area to be served b. Clear statement of needs and gaps in services c. Thorough description of priority populations that is well supported by evidence 	0 pts. if missing. Otherwise, 0-16 pts.
3. Project Description and Sustainability <ul style="list-style-type: none"> a. Proposed project clearly supports the identified strategy b. Well-planned project that is likely to lead to the intended opioid-related impacts, based on the evidence base about strategy and/or activity effectiveness for the prioritized population c. Clear and appropriate plans to incorporate feedback from program participants to inform program delivery d. Intended impacts of project will likely meet community needs/service gaps e. Contractor has engaged or will engage the priority population meaningfully in developing the proposed project f. Proposed project fits Contractor’s organizational goals well g. Project timelines are achievable and adequate to make intended impacts h. Clear and appropriate plans for project sustainability 	0 pts. if missing. Otherwise, 0-28 pts.
4. Organizational Readiness <ul style="list-style-type: none"> a. Contractor demonstrates the skills and capacity needed to manage the funding award and meet reporting and compliance requirements. b. Subcontractors are clearly identified, if applicable, and will enhance the success of the project c. Contractor (team) has demonstrated the capacity to conduct culturally humble, sensitive, and appropriate work d. Contractor (team)has demonstrated clear understanding of issues that affect people who use drugs e. Contractor (team) has demonstrated experience and/or clear and adequate plans for promoting the health and dignity of people and communities impacted by drug use f. Contractor (team) has demonstrated experience serving those experiencing homelessness and housing instability; Black, Indigenous, and People of Color; 	0 pts. if missing. Otherwise, 0-20 pts.

federal or NC recognized tribal communities, and/or those transitioning from correctional settings to the community	
5. Evidence of Collaborations/Partnerships, Letters of Commitment/Support a. Clear plan to collaborate with other relevant community organizations that is likely to improve collaboration between local stakeholders b. Clear plan to verify that projects or services are not being duplicated in the community and with the population served c. Letters of commitment/support are present from all key project partners and match partners’ proposed roles in the project	0 pts. if missing. Otherwise, 0-16 pts.
6. Performance Measures and Program Evaluation a. Specific, achievable plans for program evaluation that will yield meaningful assessment of project’s success b. Clear and appropriate plans to engage priority population in evaluation design and implementation c. Clear and appropriate plans to capture client data (if applicable) and proposed metrics, and to monitor project progress on a regular basis	0 pts. if missing. Otherwise, 0-12 pts.
7. Project Budget: If budget is incomplete and/or does not appropriately support the proposed project, deduct up to 5 points	0 pts. if missing. Otherwise, 0-8 pts.
Total	1-100 points

3.9. Required Information

Each proposal should be submitted as two attachments:

- One consolidated PDF document that includes all materials except the budget.

This file should follow the naming convention, “ContractorName_opioidRFP2026-011_Strategy#.pdf”.

- One Budge worksheet as an Excel file.

This file should follow the naming convention, “ContractorName_budgetRFP2026-011_Strategy#.xlsx”.

If you submit more than one proposal, reviewers should be able to distinguish between the files you submit based on the strategy number in the naming conventions.

For instructions on how to combine multiple PDFs into one PDF file, [click here](#).

3.10. Proposal Checklist

The following checklist is for your reference only as you prepare your proposal.

- ✓ **One PDF file** that includes **all** the following components:
 - ✓ Filled proposal, including agency information, proposal Summary, and Project Narrative
 - ✓ Latest audited financial statement, if applicable, with Management Letter
 - ✓ Documentation of Tax Identification Number (Organization Information Form)
 - ✓ Individuals Authorized to Submit Forms (Execution of Proposal)
- ✓ **One Excel file** that contains completed budget worksheet with narrative justification.

4. Section 4: Agreement & General Conditions

4.1. RFP Compliance

It shall be the contractor's responsibility to read the instructions, the County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Contractors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

Awarded organizations must comply with all provisions of the funding [North Carolina MOA](#), North Carolina MOA, including financial and impact reporting, and expenditure tracking and monitoring include costs incurred no earlier than the beginning of the contract period.

4.2. Availability of Funds

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this RFP.

4.2.1. Federal funds: If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)

4.3. Non-Discrimination

The Bidders shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, or disability.

4.4. Collusive Bidding

By executing and submitting their proposal, the contractor certifies that this proposal is made without reference to any other proposal and without any agreement, understanding, collusion or combination with any other person in reference to such proposal.

4.5. General Indemnity

The contractor shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Bidders (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Bidders pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Bidders. As an integral part of this contract, the Bidders agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general

liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

4.6. Award or Rejection

All qualified proposals will be evaluated, and awards made to the agency/ies or organization(s) whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The Rowan Board of Commissioners reserves the right to reject any or all offers if determined to be the local government's best interest. Successful contractors will be notified by November 21st, 2025.

4.7. Cost of Proposal Preparation

Any costs incurred by an organization in preparing or submitting a proposal is the agency's or organization's sole responsibility. Rowan County will not reimburse any agency or organization for any pre-award costs incurred.

4.8. Elaborate Proposals

Contractors are encouraged to provide sufficient documentation to support its proposal. However, elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. No materials other than those described in Section 3: Evaluation of Proposals of this RFP will be reviewed.

4.9. Oral Explanations

Rowan County will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

4.10. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

4.11. Competitive Offer

Pursuant to the provision of [G.S. 143-54](#), and under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

4.12. Subcontracting

Agencies and organizations may propose to subcontract portions of work provided that their proposals clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime subrecipient is also required for each proposed secondary subcontractor. Agencies and organizations shall also ensure that subcontractors are not on the state's [Suspension of Funding List](#).

4.13. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the proposal that is to remain confidential shall also be so marked in boldface on the title page of that section. A contractor may not mark the entire proposal as "CONFIDENTIAL."

4.14. Minority Participation

Pursuant to N.C.G.S. 143-48, 143-128.4 and Executive Order #13, Rowan County invites and encourages participation in this Request for proposals by businesses owned by minorities, women, disabled, disabled

business enterprises, and non-profit work centers for the blind and severely disabled. Additional information may be found at <http://www.doa.nc.gov/hub>.

4.15. Contract

The County will issue a contract to the successful recipient(s) of the Opioid Settlement funding for specific services to be provided. Expenditure cannot begin until the County's receipt of a completely signed contract.

4.16. Assurances

The contract may include assurances that the successful contractor would be required to execute prior to receiving a contract as well as when signing the contract.

4.17. Reference to Other Data

Only information that is received in response to this RFP will be evaluated; information previously submitted will not be reviewed.

4.18. Termination

4.19.1. Termination For Cause

The County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient cause to terminate this contract for cause. Should the County elect to terminate this contract for cause, the County will notify the vendor in writing and shall specify the cause for termination and the date that such termination shall be effective. Immediate dismissals may be executed if deemed necessary by the County.

If the vendor:

- Fails to begin the work under the contract within the time specified.
- Fails to perform the work with sufficient workers and equipment, or with sufficient materials to ensure the prompt completion of the contracted work.
- Performs the work unsuitably.
- Discontinues the prosecution of the work.
- Becomes insolvent, declares bankruptcy, commits any act of bankruptcy, allows any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors.
- Shall not carry on the work in an acceptable manner from any other cause whatsoever.

The County shall give notice in writing to the vendor of such delay, neglect, or default, specifying the same.

If the vendor, within a period of ten (10) days after such notice, shall not proceed in accordance therewith, then the County shall, upon written certification of the fact of such delay, neglect or default, and the vendor's failure to comply with such notice, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the vendor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, and may enter into an agreement for the completion of the contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of this contract in an acceptable manner.

All costs and charges incurred by the County, together with the costs of completing the work under the contract, shall be deducted from any monies due or which may become due to the Contractor. In case the expense so incurred by the County shall be less than the sum which would have been payable under the contract, if the contract had been completed by the vendor, then the vendor shall be entitled to receive the difference, and in

case such expense shall exceed the sum which would have been payable under the contract, then the vendor shall be liable and shall pay to the County the amount of said excess.

4.19.1. Termination for Convenience

If the County shall determine that it is in the County's best interest, the County shall notify the vendor to terminate the work within seven (7) days. In such event, the vendor shall be entitled to compensation for all work properly executed and any expenses incurred in terminating the contract.

No claim shall be made by the vendor for any loss of anticipated profits because of any alteration, change or termination, or by reason of any variation between the approximate quantities and the quantity of work as done.

5. Section 5: Scope of Work

It shall be the contractor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

5.1. Eligible – Option A Strategies:

In alignment with guidelines set by the NC MOA, Rowan County will consider funding qualified organizations to implement the following Option A strategy:

Evidence Based Addiction Treatment:

Descriptions and non-exhaustive examples of allowable activities for each strategy option are detailed in Section 1.2: Strategy Information.

The maximum allowable funding request amount of \$100,000.00 per year is per contractor, not per proposal. If a contractor submits more than one proposal, the total amount requested across all proposals must not exceed this maximum allowable funding request amount per year. Each proposal will have the same page limits and submission instructions as detailed in Section 3: Evaluation of Proposals. Multiple proposals from a single contractor do not have to be connected to the same project or strategy. Each proposal will be reviewed independently.

Contractors may propose one or a combination of eligible activities or programs. Selecting more than one activity does not increase the likelihood that the proposal will score higher than those who select only one. proposals should be focused, realistic, well-planned, detailed, and include planning for sustainability beyond the project period.

5.2. Programmatic Requirements:

Funded projects must:

- Meet a public purpose and fall within County authority to fund per NC General Statutes, to be affirmed and reviewed by the Rowan County legal department prior to execution of a contract or funding agreement.
- Identify and directly address a need related to reducing opioid overdoses and related deaths through treatment, recovery, harm reduction, and other lifesaving programs;
- Directly address health inequities, social drivers/determinants of health, and support equitable outcomes for the most impacted populations:
 - **“Health inequities** are systematic differences in the health status of different population groups. These inequities have significant social and economic costs both to individuals and societies.”

- **Social drivers/determinants of health** are “the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.” Example domains include economic stability, educational access and quality, health care access and quality, neighborhood and built environments, and social and community contexts;
- Clearly describe specific plans to incorporate equity throughout the program, such as defining a role and fair compensation strategy for people with lived experience for each selected strategy;
- Provide a plan to incorporate feedback from program participants to inform program delivery of the selected activity;
- Utilize evidence-based practices;
- Have at least 2 years of experience and demonstrated success of providing the type of proposed services;
- Make best use of County resources;
- Serve the residents of Rowan County;
- Proposals must be 3-year projects;
- A representative of funded agencies must attend quarterly meetings of the Opioid Response Taskforce; and
- Participate in all coordinated meetings with other funded agencies.

5.3. Monitoring & Reporting Requirements:

5.3.1. Audit Requirements

Funds received through the National Opioid Settlements are not considered to be either federal or state financial assistance. However, as noted in the NC MOA, these funds are subject to G.S. Chapter 159, Article 3, the Local Government Budget, and Fiscal Control Act (LGBFCA) and are subject to the audit requirements found in G.S. 159-34. Expenditures incurred are also subject to State Single Audit requirements. In accordance with the MOA, for expenditures for which no compliance audit is required under the Federal Single Audit Act of 1984, a compliance audit shall be required under a compliance supplement approved by the coordination group.

Please be advised that successful contractors may be required to have an audit in accordance with G.S. 143C-6-22 and G.S. 143C-6-23 as applicable to the agency’s status. It is the responsibility of each contractor agency to determine and comply with all audit requirements.

G.S. 143C-6-23 requires every nongovernmental entity that receives State or Federal passthrough grant funds directly from a state agency to file annual reports on how those grant funds were used. There are 3 reporting levels which are determined by the total direct grant receipts from all State agencies in the entity’s fiscal year:

- Level 1: Less than \$25,000
- Level 2: At least \$25,000 but less than \$500,000
- Level 3: \$500,000 or more

Level 3 grantees are required to submit a "Yellow Book" Audit done by a CPA. Only Level 3 grantees may include audit expenses in the program budget. Audit expenses should be prorated based on the ratio of the opioid abatement grant to the total revenues received by the entity.

All grantees must maintain, for a period of at least five years, records of opioid abatement fund expenditures and documents underlying those expenditures, so that it can be verified that funds are being or have been utilized in a consistent manner.

5.3.2. Performance Reporting

Rowan County is responsible to the State of North Carolina for reporting and auditing requirements for all use of Opioid Settlement grant funds which it has received. To ensure that the County has all supporting

documentation for eligible disbursements, supporting documentation must be submitted with any request to the County of Opioid Settlement grant funds. Subrecipients must submit actual invoices to the County to receive reimbursement. For salary reimbursement, payroll records must be provided in support of the time charged to the proposed program.

For each period that the program is funded, required quarterly performance status reports will be due by the 30th day following the end of the calendar quarter. Reports must contain information to describe progress, update program objectives on intended and actual impacts, and provide other performance data.

Reporting Period	Report Due Date
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]

Reporting forms will be provided for successful contractors. Suggested measures can be found here in the NC Opioid Settlement Measures Models document. These measures models were designed to help local governments and their subrecipients report on process, quality, and outcome measures associated with the planning and implementation of opioid abatement strategies. They served as the foundation for developing the Impact Report Measures Workbook, which local governments use to capture strategy-specific data for Annual Impact Report. Each measures model reflects the underlying logic of one of the 12 high-impact opioid abatement strategies listed in Exhibit A of the NC MOA. Each model lists the strategy name and has columns for activities, process measures, quality measures, outcome measures, indicators, and a results statement. Each model also contains a list of assumptions related to the various components of the model.

5.4. Budget Requirements

Contractors must submit a budget with a line-item projection for each full year of funding and a narrative justification. The budget and narrative must adhere to the following terms.

5.4.1. Reimbursement Basis

Funds will be distributed to contracted agencies based on reimbursement of actual expenses. No advance/startup funds will be provided to any programs/projects. Forms will be provided to successful contractors detailing reimbursement processes.

5.4.2. Allowable Cost

- Salaries, stipends, and other wages for program staff and other supporting positions, such as peers, outreach workers, linkage-to-care navigators, case managers, administrators, contractors, and volunteers.
- Costs associated with program implementation, linkage to care, and participant engagement, such as offering phone cards, cell phones, proposal fees, and related expenses.
- Renting equipment, such as leasing vehicles, for mobile outreach and delivery of services and mileage reimbursement.
- Transportation-related needs through items such as bus vouchers, rideshare services, cab gift cards, gas cards, or other partnerships to support linkages to care.
- Housing-related needs, such as short-term move-in deposit, rental, hotel stays, or utility assistance for those who use drugs, are in recovery, or are transitioning from residential treatment or incarceration.
- Syringe services program care supplies, such as alcohol swabs, gauze, band aids, hygiene products, bags, and food. Other forms of drug checking supplies or tools for the purpose of harm reduction and overdose prevention are allowed.

- Essential trainings and conferences related to implementing your program, including necessary travel reimbursement (e.g., mileage, lodging, and meals). Copies of training and conference agendas should be attached to invoices/receipts. Actual documented costs will be reported for reimbursement. Agencies are advised to visit the IRS website to confirm the annual mileage reimbursement rates: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- Subcontracts, developing memoranda of understanding (MOUs), and/or utilizing another form of demonstrated commitment with partners integral to program implementation.

5.4.3. **Funding Restrictions**

- Indirect costs or “overhead” are NOT allowed under the NC MOA. The MOA provides that all opioid settlement funds received by local governments must be spent on opioid remediation strategies listed in Exhibit A or Exhibit B – or on reasonable audit costs incurred by local governments in connection with opioid settlement funds. [MOA §§ B.5, E.1, E.5, F.3, and Exhibit E]
- No more than 5% of total grant award for the budget period may be used for administrative costs.
- Only U.S. Food and Drug Administration (FDA) approved medications may be purchased with settlement funds.
- Funds may not be expended through the grant or a subaward by any agency which would deny any eligible client, patient, or individual access to their program because of their use of FDA-approved medications for the treatment of opioid use disorder (e.g., methadone, buprenorphine products).

5.4.4. **Unallowable Cost**

- Purchasing vehicles or paying down existing mortgages and/or other loans.
- Capital expenses, such as vehicles, new construction, or renovation of facilities.
- Any type of research.
- Lobbying activities (i.e., publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body).
- Reimbursement of any pre-award costs.

6. **Section 6: Contractor Instructions**

6.1. **Proposal Content**

The following sections should be submitted as one PDF file. The Proposal Summary, Project Narrative, and Certifications the proposal form provided by Rowan County. Additional required documentation should be incorporated at the end of the same PDF.

6.1.1. **Proposal Summary (0 points) Required, not scored.** The proposal summary must provide a brief overview of the planned outpatient evidence-based addiction treatment project. Applicants should summarize how their proposed services, such as clinical assessments, medication-assisted treatment (MAT), peer support, and transportation, will fill existing gaps in care and improve access for individuals with opioid use disorder.

6.1.2. **Project Narrative (0-92 points) Required.** The proposals must include a project narrative describing the outpatient treatment program and how it aligns with Rowan County’s selected strategy of Evidence-Based Addiction Treatment. Applicants must explain how their project addresses identified community needs and service gaps, particularly for marginalized and underserved populations, and describe the expected impact on preventing opioid overdoses and increasing access to care. The narrative should include how the priority population has been or will be engaged in developing the project, and how the program will build long-term

capacity within the organization or community to address opioid use disorder. Proposals must also outline a sustainability plan for maintaining improvements and services beyond the three-year funding period.

- 6.1.2.1. **Assessment of Community Need (up to 16 total points)** The proposal must include an assessment of community needs specific to opioid use disorder and addiction treatment in Rowan County. Applicants should provide relevant data or context that demonstrates the need for expanded outpatient addiction services, including gaps in access to evidence-based treatment, medication-assisted treatment (MAT), and transportation. Describe the needs of the priority population your project will serve, such as individuals with limited access to care, transportation barriers, or those impacted by stigma.
- 6.1.2.2. **Project Description & Program Sustainability (up to 28 total points)** The proposal must provide a detailed description of the outpatient addiction treatment project, including the specific activities to be implemented and the evidence supporting their effectiveness for individuals with opioid use disorder. Applicants should explain how participant feedback will be incorporated to improve service delivery and how the project addresses identified gaps in treatment access, particularly for underserved populations. Applicants must describe how the initiative will build long-term capacity to address opioid use disorder and include a sustainability plan for maintaining services and improvements beyond the funding period. Potential challenges to sustainability should be identified along with proposed solutions, and any additional funding sources that will support the project should be clearly stated.
- 6.1.2.3. **Organizational Readiness (up to 20 total points)** The proposal must describe the capacity of the lead organization or fiscal agent to manage all fiscal, reporting, and compliance responsibilities associated with this addiction treatment grant. Applicants should demonstrate their ability to meet financial and monitoring requirements and ensure accountability throughout the project period. If subcontractors are proposed, clearly identify their roles and responsibilities within the project. Additionally, highlight whether the applicant organization, any partners, or subcontractors currently serve prioritized populations impacted by opioid use disorder, including individuals experiencing homelessness or housing instability, Black, Indigenous, and People of Color (BIPOC), members of federally or NC-recognized tribal communities, and individuals transitioning from correctional settings to the community.
- 6.1.2.4. **Evidence of Collaborations/Partnerships (up to 16 total points)** The proposal must describe how the applicant will collaborate with other relevant organizations to implement and strengthen outpatient addiction treatment services in Rowan County. Applicants should explain how the project will enhance coordination among local stakeholders, such as harm reduction programs, mental health providers, transportation services, and peer support networks, and identify any new partnerships that will be established to support the delivery of evidence-based care. The proposal should clearly outline how these collaborations will improve access to treatment, streamline referrals, and ensure comprehensive support for individuals with opioid use disorder.
- 6.1.2.5. **Performance Measures & Program Evaluation (up to 12 total points)** The proposal must detail how the applicant will evaluate the effectiveness of the outpatient addiction treatment program and monitor progress toward project goals. Applicants providing direct services are required to collect and report client-level data, including demographic information, substance use history, diagnoses, services provided, and types of medications for opioid use disorder (MOUD) administered. The proposal should explain the systems or processes that will be used to capture and securely manage this data. Additionally, applicants must describe how they will monitor program activities and outcomes, track performance metrics aligned with the Evidence-Based Addiction Treatment strategy and use evaluation findings to inform continuous improvement and long-term impact.

6.1.3. **Latest Audited Financial Statement – (0 points) Required.**

Latest audited financial statement, including Management Letter. If you are unable to provide, please attach a written explanation.

6.1.4. Documentation of Tax Identification Number – (0 points) Required.

All contractors are required to include Tax Identification (TIN) documentation.

6.1.5. Budget & Budget Narrative – (0-8 points) Required.

Use a Budget Worksheet to document your anticipated program budget, including line-item calculations and a budget narrative. The budget and budget narrative must comply with the budget requirements listed in Section 5.4. Budget Requirements.

The annual maximum allowed is \$100,000.00 with a maximum of \$300,000.00 in total over 3 years per proposal.

The budget and narrative worksheet must be submitted as a separate Excel file.

7. Section 7: Organization Information

1. COMPANY NAME _____

2. OWNER OF COMPANY _____

3. NUMBER OF YEARS IN BUSINESS _____

4. NUMBER OF PERSONS EMPLOYED ON REGULAR BASIS _____

5. WHO WILL BE THE COUNTY’S CONTACT PERSON IN THE EVENT YOUR FIRM IS AWARDED THE CONTRACT.

CONTACT _____

TELEPHONE _____

EMAIL _____

8. Section 8 Execution of Proposal

DATE: _____

The potential organization certifies the following by placing an "X" in all blank spaces:

- That this proposal was signed by an authorized representative of the firm.

- That the potential organization has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

- That all labor costs associated with this project have been determined, including all direct and indirect costs.

- That the potential organization agrees to the conditions set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

COMPANY NAME

FEDERAL ID#

STREET ADDRESS

PO BOX

CITY

STATE

ZIP

TELEPHONE #

FAX #

SIGNATURE

SIGNATORY'S NAME (printed)

SIGNATORY'S TITLE (printed)

***This page must be completed and submitted as part of the proposal.**