

Request for Applications (RFA) Addendum

ADDENDUM DATE ADVERTISED:

ORIGINAL DATE ADVERTISED:

Title: **Overdose Prevention & Response: Harm Reduction Supply Distribution**

Number: **2024CDIP652RFA**

Due Date: No later than September 26, 2024

Contact: Kishan Scipio, cpres-CDIP@kingcounty.gov

This Addendum provides the following clarifications and additional information about the referenced solicitation.

1. Can you elaborate on what this question means, "Does your organization provide any secondary supply distribution, i.e. peer to peer or mutual aid?"

This question's intent is to include organizations that are not traditional non-profits or organizations holding 501(c)(3) status. This allows mutual aid organizations, who provide essential harm reduction services apply. Secondary supply distribution involves distribution to clients, who provide further distribution in the community. An example of this is: With our harm reduction vending machines, an individual might dispense a naloxone kit, to further give that kit to a friend in need. This is considered secondary supply distribution.

**2. Would you please put the link to the Microsoft Office Form in the chat?
The electronic version of the Organization Application can be found using the link below.
Submitting this form also requires applicants to email a signed cover page and completed King County W-9 to cpres-CDIP@kingcounty.gov for a complete application.**

[Overdose Prevention & Response Harm Reduction Supply Distribution Application \(office.com\)](#)

3. What responsibilities will the community orgs have if they are engaged with the program? Would they be tracking and reporting back data?

The requires metrics to be reported include the quantity of supplies distributed to clients, as well as any quantity that was not distributed and for what reason (e.g. lost, expired). A written agreement will be negotiated and signed that outline supplies and their intended purpose, roles and responsibilities for each party and all additional requirements for this project. In addition, we will require organizations to meet with program staff in 12-15 weeks after initial distribution to provide feedback and complete initial evaluations on agency distribution outcomes to date and resolves any challenges. Data will not be collected on an individual level identifying who received supplies and were connected to services as part of this project as this is not intended to be a barrier to meeting the needs of community members.

4. The organization I will be applying on behalf of requires a statement for 'donated goods' that contains the number of units received, estimated dollar value, and the date. If approved, would we be able to obtain this type of statement?

This Addendum will be provided in alternative formats upon request.

Organizations will sign a written agreement listing supplies received. If any further information is needed, we will work with contracted partners to get the information.

5. One of the questions is "Would your organization be interested in receiving any training or technical assistance on the use of harm reduction supplies if received by PHSKC?" what do these trainings look like and would anyone in the org be able to attend these trainings?

PHSKC will offer training on the supplies provided, as well resources/printed material to all contractor awarded through this RFA. We will also offer technical assistance to organizations who are looking to get assistance on developing distribution policies.

6. Checking my understanding: Will the supplies be distributed 1 time, or will they be distributed on a monthly basis through 2024?

This is a one-time process is based on resources available at time of application. Organizations will receive all of the requested supplies in one shipment, and it is up to the organization to implement a timeline for distribution.

7. Is this only for organizations that are safe-use sites? Do all of the resources listed need to be distributed?

No, this is not limited to organizations that are classified as safe-use sites. We will be working with all agencies to understand their supply requests and actual needs. Some of the resources listed might not be applicable for all the organizations. All supply requests may not be fulfilled as it is dependent on resources available.

8. Is this for only organizations? can it be for individuals as well? Is there an opportunity for Independent Contractors to apply for this RFA?

We encourage all interested parties to apply. All completed applications will be reviewed, whether they are from organizations, or independent contractors working together as a collective to provide harm reduction services to the community.

9. What does the question mean for volume of individuals served? Can we answer this question using yearly sums?

We encourage all applicants to distinguish volume in a way that works best for them whether it is weekly, monthly, quarterly, or annually. We just ask that the timeframe is indicated in the application. Program staff will connect with all applicants prior to sending agreements to verify quantities reports and to clarify any additional information needed to complete the application. The reporting methodology can be clarified at that time.

10. Would it be beneficial to write one application for a large system or individual applications for each site?

Applications should be completed based on the discretions of the organization. This process is designed to be inclusive for all community-based organizations, large system partners are welcomed to apply as one entity or for individual sites based on their own capacity. This is also dependent on what works best for each organization. If an organization is larger, and it works better to apply separately by site/location, that is acceptable.

11. Would supplies be shipped, or delivered?

We will be coordinating with all agencies on the preferred method of receiving supplies. We will be offering shipping directly to the site, pick up from our distribution center, or delivery by our distribution center staff.

12. If we have supplies already but the demand is outpacing our supply would that weigh as equally as an applicant that has demand but no supply?

We do not use the supplies an organization already has as an indicator to determine if they are eligible for additional supplies as part of this project. We will fill requests based on available resources.

13. Are you going to be reviewing the applications based on need and ordering supplies, or will you be ordering units and distributing until supplies are exhausted?

Funds have been allocated for this project and requests for supplies will be fulfilled using available resources. Requests for supplies are not guaranteed.

14. Is there a chance that an applicant could be passed over because their needs exceed resources? Is it possible that you might meet the need of some applicants at a lower level than requested?

All complete applications will be reviewed for consideration. Supply requests will be filled based on available resources; requests are not guaranteed.

15. For the RFA for harm reduction supplies, will there be a requirement to record and report on the supplies given and who they are given too?

Required reporting metrics include quantity of supplies distributed to clients, as well as the quantity if any that were not distributed and for what reason (e.g. lost, expired). Identifying information will not be collected for any individual client as part of this process as we do not want there to be any barriers in distribution to meet the needs of the community.

Contracted partners will receive and sign an agreement listing supplies and their intended purpose, expectations and King County terms and Conditions. Program staff will host required trainings and evaluation conversations for all partners that will support reporting requirements. Evaluation surveys will help to gather information on how supplies are distributed, provide valuable feedback on the the unique needs and service delivery for community members and document any challenges or barriers partners experienced.

All other terms of Request for Applications (RFA) 2024CDIP652RFA remain unchanged.