

REQUEST FOR PROPOSAL*

PREVENTION SERVICES
FOR THE COUNTIES
OF

**Antrim, Charlevoix, Cheboygan,
Crawford, Emmet, Otsego, Roscommon**

PROPOSALS ARE DUE TO THIS OFFICE NO LATER THAN
5:00 PM
Friday, May 31, 2024

Northern Michigan Regional Entity
1999 Walden Drive
Gaylord, MI 49735

*Federal and state funding has been provided to support in the project costs.

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Attachments

- A. Proposal Application – return to NMRE
- B. Prevention Services Planning Form – return to NMRE
- C. Program Budget Forms – return to NMRE
 - 1. Program Budget-DCH-0385(e)
 - 2. Cost Detail – DCH-0386(e)
- D. NMRE Prevention Goals
- E. SAMHSA CSAP Federal Prevention Strategies
- F. SAMHSA Identifying and Selecting Evidence-Based Interventions
- G. NMRE Provider Staff fillable Form – return to NMRE
- H. NMRE RFP Schedule
- I. RFP Checklist

SECTION I GENERAL INFORMATION

I-A PURPOSE

This Request for Proposal (RFP) is intended to provide interested agencies, institutions, and organizations with sufficient information to prepare and submit proposals for the provision of substance use disorders prevention services in the counties of:

Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Otsego, Roscommon

Total funds anticipated to be available for the period of October 1, 2024 through September 30, 2025. **These funding totals are anticipated; actual funding may vary.**

I-B ISSUING AGENCY

This request is issued by the Northern Michigan Regional Entity, abbreviated as NMRE. The Chief Executive Officer, or his or her designee, of the NMRE is the only agent authorized to change, modify, amend, alter, or clarify the terms and conditions of the Request for Proposal and any contracts awarded because of the Request. The NMRE will remain the sole point of contact throughout the procurement process. All communications concerning this procurement must be addressed *in writing* to:

Mail:
Chris VanWagoner
Northern Michigan Regional Entity
1999 Walden Drive
Gaylord, MI 49735
Email: cvanwagoner@nmre.org

I-C CONTRACT ADMINISTRATOR

Upon receipt of a properly executed contract agreement, the Chief Executive Officer of the NMRE, or his or her designee, will be authorized to administer the contract on a day-to-day basis during the term of the contract.

I-D INCURRING COSTS

The NMRE is not liable for any costs incurred by the proposing organization prior to the signing of a contract. The activities in the proposed contract cover the period from October 1, 2024 to September 30, 2025.

I-E PROPOSALS

To be considered, each proposing organization must submit a complete response to this RFP using the format provided in Section III of the RFP. INCOMPLETE OR INACCURATE PROPOSALS MAY BE REJECTED AND DISQUALIFIED FROM FURTHER REVIEW AND EVALUATION.

Each proposal must include an original signed copy and an electronic file containing the proposal. The original proposal must be signed in ink by an official of the proposing organization authorized to bind the proposing organization to the provisions of the proposal. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least ninety (90) days after the due date for responses to this RFP. Budgets and staffing levels quoted in the proposal and the services proposed shall remain valid for the duration of the prospective contract, unless changed by the NMRE.

The original signed proposal containing all forms must be received by Northern Michigan Regional Entity no later than 5:00 PM on Friday, May 31, 2024.

I-F ECONOMY OF PREPARATION

Proposals shall be prepared simply, economically, and according to the format delineated elsewhere in the RFP. The proposing organization is expected to provide a straightforward, concise description of the ability to meet the requirements of the RFP.

The proposal must contain a table of contents and all pages must be numbered.

I-G ACCEPTANCE OF PROPOSAL CONTENT

The contents of the RFP and the proposal will become contractual obligations if a contract ensues. Failure of the successful proposing organization to accept these obligations may result in cancellation of the award. The NMRE and/or MDHHS, in their sole discretion, may require the replacement of any personnel or subcontractors who are deemed unable to fulfill the contents of the proposals contractual obligations.

I-H INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the proposing organization certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

- A. The prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other proposing organization or with any competition; and

- B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing organization and will not knowingly be disclosed by the proposing organization prior to award directly or indirectly to any other proposing organization or to any competitor; and
- C. No attempt has been made or will be made by the proposing organization to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that he/she is:

- A. The person in the proposing organization responsible for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any action contrary to I-H.A., B., and C. above; or
- B. Not the person in the proposing organization responsible for the decision as to the prices being offered in the proposal but has been authorized, in writing, to act as agent for the person(s) responsible for such decision in certifying that such person(s) have not participated (and will not participate) in any action contrary to I-H.A., B., and C. above.

I-I DISCLOSURE

All information in a proposing organization's proposal is subject to disclosure under the provisions of Public Act 442 of 1976 known as the "Freedom of Information Act".

I-J QUESTIONS ON WORK TO BE COMPLETED

For FY2024, in lieu of a pre-proposal conference, questions regarding the work to be performed or any other general questions pertaining to the RFP can be directed to Chris VanWagoner by email at cvanwagoner@nmre.org, or by phone at 231-303-3429.

I-K GENERAL REQUIREMENTS FOR PROPOSING ORGANIZATIONS

All proposing organizations must meet the following criteria. Proposals from organizations that do not meet the following criteria will not be considered in the review process and will be eliminated from consideration.

Proposing organizations must meet the following minimum qualification criteria:

1. Be appropriately licensed (may vary depending on organization type) to provide substance use disorders prevention services in the State of Michigan or provide evidence that they will be licensed before service provision ensures. Provide documentation as evidence.
2. Meet the regulatory staff qualifications and credentialing criteria found in the following:
 - a. NMRE Master contract with the State

- i. [PIHP Master Contract Template \(michigan.gov\)](http://michigan.gov)
 - b. Credentialing and Recredentialing Processes of the MDHHS
 - i. [Behavioral Health and Developmental Disabilities Administration, Provider Credentialing \(michigan.gov\)](http://michigan.gov)
 - c. MDHHS SUD Administrative rules
 - i. [Policies and Advisories \(michigan.gov\)](http://michigan.gov)
- 3. Be in compliance with Federal Regulation 2 CFR Part 180.
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three year period preceding this agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section B, and;
 - d. Have not within a three-year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default.

I-L PROPOSAL RECEIPT

Proposals must be received at the NMRE office on or before the date and time specified on the cover of the RFP.

I-M CONTRACT PAYMENT SCHEDULE

The successful proposing organization(s) will be awarded a contract. The successful proposing organization will submit a given financial service report (FSR) monthly for expenditures against the approved budget for payment.

I-N INDEMNIFICATION

The contractor shall indemnify and hold harmless the NMRE and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of, or resulting from the performance or the work, including all labor, materials, and equipment necessary to produce the services required by this contract.

I-O CONTRACT'S LIABILITY INSURANCE

The contractor shall purchase and maintain such insurance as will protect the contractor from claims which may arise out of or result from the contractor's operations under the contract. The insurance shall include contractual liability insurance as applicable to the

contractor's obligation under the Indemnification clause of the RFP. Before starting work, the contractor must furnish a Certificate of Insurance verifying liability coverage to the NMRE.

I-P CANCELLATION

Cancellation of contract by the NMRE may be for default by the contractor. Default is defined as the failure of the contractor to fulfill the obligations of the proposal, the quotation, or the contract. In the case of default by the contractor, the NMRE may cancel the contract immediately and procure services from another source.

SECTION II

WORK STATEMENT

II-A PREVENTION SERVICE PRIORITIES FOR FY 2025

The Michigan Department of Health and Human Services has not yet set priorities for FY 2025. The NMRE has issued this Request for Proposal for prevention services to address the following priorities, consistent with previous priority areas. The priorities listed below are subject to change if the Michigan Department of Health and Human Service priority areas change.

1. Reduce Underage drinking
2. Reduce Prescription drug abuse/Opioid Misuse, including a reduction in the misuse of opioids for non-medical purposes.
3. Reduce Marijuana use among youth and young adults.
4. Reduce underage youth tobacco access and tobacco use including electronic nicotine devices and vape products.
5. Increase in access to prevention services for older adults 55 and older.

II-B PERFORMANCE STANDARDS/CRITERIA

Currently, the Michigan Department of Health and Human Services requires the following: Based on needs assessment, prevention activities must be targeted to high-risk groups and must be directed to those at greatest risk of substance use disorders and/or most in need of services within these high-risk groups. PIHPs are not required to implement prevention programming for all high-risk groups. The PIHP may also provide targeted prevention services to the general population. MDHHS may issue additional guidelines for FY 2025. Agencies submitting proposals in response to this RFP should be prepared to accommodate such priorities at a later date.

In addition, successful proposing organizations will also address the FY NMRE Prevention Goals identified unless otherwise stated in this document. Attachment D - NMRE FY Goals

In order to address these issues, the NMRE seeks proposals via this RFP to provide prevention services in the county(ies) previously described. Proposals may be submitted for any or all of the counties described.

II-C PREVENTION REQUIREMENTS

- A. Service proposals must address individuals **who do not require and have not required treatment for a substance use disorder**. Prevention programming is intended to prevent and/or reduce the consequences of substance use in communities

by preventing or delaying the onset of use and reducing the progression of substance use disorders in individuals.

- B. Services that are proposed must fall within the federal prevention strategies defined in the Substance Abuse Prevention and Treatment Federal Community Grant requirements. Funding may not be requested for a drug-free alternative activity. See Attachment E - Federal Prevention Strategies.
- C. Services must be delivered and supervised by qualified staff as defined in the NMRE Credentialing and Staff Qualification Requirements, also identified in I-K2 above.
- D. Identify how national/regional prevention efforts and/or programming will be used to subsidize local funding. An example of using large scale efforts to enhance local prevention funding is participation in any or all of the following national/regional campaigns:

[Above The Influence](#), [Talk, They Hear You](#), [National Prevention Week](#), [National Drug Facts Week](#) and [Do Your Part](#).

II-D PREVENTION PROPOSAL REQUIREMENTS

Proposals must be submitted as instructed in Section III. Proposing organizations should take care to assure it is fully completed and accurate, and all attachments as directed are included. The application packet is available online at www.nmre.org and www.drugfreenorthernmichigan.net

The original completed proposal (hard copy) and an electronic version must be received by NMRE no later than 5:00 PM on Friday, May 31, 2024. The original must be signed in ink by an official of the proposing organization authorized to bind the proposing organization to the provisions of the proposal.

SECTION III

INFORMATION REQUIRED FROM PROPOSING ORGANIZATIONS

Please note a separate proposal application consistent with the requirements listed in III-A through III-D is required for each county, except for documentation required to determine financial viability. Only one submission of documentation required to determine financial viability per proposing organization is required.

III-A BUSINESS ORGANIZATION

Complete Attachment A- Proposal Application

III-B CAPACITY TO SUCCESSFULLY MEET PERFORMANCE STANDARDS

Submit a narrative addressing all areas requested in the format provided below. Utilize the headings provided to organize your submission.

B.1. Proposed staff to oversee contract

Administration and prevention service supervision

Project Manager – Provide a description of qualifications of staff person assigned to oversee prevention contract and assure all milestones are completed. Identify individual and current position within the agency.

Prevention Supervisor – Provide a description of the qualifications of staff person assigned by job description to supervise prevention services. Identify individual and current position within the agency. Note, information should clearly identify how supervisor meets the requirements cited in the NMRE Credentialing and Staff Qualification Requirements. See Attachment H – NMRE Provider Staff Fillable Form

Proposed staff to provide direct service

Prevention Staff – Identify agency staff that will be providing prevention services proposed. Include the individual(s) first and last name and prevention certification. Note, if proposed staff does not meet MDHHS staff qualification requirements or if staff will be hired to provide services, indicate date staff will meet certification as defined by the NMRE Credentialing and Staff Qualification Requirements. Attach the job description for direct-service prevention staff. Attach the job description for direct-service prevention staff.

Capacity to Implement Prevention Services as Proposed

*Please complete the prevention narrative assessment for each individual priority area; childhood and underage drinking, prescription drug misuse and illicit use and underage marijuana use. **Please also answer questions under collaborative activities and community outreach.***

1. Reduce Underage Drinking

Please note, if this is not an area of issue in the county for the RFP submission, please submit the reason for the omission.

ASSESSMENT SECTION:

Problem Statement Data Support:

Provide data support for the problem area, intervening variables and local conditions for each intervening variable that were included in your logic model.

You will need to provide specific community assessment data (quantitative/qualitative) for each of these levels. The data support provided in this section must mirror your attached prevention plan logic model.

The following information must be provided for each of the problem areas targeted in your prevention plan, in the following format.

Problem Area 1: Provide a narrative summary of the data that describes the substance use problem. While completing this section you may want to consider the magnitude of the problem, comparison to state or national rates, trends, demographic groups more impacted by the problem, consequences attributed to the problem, etc.

Intervening Variable 1: Provide a narrative summary of the data that describes the first intervening variable that is contributing to the problem.

Local Condition 1: Provide a narrative summary of the data describing the first identified **local conditions** contributing to the intervening variable.

Local Condition 2: Provide a narrative summary of the data describing the second identified **local condition** contributing to the intervening variable.

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Expand this format until you have included all intervening variables and local contributing conditions included in your *Agency Prevention Plan Logic Model* for the problem area. If your plan addresses multiple problem areas, you will repeat this format for each problem area.

Note: If you have consistently implemented efforts to address the problem area it may be appropriate to use the baseline data that triggered your initial decision to initiate the efforts. This should only be done if your efforts have been clearly defined and consistently targeted the same intervening variables.

Data Sources:

Provide a brief summary of each local data source used in the previous section (e.g., school surveys, focus groups, interviews, archival data on social indicators, etc.). Data from the [Michigan Community Epidemiological Profile](#) was produced by the State Epidemiological Outcomes Workgroup (SEOW) and is intended to provide information on various prevention indicators that can be used for planning and data monitoring. Alcohol, drug and tobacco use consequences and consumption have been identified.

Responding to opportunities to encourage local implementation of the [Michigan Profile for Healthy Youth Survey \(MiPhy\)](#). The MiPhy is an essential element of prevention programming as a consistent local data source on risk and protective factors most predictive of alcohol, tobacco, and other drug use and violence.

Be sure to include the following information about each data source.

- **Survey data:**
 - Describe what the survey collects and how the survey was developed.
 - How people were selected to participate in survey. If it is a school survey, be sure to identify the grades surveyed.
 - How well does the sample reflect the larger population of interest? How many people took the survey and how representative is this sample size of your larger population?
 - In what years was the survey implemented?
- **Archival/Social Indicator data:**
 - Designate the years of data which were used,
 - Provide brief definitions/explanations for the specific data referenced in the previous section. (e.g. Alcohol-related traffic crashes include all crashes where at least one driver had been drinking.)
- **Qualitative Data:**

- What methods did you use to gather the information (interviews, forums, listening sessions, focus groups, open-ended surveys)
- How were people selected to participate?
- How representative were the participants of the target population? For example, if you did focus groups with high school students how well did the group sample resemble the high school population in gender, grade, ethnicity, geography, academic achievement, etc.
- Who did you gather information from? How many people provided information?
- When was it collected? How frequently have you gathered this information?
- How was data analyzed to identify trends or consistent patterns?

2. Reduce Prescription drug abuse/Opioid Misuse, including a reduction in the misuse of opioids for non-medical purposes

Please note, if this is not an area of issue in the county for the RFP submission, please submit the reason for the omission.

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 - How well does the sample reflect the larger population of interest? How many people took the survey and how representative is this sample size of your larger population?
 - In what years was the survey implemented?

- **Archival/Social Indicator data:**
 - Designate the years of data which were used,
 - Provide brief definitions/explanations for the specific data referenced in the previous section. (e.g. Alcohol-related traffic crashes include all crashes where at least one driver had been drinking.)
- **Qualitative Data:**
 - What methods did you use to gather the information (interviews, forums, listening sessions, focus groups, open-ended surveys)
 - How were people selected to participate?
 - How representative were the participants of the target population? For example, if you did focus groups with high school students how well did the group sample resemble the high school population in gender, grade, ethnicity, geography, academic achievement, etc.
 - Who did you gather information from? How many people provided information?
 - When was it collected? How frequently have you gathered this information?
 - How was data analyzed to identify trends or consistent patterns?

3. Reduce Marijuana use among youth and young adults

Please note, if this is not an area of issue in the county for the RFP submission, please submit the reason for the omission.

ASSESSMENT SECTION:

Problem Statement Data Support:

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4. Reduce underage youth tobacco access and tobacco use including electronic nicotine devices and vape products.

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 - How was data analyzed to identify trends or consistent patterns?

5. Increase in access to prevention services for older adults 55 and older.

Please note, if this is not an area of issue in the county for the RFP submission, please submit the reason for the omission.

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Note: If you have consistently implemented efforts to address the problem area it may be appropriate to use the baseline data that triggered your initial decision to initiate the efforts. This should only be done if your efforts have been clearly defined and consistently targeted the same intervening variables.

Data Sources:

Provide a brief summary of each local data source used in the previous section (e.g., school surveys, focus groups, interviews, archival data on social indicators, etc.). Data from the [Michigan Community Epidemiological Profile](#) was produced by the State Epidemiological Outcomes Workgroup (SEOW) and is intended to provide information on various prevention indicators that can be used for planning and data monitoring. Alcohol, drug and tobacco use consequences and consumption have been identified.

Responding to opportunities to encourage local implementation of the [Michigan Profile for Healthy Youth Survey \(MiPhy\)](#). The MiPhy is an essential element of prevention programming as a consistent local data source on risk and protective factors most predictive of alcohol, tobacco, and other drug use and violence.

Be sure to include the following information about each data source.

- **Survey data:**
 - Describe what the survey collects and how the survey was developed.
 - How people were selected to participate in survey. If it is a school survey, be sure to identify the grades surveyed.
 - How well does the sample reflect the larger population of interest? How many people took the survey and how representative is this sample size of your larger population?
 - In what years was the survey implemented?
- **Archival/Social Indicator data:**
 - Designate the years of data which were used,
 - Provide brief definitions/explanations for the specific data referenced in the previous section. (e.g. Alcohol-related traffic crashes include all crashes where at least one driver had been drinking.)
- **Qualitative Data:**
 - What methods did you use to gather the information (interviews, forums, listening sessions, focus groups, open-ended surveys)
 - How were people selected to participate?
 - How representative were the participants of the target population? For example, if you did focus groups with high school students how well did the group sample resemble the high school population in gender, grade, ethnicity, geography, academic achievement, etc.
 - Who did you gather information from? How many people provided information?
 - When was it collected? How frequently have you gathered this information?

- How was data analyzed to identify trends or consistent patterns?

Collaborative Activities:

- A. Briefly describe how your agency's prevention program has collaborated with the substance use disorder prevention coalitions or groups in your county. If there is not a SUD Prevention Coalition in your county, do you have intentions of creating a local coalition? If so, please describe what efforts would be made toward coalition building.
- B. Please provide a bulleted list of the collaborative groups in which staff will be involved in. For each group please provide a brief description of their mission and how attending will support or enhance your agency's substance use disorder prevention efforts.

Community Outreach

- A. Please describe your agency's capacity to ignite and create sustained community change. Include your ability to engage high risk and hard to reach populations. Please provide an example.
- B. Please describe how your agency ensures cultural competency in all planning and implementation efforts. Please provide an example.

Coalition to Address Substance Use Issues

- A. Please describe the coalition work to be completed utilizing funding with this RFP. Coalition work may include the staffing of the coalition, coordination for the coalition, participation in a coalition or for the development of a coalition to address substance use issues.

III-C PREVENTION SERVICES PROPOSED

Complete the Attachment B - Prevention Services Planning Form for each individual county that services are being proposed. Please ensure that all priority areas below are addressed on the Prevention Services Planning Form:

1. Reduce Underage drinking
2. Reduce Prescription drug abuse/Opioid Misuse, including a reduction in the misuse of opioids for non-medical purposes.
3. Reduce Marijuana use among youth and young adults.
4. Reduce underage youth tobacco access and tobacco use including electronic nicotine devices and vape products.
5. Increase in access to prevention services for older adults 55 and older.

Attachment B will also be utilized to determine the ratio of direct to indirect time.

III-D FINANCIAL

Budget – The budget forms are found in Attachment C. Note that the spreadsheet has two tabs. DCH-0385(E) Program Budget Summary form and a DCH-0386(E) Program Budget Cost Detail form must be completed for each county proposed to be served.

Financial Viability – The proposing organization must demonstrate that it has adequate financial resources and financial management systems in place to maintain service delivery. The information requested below will be reviewed against standards for measuring financial soundness. Proposing organizations must submit:

- Financial Audit for the past fiscal year, and
- Balance Sheet and supporting Income Statements for the most current month ended.

SECTION IV EVALUATION CRITERIA

Proposals must be received on or before 5:00 PM on Friday, May 31, 2024. Only those proposals submitted by organizations meeting the minimum requirements listed in SECTION I-K GENERAL REQUIREMENTS FOR PROPOSING ORGANIZATIONS will be reviewed. Organizations not meeting the General Requirements for Proposing Organizations will be notified no later than June 28, 2024. Revised proposals will not be accepted from organizations notified of not meeting the General Requirements for Proposing Organizations.

The proposals from organizations meeting the GENERAL REQUIREMENTS FOR PROPOSING ORGANIZATIONS will be reviewed against the following evaluation criteria in Section One and Section Two.

Only proposals meeting minimum requirements listed in SECTION I-K GENERAL REQUIREMENTS FOR PROPOSING ORGANIZATIONS as identified in Sections One and Two will be considered. Final approval decisions for competing organizations receiving an equal number of points will be made based upon results of interviews with administrative and program staff.

IV-A Section One

A. CAPACITY (Total – 80 Points)

1. Staffing
 - FTE planned relative to the service plan
 - Qualifications of direct service and supervisory staff
2. Capacity of agency to implement services based on community needs for the prevention of underage drinking.
3. Capacity of agency to implement services based on community needs for the prevention of prescription drug misuse and illicit use.
4. Capacity of agency to implement services based on community needs for the prevention of underage marijuana use.
5. Agency's capacity to work cooperatively with the NMRE on implementation of regional prevention plans.

B. PREVENTION SERVICES PROPOSED (Total – 20 Points)

1. Proposing agency is actively engaged in the community and demonstrates strong collaborative efforts with other agencies, groups, and coalitions in the community.
2. Proposing agency demonstrates the ability to engage high risk and hard to reach populations.
3. Services proposed to address the prevention priority areas are designed to create population level change.

4. Services proposed to address the prevention priority areas use evidence and/or research-based methods and have been determined to impact selected intervening variables. Attachment F - SAMHSA Guidelines for Evidenced Based Prevention.
5. Services proposed to address the prevention priority areas demonstrates efforts to ensure cultural competency in all planning and implementation efforts.

IV-B Section Two

Financial (Total Points – 65)

Scoring Criteria – Scores assigned to total proposal

- Financial viability
- Staffing capacity proposed in relationship to funds requested
- Reasonableness of proposed budget(s)

IV-C Administrative and Program Staff interview

Scoring Criteria - Interview with administrative and program staff. This will be an opportunity for the NMRE to seek additional clarification on the submitted proposal and for the provider agency to share information about the services proposed or the agency not captured in the competitive proposal format.

IV-D TOTAL SCORING

Scores for Sections One and Two combined for a point total. Competing organizations with equal points will be decided upon interviews with administrative and program staff. Written notification of the NMRE's decision will be provided for all submissions.

SECTION V SUBMISSION OF PROPOSAL

Only the documents and attachments of this RFP are to be used to ensure NMRE receipt of updated forms (please do not use forms from prior fiscal years) and information. Please submit an original copy of your proposal to:

Northern Michigan Regional Entity
1999 Walden Drive
Gaylord, MI 49735

Both hard copy and electronic versions of the proposal are due
No later than **5:00 PM, Friday, May 31, 2024.**

The NMRE reserves the right to award by item, by groups, by service area or total proposal; to reject any or all proposal in whole or in part; and to waive technical defects if the best interests of the NMRE will be served. The NMRE also reserves the right to consider any proposal or modification thereof before the award is made, if such action is in the best interest of the NMRE.

Notwithstanding other terms and conditions of this RFP or other documents, the Board of Directors of Northern Michigan Regional Entity, Inc. reserves the right to select proposals and award contracts at its discretion.