



# Municipality of Anchorage

Suzanne LaFrance, Mayor

Purchasing Department

September 15, 2025

REQUEST FOR PROPOSAL

RFP 2025P049

## **Provide Community Behavioral Health Treatment and Recovery Supports Provider**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

<b>Pre-Proposal Conference:</b>	<b>2PM Local Time, September 24, 2025</b>
<b>Site Visit:</b>	<b>N/A</b>
<b>Questions Due:</b>	<b>12PM Local Time, September 25, 2025</b>
<b>Proposals Due:</b>	<b>12PM Local Time, October 15, 2025</b>

Electronic Submission through BidExpress at [Bid Express :: Municipality of Anchorage](#) or submission through Sealed Envelope with ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the phone number to call into the Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person, you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)

For further information contact Purchasing at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Kim Ovsepyan  
RFP Buyer

Anchorage Health Department  
Request for Proposals for  
Community Behavioral Health Treatment and Recovery Supports Provider  
RFP 2025P049

## Contents

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1.0 General Information .....	3
1.1 Land Acknowledgment .....	3
1.2 Purpose .....	3
1.3 Period of Performance.....	4
1.4 Eligible Applicants .....	4
1.5 Eligibility Requirements .....	4
1.6 Americans with Disabilities Act.....	5
1.7 Background .....	5
1.8 Budget.....	7
1.9 Questions .....	7
1.10 Preparation Costs.....	7
2.0 Rules Governing Competition .....	8
2.1 Examination of the Request for Proposals .....	8
2.2 Proposal Acceptance Period .....	8
2.3 Confidentiality.....	8
2.4 Proposal Format and Submission Requirements.....	8
2.5 Signature Requirements .....	9
2.6 News Releases .....	9
2.7 Disposition of Proposals.....	9
2.8 Oral Change or Interpretation .....	9
2.9 Modification or Withdrawal of Proposal .....	9
2.10 Late Submissions.....	9
2.11 Rejection of Proposals .....	9
2.12 Equal Employment Opportunity Contract Compliance .....	9
3.0 Scope of Work.....	10
3.1 Scope of Work Summary .....	10
<b>4.0 Proposal and Submission Requirements .....</b>	<b>11</b>
4.1 Title Page.....	11
4.2 Table of Contents.....	11
4.3 Letter of Transmittal (Limited to two (2) pages).....	11

4.4 Qualifications and Experience (30 Points) .....	12
4.5 Program Plan (20 points) .....	12
4.6 Financial Plan (30 points) .....	14
4.7 Performance Monitoring (10 points) .....	14
4.8 Optional Services and Focus Priority Populations (10 points) .....	14
<b>5.0 Evaluation Criteria and Process .....</b>	<b>15</b>
5.1 Evaluation Criteria Weighting .....	15
5.2 Qualitative Evaluation Criterion.....	15
5.3 Evaluation Process .....	15
<b>6.0 Selection Process.....</b>	<b>16</b>
<b>7.0 Sample Contract, Lease Agreement, and Operator Agreement.....</b>	<b>16</b>
<b>8.0 Attachments .....</b>	<b>16</b>



**The Municipality of Anchorage Purchasing Department** is pleased to announce that we have begun using the Bid Express® service at [www.bidexpress.com](http://www.bidexpress.com).

**Electronic bid submission:**

- **allows for digitally-signed bids**
- **eliminates costs for delivery of bid packages**
- **provides error checking and alerts to omissions before submission**
- **easily accommodates last-minute changes and price cuts**
- **automates email notifications to alert vendors of solicitation postings and solicitation changes**

If you are not a current user, please register for a free vendor account to reference the Municipality of Anchorage's upcoming advertisements.

For more information about the service, please refer to the Bid Express service's Knowledge Center [here](#) to get started.

For technical assistance, please call the service's Customer Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (EST). You can also email them at [bidexpress.support@infotechinc.com](mailto:bidexpress.support@infotechinc.com).

Additional information and notices of solicitation opportunities will be posted on the Purchasing webpage at Muni.org.

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## 1.0 General Information

### 1.1 Land Acknowledgment

Anchorage is situated on a broad plain at the head of Cook Inlet in Southcentral Alaska. It has been inhabited by the Dena'ina Athabaskan people for thousands of years, who hunted, fished, and lived across the area. Explorers from Europe and Russia began to arrive in the 1700s and by the late 19th century, settlers from the United States began to migrate to the area. Today, Anchorage is a modern metropolitan city and the Dena'ina peoples continue to occupy and provide stewardship of Anchorage lands and community. At each Assembly meeting there is an acknowledgement that we gather on the traditional lands of the Dena'ina Athabaskan and it is with gratefulness and respect that we recognize the contributions, innovations, and contemporary perspectives of the upper Cook Inlet Dena'ina.

### 1.2 Purpose

The Municipality of Anchorage (MOA) and the Anchorage Health Department (AHD) are soliciting proposals from qualified Community Behavioral Health providers to develop and sustainably operate a continuum of Substance Use Disorder (SUD) treatment and recovery supports to be delivered at Municipally-operated facilities and in partnership with Municipal outreach and mobile teams.

Specifically, the selected operator **will**:

- Operate [Recovery Residences](#) in the microunits<sup>1</sup> currently being developed by Anchorage Community Development Authority (ACDA)<sup>2</sup>;
- Offer a continuum of outpatient Substance Use Disorder (SUD) treatment and recovery supports at the MOA-owned facility at 1000 36th Avenue in Anchorage, Alaska, formerly known as the Golden Lion Hotel;

In addition, the selected operator **may**:

- Offer services at other Municipally-operated and funded facilities such as low-barrier shelters, and the Anchorage Safety Center;

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<sup>1</sup> A "microunit" is a one-room living space. The microunits proposed in this project will be approximately 80-100 square feet and designed for single occupancy use. Building standards should incorporate factors such as energy efficiency, snow load, wind and other weather elements. Each unit may be "dry"(unplumbed) for water or include standard or innovative approaches to water and sanitation. If the units are "dry," separate accommodations for adequate toilets and showers on the property must be included.

<sup>2</sup> [ACDA | RFP](#)

- Partner with Municipal outreach and mobile teams such as the Anchorage Police Department's HOPE team, the Anchorage Fire Department's Mobile Crisis Teams and Anchorage Safety Patrol, and AHD's mobile clinic team, to provide behavioral health services to individuals who are unsheltered or in home- and community-based settings.

This project is being partially funded through opioid remediation settlement dollars, the selected provider will be expected to implement services that directly address Opioid Use Disorder (OUD), in accordance with the allowable uses outlined in Exhibit E of the National Opioid Settlement Agreement (Attachment D). These include strategies listed in Schedule A of Exhibit E, such as Medication-Assisted Treatment (MAT), outpatient behavioral health services, and recovery supports. They also include Schedule B of Exhibit E priorities such as peer support, supportive housing, transportation, and comprehensive wraparound services for individuals with OUD and co-occurring mental health conditions. Proposals should include specific plans to address OUD in alignment with these priorities.

### 1.3 Period of Performance

AHD estimates that a lease and operations agreement (Attachment B) for the Recovery Residences at the Microunits and the outpatient treatment space at 1000 36th Avenue will be put in place with an operator for a 2-year period beginning October 15, 2025, and that a separate contract will be put in place for a period of October 15, 2025, through October 14, 2027, for initial operating support.

### 1.4 Eligible Applicants

Entities eligible to apply include private sector organizations, non-profit organizations, and local and state government agencies who meet the qualifications and assurances required by the contract.

### 1.5 Eligibility Requirements

Organizations eligible for this solicitation are Tribal, non-profit or for-profit entities with experience delivering SUD treatment and recovery and/or behavioral health services.

#### Provider Eligibility Requirements:

- The provider must have a minimum of three (3) years of experience providing substance use disorder, behavioral health and/or physical health care services.
- The provider must have a minimum of three (3) years of experience delivering community behavioral health and/or substance use disorder treatment and recovery services at a similar scale to that described in this RFP.
- The provider must have a minimum of three (3) years of experience billing Medicaid and other third-party payors for substance use disorder, behavioral health and/or physical health care services.
- The provider must self-disclose any pending charges or convictions against them or any individual with their organization for violations of criminal law, any sanctions, and any disciplinary actions by any federal or state law enforcement agency, regulatory agency, or licensing agency (including exclusion from Medicare and Medicaid programs). Failure to fully comply with this provision may disqualify a proposal.

## 1.6 Americans with Disabilities Act

Auxiliary aids and services are available upon request to individuals with disabilities. To arrange for auxiliary aids or services, please contact the Municipality of Anchorage Purchasing Department at (907) 343-4590 or email [wwpur@anchorageak.gov](mailto:wwpur@anchorageak.gov).

## 1.7 Background

Part of the Municipality's response to the related crises of homelessness and substance use disorder is to test innovative approaches that can rapidly scale up transitional living and low-barrier housing units, and to greatly increase access to substance use disorder and behavioral health treatment and recovery supports, especially for people experiencing homelessness.

In 2020, as part of the sale of Municipal Light & Power, the MOA's former electric utility, \$15 million in proceeds were set aside to purchase and renovate a building to house SUD treatment in a facility to be named the Alaska Center for Treatment. The MOA spent part of the sale proceeds to purchase and improve the former Golden Lion Hotel, located at 1000 36th Avenue in midtown Anchorage.

Since 2023, the facility has been used to provide transitional housing for individuals exiting homelessness. In 2025, renovations and repairs will be completed to create outpatient treatment space and to ensure the facility meets ADA compliance. Through this RFP, the MOA seeks to contract with a Community Behavioral Health treatment provider to provide outpatient services in the facility, in addition to the transitional housing that will continue to be provided there.

The Anchorage Assembly convened a Complex Behavioral Health community taskforce in 2023<sup>3</sup> that identified three desired outcomes:

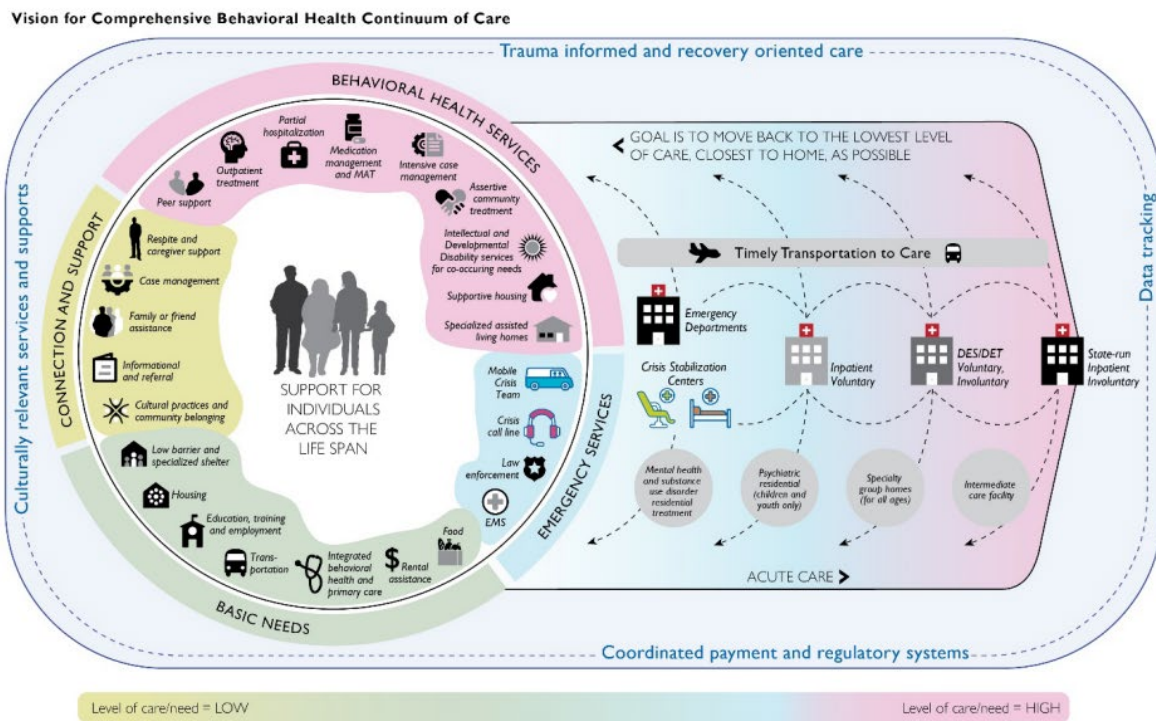
- Increase engagement in comprehensive primary and behavioral healthcare;
- Decrease unsheltered homelessness and increase use of emergency shelter, exits to housing, and retention of housing; and
- Increase cost-effectiveness of community resources through access to lower-cost health care and services.

The recommendations from the taskforce included a draft vision for a comprehensive behavioral health continuum of care in Anchorage (Figure 1). This RFP will select a Community Behavioral Health provider who will partner with AHD and the MOA to help build this continuum of care in Anchorage.

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<sup>3</sup> <https://www.muni.org/Departments/Assembly/Pages/Complex-Behavioral-Health.aspx>

**Figure 1:** Complex Behavioral Health Taskforce's Draft Vision for Behavioral Health Continuum of Care



As part of this effort, the MOA is launching the **Microunits for Recovery Residences** project. This project is a key element of Mayor Suzanne LaFrance's [10,000 Homes](#) and [Homelessness and Health](#) strategies. This project was presented to the Assembly Housing and Homelessness Committee on May 21, 2025; the presentation and recording can be found here [Assembly Housing and Homelessness Committee Webpage](#). This project will operate for a two-year pilot phase with later phases to be determined based on results from the pilot.

The goal of the Microunits for Recovery Residences project is to test the feasibility of microunits to provide transitional living and low-barrier access to recovery supports and behavioral health treatment. Over the last five years, the [State of Alaska made changes to Medicaid-reimbursable behavioral health services](#) to allow additional services to be delivered that are community-based and grounded in best practices. The operation model proposed for this project is a [Recovery Residence](#). This treatment program is operating successfully in Wasilla and in Fairbanks and this project seeks to implement that model here in Anchorage.

In addition to operating the Microunits for Recovery Residences and providing outpatient behavioral health and SUD treatment and recovery supports at 1000 36th Avenue, the successful bidder from this RFP may also offer services at other Municipally-operated and funded facilities such as low-barrier shelters, and the Anchorage Safety Center. The successful bidder may also partner with Municipal outreach and mobile teams such as the Anchorage Police Department's HOPE team, the Anchorage Fire Department's Mobile Crisis Teams and Anchorage Safety Patrol, and AHD's mobile clinic team, to provide behavioral health services to individuals who are unsheltered or in home- and community-based settings.



To support the launch of the required services identified in this RFP, the MOA has allocated funds from its portion of the opioid settlement funds. This settlement resulted from a successful lawsuit against pharmaceutical manufacturers of prescription opioids that have proven to be extremely addictive and have devastated the lives of many individuals and families in our community. The Anchorage Health Department is the [steward of the opioid settlement funds](#) for the Municipality of Anchorage. In recent years, Alaska has had one of the highest rates of opioid overdose deaths in the country. In 2023, nearly two-thirds of fatal overdoses in Alaska occurred in Anchorage.

The successful bidder will be required to demonstrate how they meet the Eligibility Requirements for this RFP, which include demonstrated experience delivering community behavioral health and/or substance use disorder treatment and recovery services at a similar scale to that described in this RFP, and a minimum of three (3) years of experience billing Medicaid and other third-party payors for substance use disorder, behavioral health and/or physical health care services. The funding that is provided through this RFP is to launch services and the successful bidder will clearly demonstrate how services will be sustained over the course of the contract by billable revenue from public and private payors.

## 1.8 Budget

Funds will be available through this solicitation for the following items:

- \$500,000 contract for start-up operational support.
- In-kind lease of clinical treatment space in the facility at 1000 36<sup>th</sup> Avenue.
- In-kind use of the microunits for Recovery Residences for two-year pilot period at a location and number of units to be identified by September 1, 2025.

## 1.9 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage  
Purchasing Department  
[wwpur@anchorageak.gov](mailto:wwpur@anchorageak.gov)

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

## 1.10 Preparation Costs

The Municipality shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.



## 2.0 Rules Governing Competition

### 2.1 Examination of the Request for Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should be fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 90 calendar days, although all offers must be complete and irrevocable for 180 calendar days following the submission date.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### 2.4 Proposal Format and Submission Requirements

Prepare proposals in conjunction with this RFP. Emphasis should be concentrated on:

- 1) conformance to the RFP instructions;
- 2) responsiveness to the RFP requirements; and
- 3) completeness and clarity of content.

#### 2.4.1 Electronic Submission through BidExpress

##### 2.4.1.1 [BidExpress:: Municipality of Anchorage](#)

(OR)

#### 2.4.2 Submission Through Sealed Envelopment

2.4.2.1 **ONE ORIGINAL single sided unbound copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be enclosed in folders/binders.

2.4.2.2 IN ADDITION, provide a flash drive containing a PDF copy of the completed proposal, including attachments.

2.4.2.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.4.2.4 Proposals must be delivered or mailed to:

Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

#### 2.4.3 Faxed or emailed proposals will NOT be accepted.

## 2.5 Signature Requirements

- All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the “Letter of Transmittal” (4.0) will meet this requirement.
- Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 News Releases

News releases by or on behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

## 2.7 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

## 2.8 Oral Change or Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## 2.9 Modification or Withdrawal of Proposal

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

## 2.10 Late Submissions

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

## 2.11 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

## 2.12 Equal Employment Opportunity Contract Compliance

1. Every Municipal contract shall include language substantially the same as the following: “The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.”

2. Every Municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## 3.0 Scope of Work

### 3.1 Scope of Work Summary

The Municipality of Anchorage (MOA) and the Anchorage Health Department (AHD) are soliciting proposals from qualified Community Behavioral Health providers to develop and sustainably operate a continuum of Substance Use Disorder (SUD) treatment and recovery supports to be delivered at Municipally-operated facilities and in partnership with Municipal outreach and mobile teams.

Specifically, the selected operator **will**:

- Operate [Recovery Residences](#) in the microunits<sup>4</sup> currently being developed by Anchorage Community Development Authority (ACDA)<sup>5</sup>;
- Offer a continuum of outpatient substance use disorder (SUD) treatment and recovery supports at the MOA-owned facility at 1000 36th Avenue in Anchorage, Alaska, formerly known as the Golden Lion Hotel;

In addition, the selected operator **may**:

- Offer services at other Municipally-operated and funded facilities such as low-barrier shelters, and the Anchorage Safety Center;
- Partner with Municipal outreach and mobile teams such as the Anchorage Police Department's HOPE team, the Anchorage Fire Department's Mobile Crisis Teams and Anchorage Safety Patrol, and AHD's mobile clinic team, to provide behavioral health services to individuals who are unsheltered or in home- and community-based settings.

The selected operator will deliver a variety of treatment modalities to support adults (age 18+) to recover from substance misuse and other behavioral health issues. Many of the program participants will have complex care needs that require appropriate physical, behavioral, housing, and social supports to aid in the person's recovery. The selected operator will be expected to accept all payor sources and have a policy that determines how individuals without a payor source can be treated.

Recovery-oriented services include connecting participants with employment and training opportunities, and helping participants increase their personal incomes to support self-sufficiency. Repairing connections with family and communities is also a critical step in the recovery journey. The selected operator must implement an evidence-based approach that aligns with the project's vision and guiding principles as detailed below.

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<sup>4</sup> A "microunit" is a one-room living space. The microunits proposed in this project will be approximately 80-100 square feet and designed for single occupancy use. Building standards should incorporate factors such as energy efficiency, snow load, wind and other weather elements. Each unit may be "dry" (unplumbed) for water or include standard or innovative approaches to water and sanitation. If the units are "dry," separate accommodations for adequate toilets and showers on the property must be included.

<sup>5</sup> [ACDA | RFP](#)

The selected operator will describe how services will be delivered and sustained and will identify a continuum of recovery-oriented services that offer a low-barrier to entry, use a harm-reduction approach, are trauma-informed and culturally relevant to the individuals served. Proposers should describe how they will provide a clear path for individuals from entry into services to discharge and aftercare.

The selected operator will work with MOA first responders, community organizations and healthcare providers to integrate these services into the existing network of housing, supportive services, and physical and behavioral healthcare in Anchorage.

## 4.0 Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed 30 pages in length (excluding letter of transmittal, title page(s), index/table of contents, and requested attachments). Excess pages will be removed prior to evaluation, which could result in incomplete responses and resultant lower scores. One page shall be interpreted as one side of single-spaced, typed, 8 1/2" X 11", piece of paper or its electronic equivalent.

Please respond to all of the sections and sub-sections identified below. Please send your application as a PDF. Responses should be no smaller than size 12 font.

Proposals should not include any use of the municipal seal. The use of the municipal seal (Logo) is limited by code AMC 8.30.085a.b. which states

### **AMC 8.30.085 – Use of Seal without permission prohibited.**

- A. Pursuant to section 1.40.030 unauthorized use of the municipal seal is prohibited.
- B. Upon conviction, unauthorized use is punishable by fine of not more than \$500.00, or by imprisonment for not more than six months, or by both.

### 4.1 Title Page

Show the RFP number and subject, the name of your organization, address, telephone number(s), name of contact person, contact information (phone number and email address), and date.

### 4.2 Table of Contents

Clearly identify the materials by section and page number.

### 4.3 Letter of Transmittal (Limited to two (2) pages).

The Letter of Transmittal (Limited to two (2) pages) must contain the following information:

- Briefly state your organization's understanding of the services to be performed and make a positive commitment to provide the services as specified.

- Briefly state your organization's experience providing similar services and certify that your organization meets the minimum requirements for this solicitation (Section 1.5 Eligibility Requirements).
- Provide the name(s) of the person(s) who are authorized to make representations for your organization, their titles, address, and telephone numbers.
- Provide a statement that your organization is compliant with the requirements of the Equal Employment Opportunity Contract Compliance.
- **Transmittal letter must be signed by a corporate officer or other individual with authority to bind the organization.**

#### 4.4 Qualifications and Experience (30 Points)

Applicants should have a comprehensive understanding of community behavioral health services and specifically substance use disorder treatment, Recovery Residences and/or other transitional housing models, step-down services and connection to community services and supports. They should also have knowledge and experience operating behavioral health services with a sustainable business model.

##### 4.4.1 Experience Delivering Similar Services

- Describe your organization and provide a brief description of the organization's experience providing community behavioral health services, specifically, outreach and engagement, screening and assessment, Medication-Assisted Treatment and other medication support, psychiatric assessment, treatment planning, outpatient SUD treatment and recovery supports, Recovery Residences and/or other transitional housing services, crisis stabilization, and any other relevant services.
- Describe your organization's experience with and track record of billing Medicaid and other third-party payors for behavioral health and other healthcare services. Identify current certifications to provide and bill for Community Behavioral Health Services, and services included in Alaska's 1115 waiver.

#### 4.5 Program Plan (20 points)

The chosen operator should describe a program and business plan that is sustainable, meets the needs of program participants, and fills key gaps in the community continuum of care.

##### 4.5.1 Philosophy of Care

- Describe evidence-based treatment methods the program will employ, including how a harm-reduction, recovery-oriented approach will be used, and how Medication Assisted Treatment will be delivered.
- Describe the role of peers in your organization and service delivery and the added value provided by peers to achieve positive outcomes with clients.
- Describe relevant accreditation requirements for the proposed services that the proposed program will meet.
- Provide any other information to describe the overarching philosophy of care and clinical model to be provided.

##### 4.5.2 Community Behavioral Health Services

- **Required:** Describe the continuum of services to be offered at 1000 36th Avenue.

- **Required:** Describe the clinical and operating model for the Recovery Residences that will be located in the microunits.
- Describe how the proposed service array best meets community needs.

#### *4.5.3 Program Staffing*

- Describe the staffing model and credentials for key positions adequate to deliver the proposed services and supports.
- Describe how peer support specialists and/or behavioral health aides will work with licensed or credentialed clinical staff as an interdisciplinary team.
- Describe how the operator will ensure adequate program staffing levels for services, particularly those that require 24/7 supervision, such as the Recovery Residences and/or transitional housing.

#### *4.5.4 Participant Pathway from Entry to Discharge*

- Describe the pathway a participant will take from entry into services to discharge and aftercare including the admissions criteria, intake, and discharge process.
- Identify referral sources from which your program will receive participants.
- Identify discharge locations and partners to which your program will discharge participants, including safety and wellbeing of the individual with connections with peers, families and communities.
- Describe how the operator will engage with participants after discharge to support long-term recovery and continued connection to services.

#### *4.5.5 Data and Records Management*

- Describe the electronic health record system the program will use and how information will be shared.
- Describe your plan to ensure confidentiality of records in compliance with HIPAA and other relevant regulations.

#### *4.5.6 Strengthen Community Continuum of Care*

- Describe how the program will integrate with the existing network of housing, supportive services, and physical and behavioral healthcare providers. Specifically address and include any relevant existing or proposed MOUs for care coordination and/or information sharing.
- Describe how the program will work with public safety and EMS providers.

#### *4.5.7. Priority Populations*

- Describe any specific priority populations your service array would serve and specific referral sources that your program would work with for the priority populations.
- Describe how your organization builds trust with individuals who may have experienced trauma, systemic bias, or prior negative interactions with social service systems.
- Describe your experience working with parents who are involved with child welfare systems such as OCS and how you would help them achieve positive outcomes.

#### *4.5.8 Management Staffing*

- Provide an organizational chart and narrative description of the management team that illustrates lines of authority, and the main contract point of contact.
- Provide a personnel roster that identifies key project leaders, their titles and resumes.

#### *4.5.9 Facility Operations and Maintenance*

- Describe how the operator will provide ongoing operations and maintenance to the Recovery Residences in the microunits, and to the clinical space at the 1000 36th Avenue location to ensure a safe, sanitary, and welcoming environment for program participants, staff, and guests. Reference the requirements listed in the Sample Lease and Operations Agreement (Attachment B).

### 4.6 Financial Plan (30 points)

#### *4.6.1 Operating Budget*

Complete the provided Budget Worksheet (Attachment C) in addition to providing a narrative description for the first 3 years of program operations that demonstrates the proposed mix of services will be financially sustainable and deliver maximum positive impact for participants and the community. Describe assumptions made for relevant categories. Budget categories may include the following:

- Revenue Projections by Service Type and/or Payor
- Cost Projections for:
  - Personnel
  - Contractual
  - Equipment
  - Supplies
  - Operations and Maintenance
  - Administration
- Grants or other Funding Sources
  - Start-up Funding (from this RFP)
  - Other
- Projected Payor Mix
- Estimated Net Income

#### *4.6.2 Sustainability Plan*

- Describe how the services and program operations will be sustainable beyond the start-up funding provided through this RFP.

### 4.7 Performance Monitoring (10 points)

Provide a plan for reporting information to the MOA. This plan should include at a minimum:

- A description of the data and frequency the applicant proposes to report to the MOA to demonstrate program outputs and progress towards outcomes.

### 4.8 Optional Services and Focus Priority Populations (10 points)

Proposals that contain the following will be awarded a flat 5 points for each one present as part of the plan of services. Proposals should include this information in the responses to 4.5.2 and 4.5.7 in addition to including the information as Section 4.8.

- **Optional Community Behavioral Health Services** – proposal describes non-required community behavioral health services to be delivered at other Municipal facilities and/or in coordination and partnership with mobile teams



- **Focus Priority Populations** – (1) homeless families with children under 18 years of age; (2) unsheltered individuals

## 5.0 Evaluation Criteria and Process

### 5.1 Evaluation Criteria Weighting

Evaluation Criteria	Possible Points
1. Qualifications and Experience (4.4)	30
2. Program Plan (4.5)	20
3. Financial Plan (4.6)	30
4. Performance Monitoring (4.7)	10
5. Optional Services and Focus Priority Populations (4.8)	10
➤ Total Points Possible	<b>100</b>

### 5.2 Qualitative Evaluation Criterion

With the exception of the response to criterion 4.8, organizations will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0 Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For a criterion with a maximum of 30 points, if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the criterion. This process would be repeated for each criterion.

**For Criterion 5/4.8 – Optional Services and Priority Populations, a flat 5 points will be assigned for the inclusion of optional services as described in 4.8, and a flat 5 points will be assigned for the inclusion of Focus Priority Populations.**

### 5.3 Evaluation Process

A committee of individuals representing the Anchorage Health Department will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest-ranked organizations (short list). The purpose of the interviews with the highest-ranked organizations is to allow expansion upon the written responses. If interviews are conducted, a maximum of three organizations will be short-listed. A second score sheet will be used to score those organizations interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest-ranked Proposer after the second scoring, if performed, may be invited to enter final negotiations with the Anchorage Health Department for the purposes of contract award.

## 6.0 Selection Process

The Proposer with the highest total evaluation points may be invited to enter contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second-highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## 7.0 Sample Contract, Lease Agreement, and Operator Agreement

In addition to carefully reading all the information in the RFP, Proposers must carefully read and review the attached sample contract (Attachment A) and sample lease and operations agreement (Attachment B). The successful Proposer shall be required to enter into a Contract and Lease and Operations Agreement with the Municipality of Anchorage, which will be substantially similar to the samples.

**The Proposer must provide any proposed changes to the sample contract and sample lease and operations agreement that the Proposer desires.** All changes must be made legibly and conspicuously on the documents. The Proposer must also provide the rationale for all changes.

If no changes are made, the proposer shall be deemed to have accepted the sample contract and/or sample lease and operations agreement. If the proposer makes changes, such changes will be considered in any negotiations with the Municipality of Anchorage. Changes made shall not be considered during proposal evaluations.

## 8.0 Attachments

- Attachment A: Sample Contract
- Attachment B: Sample Lease and Operations Agreement
- Attachment C: Budget Worksheet
- Attachment D: National Opioid Settlement Agreement Exhibit E