



County of Watauga

Administration Building, Suite 205 • 814 West King Street • Boone, North Carolina 28607

BOARD OF COMMISSIONERS

Larry Turnbow, Chairman
Charlie Wallin, Vice-Chairman
Todd Castle
Braxton Eggers
Ray Russell

Telephone 828-265-8000
TDD 1-800-735-2962
Voice 1-800-735-8262

COUNTY MANAGER
Deron T. Geouque

COUNTY ATTORNEY
Anthony di Santi

Date of Issue: April 3rd, 2023

Informational Webinar Date (will be recorded): Tuesday, April 11th at 11am

Webinar Registration Link:

<https://us06web.zoom.us/meeting/register/tZltcO2pqT8qG9VcPgQptC0EFRkeBvVyFCFA>

Questions Due Date: Monday, April 17th by 5pm

Proposal Due Date: Monday, May 15th by 5pm

Direct all inquiries concerning this RFP to:

grants@apphealth.com

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.



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1.0 PURPOSE AND BACKGROUND

In July 2021, Attorney General Josh Stein announced a historic \$26 billion agreement that will help bring desperately needed resources to communities harmed by the opioid epidemic. The agreement resolves litigation over the role of four companies in creating and fueling the opioid epidemic. A Memorandum of Agreement (MOA) between the State and local governments directs how opioid settlement funds are distributed and used in our state. To maximize funds flowing to North Carolina communities on the front lines of the opioid epidemic, 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 Watauga County was 20 out of 100,000 people in 2020. This represents 11 people in Watauga who died from overdose in that year. 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 Watauga County was 39 out of 100,000 people in 2020, with a population of 54,000. This represents 22 emergency department visits by Watauga residents for overdose in that year.

The purpose of this RFP is to fund eligible organizations to implement evidence-based, high-impact strategies to address the opioid epidemic in Watauga County, North Carolina. In addition, this RFP builds capacity and local infrastructure to respond to the overdose crisis in Watauga County, North Carolina. The goal of the RFP is to reduce overdose deaths, emergency department visits for overdose, and illicit opioid involvement.

As a result of the opioid settlement, Watauga County government is set to receive \$3,024,789 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.

In November 2022, Watauga County agencies and partners initiated a Results-Based Accountability (RBA) action planning process in which focus areas were determined for the next four years. **In March 2023, the Watauga County Commissioners approved the utilization of \$300,000 to fund two-year pilot projects based on Exhibit A strategies in the MOA.** In alignment with guidelines set by the North Carolina Attorney General's Office and North Carolina Department of Health and Human Services, Watauga County will consider funding agencies to implement the following Exhibit A strategies:

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 Program
10. Criminal justice diversion programs
11. Addiction treatment for incarcerated persons
12. Reentry programs

Priority will be given to projects that align with the top 5 focus areas determined through RBA action planning: 1) Harm reduction, 2) Connections to care, 3) Support for people in treatment and recovery, 4) Treatment, and 5) Addressing the needs of criminal-justice involved persons.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 PROPOSAL INSTRUCTIONS & REQUIREMENTS

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP consists of the base RFP document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFP in advance of any contract award are incorporated herein by reference. By submitting a proposal, the vendor agrees to meet all stated requirements in this section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the County to receive a better proposal, the vendor is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.3.

Vendors shall populate all attachments of this RFP that require the vendor to provide information and include an authorized signature where requested. Failure to include required documents and/or signatures, where requested, will result in rejection of submitted proposals.

2.2 PROPOSAL SUBMITTAL

Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below.

Mailing address for delivery of proposal via US Postal Service	Email address for delivery of proposal electronically
<p><i>PROPOSAL TITLE:</i></p> <p><i>Opioid Settlement Proposal - *Agency Name*</i></p> <p><i>AppHealthCare</i> <i>ATTN: Lindsey Sullivan</i> <i>126 Poplar Grove Connector</i> <i>Boone, NC 28607</i></p>	<p><i>PROPOSAL TITLE (in subject line):</i></p> <p><i>Opioid Settlement Proposal - *Agency Name*</i></p> <p><i>grants@apphealth.com</i></p>

IMPORTANT NOTE: All proposals shall be delivered by one of the two methods listed above **by 5:00 PM on Monday, May 15th, 2023** regardless of the method of delivery. All risk of late arrival due to unanticipated delay—whether delivered by email, hand, U.S. Postal Service, courier or other delivery service is entirely on the vendor. It is the sole responsibility of the vendor to have the proposal to the contact specified by the specified time and date of opening. Any proposal received after the proposal submission deadline will be rejected.

All proposal addendums and/or corrections will be emailed to vendors who submit a notice of intent to bid to email [**grants@apphealth.com**](mailto:grants@apphealth.com).

2.3 PROPOSAL QUESTIONS

Written questions shall be emailed to [**grants@apphealth.com**](mailto:grants@apphealth.com) **by 5:00 p.m. (EST) on Monday, April 17th, 2023**. Vendors should enter “**RFP Opioid Settlement: Questions**” as the subject for the email. Questions will not be answered by phone. Question submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County shall become an Addendum to this RFP. **Vendors who submit an intent to bid will receive addendums by email.** Vendors shall rely *only* on written material contained in an Addendum to this RFP. **Vendors**

should not contact any other County employees, besides those listed above, during the bid process. Vendors who contact any other County employees may be disqualified.

Any questions considered minute in nature or that point to an error in the RFP or that the County determines will produce information required in order for all vendors to submit a responsible proposal, may be answered at the County's discretion after the specified date and time. Such questions that are received after the deadline are not guaranteed to be answered and if the questions qualify as "minute in nature" shall be determined at the sole discretion of the County.

2.4 INFORMATIONAL WEBINAR

Date: April 11th, 2023

Time: 11am

Webinar Registration Link:

[https://us06web.zoom.us/meeting/register/tZItcO2pqT8qG9VcPgQptC0EFRkeBvVyFCFA](https://us06web.zoom.us/join/91154137391)

2.5 RFP TERMS & CONDITIONS

It shall be the vendor'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. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

Questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.3 PROPOSAL QUESTIONS. Vendor's proposal shall constitute a firm offer.

If a vendor desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFP, about whether specific language proposed as a modification is acceptable to or will be considered by the County. It is the County's sole discretion to accept or reject requested modifications and/or exceptions.

3.0 NOTICES TO VENDOR

3.1 PROHIBITED COMMUNICATIONS AND CONFIDENTIALITY

PROHIBITED COMMUNICATION: Each vendor submitting a proposal, including its representatives, subcontractors and suppliers, is prohibited from having any communication with any employees or members of the board of commissioners of the County except those employees of the County's Finance Department as designated in this RFP. A vendor not in compliance with this provision may be disqualified from contract award.

!IMPORTANT INFORMATION! CONFIDENTIAL INFORMATION: The proposal must not contain any information marked as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act (the "Act") as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, unless the vendor has noticed the County Finance Department of its intent to designate any information in the proposal as such and received permission from the County Finance Department to do so in writing. Vendor's notice to the County Finance Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a "trade secret" as defined in G.S. § 66-152(3). If the County Finance Department determines the information for which confidentiality is requested is a "trade secret" covered by the Act, it will notify the vendor how to mark the information in the proposal and will identify the measures that County will take to protect the confidentiality of the information. Vendor's submission of a proposal after receipt of this notice from the County Finance Departments shall be deemed to be acceptance of the County

Finance Department's statement of how it will maintain confidentiality. If the County Finance Department determines the information for which confidentiality is requested is not a "trade secret" covered by the Act, it will notify vendor of that determination. Any proposal marked with any information as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the request for proposals and shall not be considered.

3.2 PROPOSAL COMPLIANCE

It is in the best interest of vendors to submit proposals that are clear, concise, and easily understood. Proposals should provide information essential for a straightforward and concise description of vendor capabilities to satisfy the requirements of the RFP specifications.

Vendor may include any optional data not provided for elsewhere and considered to be pertinent to this bid as an addendum.

Vendors are urged and cautioned to read the RFP completely through as noncompliance with requirements may result in bid rejection. Section 4.0 requirements and request for information must be in the same order with the same titles as listed in Section 4.0. Vendor proposals should be easy to follow and all sections should be easily identified.

The specifications included in this package describe the services that the County feels are necessary to meet the performance requirements of this RFP, and shall be considered the minimum standards expected of the Proposer. However, the specifications are not intended to exclude potential bidders.

If the vendor is unable to meet any of the specifications as outlined therein, vendors are advised to submit questions and concerns regarding the specifications during the question and answer period described in Section 2.3.

If the vendor does not indicate or submit questions or concerns regarding the specifications, the County shall assume it is able to fully comply with these specifications. The County shall be the sole and final judge of compliance with all specifications.

The County further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations.

3.3 PROPOSAL EVALUATION PROCESS

The County shall review all responses to this RFP to confirm that they meet the specifications and requirements of the RFP. The County shall not be required to hold interviews; however, depending on the number of responses and the information contained in the responses, the County may decide to conduct interviews with firms of its choice. The County reserves the right to request clarification of information submitted. Vendors may be required to provide a demonstration upon request.

The County reserves the right to reject all offers.

3.4 EVALUATION CRITERIA

All qualified proposals will be evaluated, a selection committee will review the submitted proposals. Qualifying application proposals will be collectively scored by the proposal review team. All qualified applications will be evaluated, and awards made based on the following criteria considered, to result in awards most advantageous to the County. Applications will be scored on the content, quality, and completeness of the responses to the items in the scope of work and to how well each response addresses the following core factors. Each application can earn a total of 100 points. The points possible for each section are listed in parentheses.

- Strategy (required, not scored)

- Project Description and Implementation Plan (15 points)
- Statement of Need (10 points)
- Population Served (10 points)
- Evidence-Based Practices (10 points)
- Evaluation (15 points)
- Equity Impact (10 points)
- Project Partners (10 points)
- Experience and Organizational Capacity (10 points)
- Letters of Commitment/Support (required, not scored)
- Budget and Budget Narrative (10 points)

3.5 METHOD OF AWARD

The County reserves the right to make separate awards to different vendors, to not award or to cancel this RFP in its entirety without awarding a contract, if it is considered to be most advantageous to the County to do so. Additionally, the County has authority to extend the grant for additional funding years pending approval of the County Commissioners.

4.0 SCOPE OF WORK & VENDOR’S PROPOSAL CONTENT REQUIREMENTS

4.1 ELIGIBILITY

Proposals will be accepted from nonprofit organizations and governmental agencies. For profit agencies will not be considered. Proof of nonprofit status is required for entities applying as a non-profit. Applicants must clearly demonstrate experience working with individuals with opioid use disorder and a commitment to evidence based strategies addressing opioid use disorder. Collaborative proposals are strongly encouraged. Applicants 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 overall responsibility of the fiscal and grant-related requirements.

4.2 VENDOR’S PROPOSAL REQUIREMENTS

The vendor’s proposal must include the required information below. Proposals shall be tabbed, using the titles identified in this section, to identify the required information. Tabs must be in the same order as listed below. Failure to submit this information may render its proposal non-responsive. **Vendors are urged and cautioned to read the notices in Section 3.1. Noncompliance with the confidentiality requirements will result in a proposal being considered nonresponsive.**

A. PROJECT 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 Watauga 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 life-saving programs
- Directly address health inequities, social determinants of health, and support equitable outcomes for the most impacted populations
- Utilize evidence-based practices
- Have at least three years of experience and demonstrated success of providing related services
- Leverage and align with other funding sources

- Make best use of this infusion of resources
- Provide performance reporting regarding use of funds and project impact on a quarterly basis
- Include an approved budget utilizing the County’s Budget Template and track and report expenditures utilizing the same form
- Comply with all provisions of the funding [North Carolina MOA](#), including expenditure tracking and federal subrecipient monitoring include costs incurred no earlier than the beginning of the contract period
- Serve the residents of Watauga County
- Proposals must be two-year projects
- A representative of funded agencies must participate in ongoing strategic planning efforts and systems building towards sustainability as deemed appropriate by the County
- Participate in all coordinated meetings with other funded agencies

4.3 PROPOSAL REQUIREMENTS

Eligible applicants shall populate all attachments of this RFP that require the nonprofit to provide information and include an authorized signature where requested. Nonprofit RFP responses shall include the following items in the following order:

Legal Name of Agency

Organization’s Address

Primary Contact Title

Primary Contact Name

Primary Contact Email

Primary Contact Phone Number

Agency’s Website

Agency’s Mission and Vision

Name of Project

Amount of Funds Requested

Strategy (Indicate all that apply) This question is required, but not scored.

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 Program
10. Criminal justice diversion programs
11. Addiction treatment for incarcerated persons
12. Reentry programs

RFP responses should provide a concise description of the applicant’s capabilities, collaborations, and partnerships. Responses are required to submit a Projective Narrative, responsive to each of the following sections: Project Description and Implementation Plan, Statement of Need, Evidence-Based Practices, Population Served, Results, Evaluation, Equity Impact, Project Partners, Organizational Capacity, and Budget Narrative. Project narratives must

be no more than ten (10) pages, excluding the budget. Project narratives must be single-spaced in a minimum of 12-point font with 1-inch margins. The title of each section should be in bold font in the submitted document. Number each page consecutively.

All proposals will be reviewed and scored by a review committee established by Watauga County. Applications will be scored on the content, quality, and completeness of the responses to the items in the scope of work and its alignment with project priorities that resources and services are provided directly to people who use opioids. The total possible points for each section are listed in parentheses, where the highest number is the best. Each application can earn a total of 100 points.

Evaluation criteria are described below.

Project Description and Implementation Plan (15 points): Provide a description of your proposed project. Clearly identify and describe which implementation strategies from the list of eligible strategies are included in the project. Briefly describe how the proposed project will be implemented, including information about the staff implementing the proposed project and where services are taking place. *Selected applicants may be required to submit a more detailed implementation plan including timeline at a later date.*

Statement of Need (10 points): Describe the need that this project will address. For example: opioid misuse, overdoses, or deaths; Narcan availability and distribution; housing, employment, incarceration, and recidivism rates, etc. Include data to demonstrate the need and cite the source of the data.

Relevant data is available at:

- <https://www.ncdhhs.gov/opioid-and-substance-use-action-plan-data-dashboard>
- <https://injuryfreenc.ncdhhs.gov/DataSurveillance/Poisoning.htm>
- <https://nc211.org/data/>
- <https://medicaid.ncdhhs.gov/reports/dashboards#annual>

Population Served (10 points): Identify and define the target population to be served by this project, including the eligibility criteria for services provided. Describe how you will recruit participants into your program. Provide a description of the demographic information and any other risk or protective factors of the target population. Applicants are required to list the number of anticipated clients served in the service period.

Evidence-Based Practices (10 points): These funds are intended to fund services or practices that have a demonstrated evidence base and that are appropriate for the population(s) of focus (individuals with opioid use disorder). An evidence based practice (EBP) refers to approaches to prevention, treatment, or recovery that are validated by a credible form of documented research evidence. Proposals should describe the evidence-based practices that will be implemented.

Proposals that address opioid treatment must include evidence-based addiction treatment consistent with the American Society of Addiction Medicine's national practice guidelines for the treatment of opioid use disorder – including Medication-Assisted Treatment (MAT) with any medication approved for this purpose by the U.S. Food and Drug Administration. There are three medications approved for the treatment of Opioid Use Disorder by the U.S. Food and Drug Administration:

- Methadone
- Buprenorphine
- Naltrexone (known by its brand name, Vivitrol®).

For more information about evidence-based treatment visit: <https://www.morepowerfulnc.org/wp-content/uploads/2022/08/FAQ-about-Option-A-Strategies-updated-August-2022.pdf>

Evaluation (15 points): List at least one overarching goal of the project. In addition, describe the data collection and performance measures you will use to assure ongoing, effective tracking of project goals and objectives. Describe any existing survey instruments that are being used to gather data in the target area of high need. Funded projects

are required to provide a quarterly report on process and quality measures. Describe **how** your project will collect data on the following demographic, process, and quality measures.

- 1) “How much did you do?” Examples: number of persons enrolled, treated, or served; number of participants trained; units of naloxone or number of syringes distributed.
- 2) “How well did you do it?” Examples: percentage of clients referred to care or engaged in care; percentage of staff with certification, qualification, or lived experience; level of client or participant satisfaction shown in survey data.
- 3) “Is anyone better off?” Examples: number or percentage of clients with stable housing or employment; self reported measures of client recovery capital, such as overall well-being, healthy relationships, or ability to manage affairs; number or percentage of formerly incarcerated clients receiving community services or supports within X days of leaving jail or prison.
- 4) Demographic information of participants for the process and quality measures in questions 1, 2, and 3. Examples: age, race, ethnicity, gender, education, income, and zip codes.

More information on performance measures can be found here: <https://clearimpact.com/results-based-accountability/example-performance-measures-can-use-program-service/>

Please note that the North Carolina Association of County Commissioners is working to develop key process and quality measures successful applicants may be required to report upon.

Equity Impact (10 points): Describe how the proposed project addresses health inequities and reaches historically marginalized populations. Additionally, describe how the proposed project addresses the needs of the uninsured and underinsured. Finally, describe how the proposed project will address social determinants of health (transportation, housing, employment, etc.) directly or through collaboration with other agencies.

Project Partners (10 points): List the community partners and agencies that will participate in this project. Describe the role and contribution of each community partner. Describe how you will make referrals to clients and collaborate with partners at the organizational level, assure coordinated services and avoid duplication of services.

Experience and Organizational Capacity (10 points): Describe the background, experience, and capabilities of your organization or department as it relates to capacity for delivering the proposed project and managing grant funds. Describe your organization's existing resources and any previous or current efforts to address the identified problems discussed. This may include any past achievements and accomplishments. Describe the qualifications and training of the staff providing services. Describe your experience in addressing health disparities and addressing social determinants of health.

Budget and Budget Narrative (10 points): Provide a detailed project budget including all proposed project revenues and expenditures, including explanations and methodology utilizing the Budget Template (Attachment C). **The submitted budget and budget narrative MUST be submitted using the provided Budget Template. A printed version of the budget and budget narrative with an authorized signature must be included with hard copy submissions and on the electronic copy, as well as the Excel version that must be submitted on the electronic copy.** The submitted budget should be a two-year budget.

Complete the narrative section on the Budget Template. The budget narrative describes how funds would be spent and why costs included in the budget template are justified and necessary to conduct the proposed project. Costs should be reasonable and appropriate for the level of effort proposed. The budget narrative should explain how the numbers in the budget were calculated and how each expense is related to the proposed project.

Allowable eligible expenditures are limited to direct project-related costs and cannot supplant any existing funding. The potential Contractor understands that all expenditures require prior approval from the County and that funds spent without prior approval are subject to repayment to the County.

ATTACHMENT A: EXECUTION OF PROPOSAL

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items/services upon which prices are proposed. By executing this proposal, the undersigned vendor certifies that this proposal is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned vendor certifies that it and its principals are not presently listed on the Department of State Treasurer's Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Contractor certifies and/or understands the following by placing an "X" in all blank spaces:

_____ The County has the right to reject any and all proposals or reject specific proposals with deviated/omitted information, based on the County's discretion if the omitted information is considered a minor deviation or omission. The County will not contact vendors to request required information/documentation that is missing from a proposal packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more vendors and/or to award only a part of the services specified in the RFP. Lastly, the County has authority to extend the grant for additional funding years pending approval of the County Commissioners.

_____ This proposal was signed by an authorized representative of the Contractor.

_____ The potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

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

_____ The potential Contractor understands that all expenditures require prior approval and that funds spent without prior approval are subject to repayment to the County.

_____ The potential Contractor agrees to the conditions as set forth in this RFP with no exceptions.

_____ Selection of a contract represents a preliminary determination as to the qualifications of the vendor. Vendor understands and agrees that no legally binding acceptance offer occurs until the Watauga County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing RFP, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services for the prices quoted within the timeframe required. Vendor agrees to hold firm offer through contract execution.

Failure to complete, execute/sign (E-signature or handwritten) proposal prior to submittal shall render the proposal invalid and it WILL BE REJECTED.

VENDOR:		
STREET ADDRESS:	PO BOX:	ZIP:

CITY/COUNTY/ZIP:		PHONE:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE:		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Opioid Settlement RFP Budget Template Download Link - [Excel Spreadsheet File](#)