

REQUEST FOR QUALIFICATIONS



PIEDMONT TRIAD
REGIONAL COUNCIL

Contractual Services **Evaluation for Recovery Oriented** **System of Care – ARC INSPIRE Grant in** **Surry County, NC**

November 1, 2023

Submit to:

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Workforce Development Board
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Deadline for submission: December 1, 2023 at 5:00 pm

Overview and Project Objectives

Professional Consulting and Evaluation Services for a three-year Appalachian Regional Commission INSPIRE Grant Project for the Piedmont Triad Regional Council (PTRC) covering Surry County, North Carolina.

The Piedmont Triad Regional Council is accepting proposals from qualified consultants who can:

1. Provide program evaluation research, guidance and data collection strategies supporting CORE-NC.
2. Provide training to staff related to effective data collection and program evaluation practices.
3. Assist with Logic Model and Strategic Action Plan Development.
4. Assist in the development of Recovery Oriented Systems of Care Development.
5. Assist in the development of Recovery Friendly Workplaces Practices and Policies.
6. Submit annual and final policy and evaluation reports to the PTRC and ARC supporting program development, successes and evaluation measures.

The ARC awarded a grant of \$497,940 to the Piedmont Triad Regional Council (PTRC), in Kernersville, North Carolina, for the Vital Links Recovery Oriented System of Care Program. In partnership with the Surry County Office of Substance Abuse Recovery, PTRC aims to expand the local recovery ecosystem by supporting recovery friendly housing, improving workforce development pipelines, providing SUD recovery- focused job training programs, and other activities designed to coordinate and link recovery services and employment training. This initiative, developed with an ARC INSPIRE planning grant awarded in 2022, will result in the development of three new, in-demand programs and is expected to serve 72 workers/trainees, 30 businesses, and 456 community participants.

Context and Background

The Appalachian Regional Commission is an economic development entity of the federal government and 13 state governments focusing on 423 counties across the Appalachian Region. ARC's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation.

The Investments Supporting Partnerships In Recovery Ecosystems (INSPIRE) Initiative addresses the substance use disorder (SUD) crisis across Appalachia by creating or expanding a recovery ecosystem that will lead to workforce entry or re-entry. Successful projects will support the post-treatment to employment continuum, which could include investments in healthcare networks that support SUD recovery professionals, recovery-focused job training programs, as well as initiatives designed to coordinate, or link, recovery services and training that support the recovery to work ecosystem, among others.

In September 2023, ARC awarded \$14 million to 43 projects across the region. These INSPIRE awardees will support the SUD recovery-to-employment continuum in 11 Appalachian states by training and certifying recovery specialists, establishing cross-sector partnerships, expanding peer support networks, launching recovery-to-work programs with a full spectrum of coordinated support services, and more.

The recovery ecosystem is a complex linkage of multiple sectors, including but not limited to recovery communities, peer support, health, human services, faith communities, criminal justice, public safety, housing, transportation, education, and employers. The goal of the recovery ecosystem is to help individuals in recovery access the support services and training they need to maintain recovery and successfully obtain sustainable employment.

Since April 2021, ARC has invested nearly \$42 million in 126 projects that address Appalachia's substance use disorder crisis in 349 counties — which is 83% of the region. Together, these projects are projected to improve more than 2,178 businesses and provide opportunities for nearly 9,772 students and workers in creating or expanding recovery ecosystems leading to workforce entry or re-entry throughout the region.

The project proposed will be completed with the following work tasks beginning January 2024 and concluding May 2026.

Task 1: Project kickoff meeting

Attend kickoff meeting with project steering committee to review project objective, timeframe, and scope of work.

Task 2: Create Project Schedule

Creation of a one year and three-year timeline supporting ARC Grant Requirements and Program Evaluation efforts.

Task 3: Logic Model Development

Development of a logic model meeting community needs PTRC and the ARC.

Task 4: Create a Timeline

Creation of a project timeline for consultation, technical assistance, reporting and evaluation services.

Task 5: Develop a Action Plan

Assisting the Grant Implementation Organization in Action Planning Steps that address requirements of the ARC INSPIRE Model and supporting Results Based Accountability Standards.

Task 6: Develop a Evaluation Plan

Creation of an Evaluation Plan that meet and is approved by the PTRC.

Task 7: Identify Data Collection Metrics

Identification and approval from the grant funding source of all data collection metrics and statistically reporting requirements.

Task 8: Provide Technical Assistance

Delivery of Technical Assistance to ensure the local staff are meeting Evidenced Based Standards.

Task 9: Conduct Monthly Reporting

Assisting grant staff and providing data collection frameworks to ensure annual performance reporting to the ARC.

Task 10: Assist with Graphic Design and Local Messaging Effort

Provision of graphic design resources and support to create professional digital and media print products.

About the PTRC and the Workforce Development Board.

The PTRC is a voluntary association of municipal and county governments, enabled by state law to promote regional issues and cooperation among members. The **PTRC** serves 74-member governments in and around the Greensboro/Winston-Salem/High Point, NC metro area including the following twelve counties: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry, and Yadkin Counties. One of the major divisions of the PTRC is the Piedmont Triad Workforce Development Department.

The workforce development board is a private-sector led, planning and policy-making entity, appointed by local elected officials in the region. The workforce development system seeks to provide a skilled, productive workforce for local employers. The Workforce Development Division assesses and develops the local area workforce to meet the current and future needs of employers by:

- Connecting with organizations to determine current and future workforce needs,
- Assessing the workforce and identifying populations that need assistance in entering the workforce
- Identifying holes in the workforce and identifying skills gaps
- Developing and maintaining initiatives and programs to close the gap between workforce and employers

Project Timeframe and Deliverables

Timeframe

The project will begin as soon as the contract is awarded and needs to be completed as soon as possible. PTRC is asking for consultants to provide proposed timeline. Steering committee meetings will be held periodically throughout the project.

Deliverables

The consultant that is hired for this project is expected to produce the following specific deliverables:

1. Public presentation of the project methods and results.
2. Technical report presenting the results of the existing conditions and needs analysis, public outreach and findings.
3. Proposed Implementation Plan.

Additional Information

We expect that the consultant will work closely with the PTRC and other partners. This Project has a three-year funding cycle. The first year begins December 1, 2023 to end September 30, 2024. Year 2 and Year 3 will begin October 1, 2024 and end September 30, 2026.

Guidelines & Requirements for the Proposal

A qualified firm should be able to provide information in support of the following items as evidence of their qualifications:

- Demonstrated financial stability & independence (this project would not constitute a large percentage -- no more than 25% -- of a firm's revenue stream)
- Adequate business insurance policy coverage amounts
- Solid project references
- Adequate personnel/staffing

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
 - a. A detailed scope of work with associated list of tasks broken down by task and team member,
 - b. Description of the proposed deliverables. The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms to the requirements of the ARC INSPIRE Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require additional approval.)
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information,

the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects

6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.

7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 10 double-sided pages (20 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Piedmont Triad Regional Council upon submission. The Piedmont Triad Regional Council reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the Piedmont Triad Regional Council. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Piedmont Triad Regional Council reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Piedmont Triad Regional Council. This solicitation of proposals in no way obligates the Piedmont Triad Regional Council to award a contract.

Proposal Selection

Proposals will be reviewed by a selection committee comprised of PTRC staff and representatives from the project steering committee. The committee will review and evaluate each proposal, based on the criteria below. Firms will then be ranked accordingly. The selection committee may interview the top three firms if it is deemed necessary in order to choose the highest qualified firm.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects; ability to work with municipalities and transit providers to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

Final Consultant Selection

Following the selection process one proposal will be selected for a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant. If your firm will be hiring sub-contractors, please clearly state this in your proposal and identify the degree of work that any subcontractor will be performing.

The qualifications package should be submitted no later than **December 1, 2023 at 5:00 PM**.
An electronic copy in .PDF format is encouraged.

For any questions or comments, please contact Michelle Slaton, PTRC Business Services and Economic Development Supervisor Coordinator at mmlaton@ptrc.org or by phone at (336) 904-0300.