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Office of Purchasing/Contracting      324 W. Evans Street      Florence, South Carolina 29501

**REQUEST FOR PROPOSALS NO. 2024-93  
OPIOID GRANT PROGRAM  
SUBMISSION DEADLINE: JANUARY 31, 2025, 2:00 pm**

**PURPOSE OF THE REQUEST FOR PROPOSALS**

The City of Florence, South Carolina (the City) is soliciting proposals from qualified organizations to develop a Community Action Plan to disseminate the South Carolina Opioid Recovery Funds through a competitive grant process. Responses should be submitted based on the information and guidelines provided in this Request for Proposals (RFP).

This RFP is being publicly advertised. The City will make the selection based on the responses submitted, interviews with organizations, and then negotiate a final agreement with the selected organization. Responders are welcome to establish consortiums or teams of organizations in connection with this RFP. The final selection of the organization will be based on the criteria set forth in this RFP.

All responses must be sealed and have “**RFP 2024-93 Request for Proposals for Opioid Grant Program**” clearly marked on the outside for ease of identification by the City. Submit one (1) original and four (4) copies of the proposal. Responses may be hand-delivered prior to the submission deadline at the address listed above. The City does not accept electronic/emailed responses. Directions may be obtained by calling (843) 665-3165. Any response received later than the submission deadline **WILL NOT BE ACCEPTED OR CONSIDERED**.

Responses submitted by mail should be addressed to: **City of Florence, Attn: Lynwood F. Givens, Purchasing Agent, 324 W. Evans Street, Florence, SC 29501**. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

This solicitation does not commit the City of Florence to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services. The City of Florence reserves the right to accept or reject any or all submissions received as a result of this Request for Proposals, or to cancel it in part or in its entirety if it is in the best interest of the City of Florence.

Lynwood F. Givens  
Purchasing Agent

## **MINORITY AND WOMAN OWNED BUSINESS**

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit a response to the Request for Proposals and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract. Please indicate that you are a minority or woman owned business with your proposal submission.

The successful contractor(s) must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex, or national origin. The successful contractor(s) must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

All submitted materials shall become the sole property of the City of Florence. Contractors will relinquish claim for return of submitted material. The City shall have sole discretion in evaluating the responses. The City reserves the right to reject any and all responses and is not bound to accept any response if it is contrary to the best interest of the City.

## **INSTRUCTIONS**

Responses to the Request for Proposals will only be accepted from responsible and responsive organizations that have an established experience in grant related recovery programs.

No response may be withdrawn for a period of ninety (90) days after the submission date.

A responsive company is defined as one that has the capability in all respects to perform fully the requirements mentioned in the RFP document and the integrity and reliability which will assure good faith performance.

A responsive company is defined as one that has submitted a response which conforms in all respects to the RFP requirements.

**Protest Period:** Any actual or prospective company that is aggrieved in connection with the solicitation or award of a contract/purchase order may formally protest in writing to the Chief Financial Officer. The protest may be submitted at any time during the procurement process. However, if a prospective company wishes to protest, the formal protest must be submitted in writing and must be received by the City no later than seven (7) days from the date that the aggrieved actual or prospective company has been informed of the proposal results by the Purchasing Agent. Protests received by the City after the expiration of the seven (7) day protest period will not be considered by the City.

**Disputes:** In cases of disputes as to whether or not an item or service quoted or delivered meets the scope of work, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing the recommendation of the head of the department of the end user or other objective sources.

**Deviations:** Any deviations from the scope of services contained herein must be stated in the response for the City of Florence's consideration.

**Changes:** Any changes in this Request for Proposal after a contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of services in this Request for Proposals package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

**Ownership Of Material:** Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract shall belong exclusively to the City of Florence.

**QUESTIONS AND INQUIRIES:** The deadline for the submission of any and all questions and inquiries concerning this RFP is **January 24, 2025 at 5:00 pm**. All questions must be directed to Lynwood F. Givens, Purchasing Agent in written format and e-mailed to [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com).

A complete copy of the City of Florence Purchasing Policies and Procedures Manual can be downloaded from the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com).

**Anticipated Timeline**

<b>Planning Phase</b>	
<b>DECEMBER 30, 2024</b>	Release of Planning Grant Request for Proposals (RFP)
<b>JANUARY 31, 2025</b>	Planning grant proposals due to the City of Florence
<b>February 5, 2025</b>	Planning grant proposals review begins

**SCOPE OF SERVICES**

**1. Overview:**

The City of Florence is hosting a competitive grant process to disseminate the South Carolina Opioid Recovery Funds, in the form of a Community Action Plan. This process is designed to bring stakeholders and community partners together in partnerships that can address a continuum of needs identified by the SC Opioid Recovery Fund Board and will benefit persons and families affected by or potentially affected by the opioid epidemic. The continuum of needs are:

- a. Prevention
- b. Treatment
- c. Recovery
- d. Harm Reduction

The City of Florence is prioritizing innovative approaches for the Target Population that have the capacity to address *opioid abatement* in ways that respond to the unique needs of our community, with the recognition that the community may be impacted by one or more of the abatement strategies in different ways.

The City of Florence will review submitted proposals, and one applicant will

receive a 6-month Community Action Planning grant from the City. This 6-month Planning grant will provide up to \$25,000 to formulate and hone the proposed approach, culminating in the development of a Plan for Implementation that addresses the unique impact of the opioid epidemic to the entirety of the City of Florence. At the conclusion of this process the selected vendor will provide an action plan that details the highest and best use of current and future of use SC Opioid Recovery Funding awarded to the City of Florence.

**2. Goals:**

Through this process, The City of Florence aims to identify and support partnerships in our community that can address both short and long-term abatement strategies. The goal is to abate, and ultimately prevent, the impacts that opioids have had on our City. Strategies should be unique to the City of Florence. We are not looking for a repeat of action plans that have been developed for other locales, unless the vendor can demonstrate the plan's applicability to our community.

This process is also designed to inform future rounds of Opioid Recovery Funding.

**3. Planning Phase Overview Structure**

a. Planning Grant Phase (6months)

- Clarity of vision for and overall approach of the proposed opioid abatement plan for the entire City
- Ability to address abatement strategies in ways that respond to the unique needs of the City of Florence
- Demonstrated commitment to partnership/collaboration
- Knowledge and experience with Target Population
- Engagement of community partners and stakeholders in planning and implementation

b. Plans for Implementation will be evaluated on:

- Articulation of learnings from Planning Phase
- Innovative approach with shared vision and potential for systems change
- Proposed outcomes and metrics
- Community engagement and involvement of persons/families
- Capacity and efficacy of partner organizations and stakeholders
- Roles and responsibilities of stake holders and each partner
- Number of persons/families to be served/impacted
- Implementation budget and timeline

**4. Funding Priorities**

a. Target Population

- The target Population of this funding is persons and families affected by or potentially affected by opioid use disorder

b. Geography

- Eligible projects shall person/families living in the City of Florence

- c. Partnerships
  - The City of Florence recognizes that the abatement strategies represent complex and often interrelated issues and is looking for innovative/evidenced based practices/approaches to the provision of services that prioritize partnership and coordination, an integration of services, and a commitment to broader engagement of the community and available resources. The City of Florence is seeking to fund partnerships that will use the funds to develop creative and innovation/evidenced based practices/approaches that could be new and/or that enhance and add value to what partnering organizations are already doing
- d. Opioid Remediation Plan: The City of Florence is prioritizing innovative approaches for the target population that
  - Have the capacity to address approved *Abatement strategies* in ways that respond to the unique needs of our community, with the recognition that persons/families may be impacted by one or more of the abatement strategies in different ways
  - Tap into the expertise and experience of nonprofit providers
  - Lead to change at the child, adult, and family level, and in the broader systems and structures that impact individuals and families
  - Encourage creative and collaborative approaches from community partners/stakeholders
  - Engage the community and leverage other community-based resources

It is important that the plan expand the number of persons/families served and/or enhance services to persons/families already being served by partnering organization

The plan should aspire to ultimately address:

- Providing individualized services in accordance with the unique potentials and needs of each person/family
- Ensuring that services and support include evidence-based, informed and promising practices, as well as interventions supported by practice-based evidence, to ensure the effectiveness of services and improve outcomes for persons/families
- Incorporating continuous accountability and quality improvement mechanisms

The City of Florence envisions that there will be a great deal of diversity in the types of partnerships and programs, the ways that partnerships

address the abatement strategies, and the roles that partner organizations  
plat

- e. Desired Outcomes
  - The Plan will target specific measurable goal outcomes that address the development of effective service systems and have a positive impact on the lives of the City of Florence
- f. Project Elements Eligible for Funding
  - These funds shall be used for expenses related to Plan development. These could include but are not limited to compensation for staff time; stipends for engagement of stakeholders; consultant/ facilitator fees; meetings; supplies.

## **CONTENT OF PROPOSALS**

Proposals shall include the following information:

1. Title Page  
List the RFP subject, the name of the organization, address, telephone number, name of contact person and the date.
2. Letter of Transmittal  
Make a positive commitment to perform the required work within the time period. Also give the name(s) of the person(s) who will be authorized to represent the organization, their title, and telephone number.
3. Qualifications
  - a. Name, address and telephone number of the organization's owners, and full information about the corporate structure of the submitting organization.
  - b. Location of the organization's primary place of business for legal purposes and any subsidiary offices, years of business, and types of services offered.
  - c. Names and qualifications of personnel to be assigned to the project.
4. Description of similar project experience and the names, addresses, and telephone number of owners for all projects described (references will be checked).
5. Curriculum vitae of principal associates and key personnel proposed to have primary responsibility for the project.
6. Current and projected workload, including a list of all projects contracted for or anticipated.
7. Approach  
Indicate your understanding of the scope of work by describing your organization's approach, including specific illustrations of the procedures to be followed. Tell us about your organization's experience, background, staff capabilities, and examples of work, where your work will actually take place and why the City should hire your organization.
8. History and References

- a. Provide complete history for minimum of four (4) similar programs from the consultant which meets the minimum qualification requirements. These projects will be considered in evaluating the qualifications. The information must include:
- b. Program name and location  
Name, address and telephone number for program's owner, owner's program manager and/or owner's contact person on the program
- c. Description of the project including:
  - i. Type of program
  - ii. Initial program budget
  - iii. Initial program schedule
- d. Role and listing of services provided by team member
- e. Name, title and role of personnel used to perform services
- f. Project design and delivery method used
- g. Program state and completion dates
- h. Proposed contract fees shall be submitted containing a schedule of the estimated man-hours required and are to be broken down by type of personnel to be used for the proposed services.
- i. Breakdowns are to be shown separately for each item listed under "Scope of Work". Overhead factors and other multipliers shall be identified.
- j. The consultant shall be responsible for all required resources to include but not limited to computers, surveys, outside consultants, etc.
- k. While cost will not be the sole determining factor, cost will be considered. **Please submit one copy of your cost proposal in a separate envelope, clearly marked.**

## **EVALUATION PROCEDURE**

The City of Florence will review and evaluate proposals based on the following factors:

1. Clarity of vision for and overall approach of the proposed opioid abatement plan for the entire County
2. Ability to address abatement strategies in ways that respond to the unique needs of Greenwood County
3. Demonstrated commitment to partnership/collaboration
4. Ability to complete all tasks within the allotted time
5. Knowledge and experience with Target Population
6. Cost of services not to exceed price and cost effectiveness of proposal
7. Proposal is in the best interest of the City of Florence

8. Engagement of community partners and stakeholders in planning and implementation
- 9.

Plans for Implementation will be evaluated on:

1. Articulation of learnings from Planning Phase
2. Innovative approach with shared vision and potential for systems change
3. Proposed outcomes and metrics
4. Community engagement and involvement of persons/families
5. Capacity and efficacy of partner organizations and stakeholders
6. Roles and responsibilities of stake holders and each partner
7. Number of persons/families to be served/impacted
8. Implementation budget and timeline

**Right to Reject Responses, Waive Irregularities, and Conduct Ex Parte Communications with Contractors:** The City reserves the right to accept or reject any and all responses, at its sole discretion, received as a result of this RFP, to waive minor irregularities, and to conduct discussions with any or all prospective applicants, in any manner necessary to secure helpful information.

**Right to Request Additional Information from Any or All Responders:** The City reserves the right to request additional information from any or all prospective applicants, if necessary, to clarify that which is contained in the proposals.

Responders are requested to submit four (4) copies of the proposal. Due to time limitations of the Selection Committee members, responses should be limited to no longer than fifteen (15) single-sided pages. Please include tab dividers for easy access to each section of the proposal (tab dividers do not count toward the 15-page limit). Additional supplemental information may be submitted, under separate cover, in order to aid in organization selection. This information may include staff resumes, descriptions of similar municipal projects, project references, etc.

## **SELECTION PROCESS**

The City has formed a Selection Committee to review the proposals and recommend an organization. The Selection Committee will be composed of the following members:

1. City Manager
2. Interim Finance Director
3. Purchasing Agent
4. Police Chief

The Selection Committee will review all responses in accordance with the Evaluation Criteria outlined herein and make a final selection. All submissions must conform to this RFP. The Selection Committee reserves the right to interview any or all of the respondents if it is determined to be in the best interest of the City.

The submissions will be evaluated based on organization, completeness, and sufficiency of information requested throughout the submission. The factors for award directly correspond to the RFP requirements as previously outlined and have been assigned a point value.



Based upon its review of the evaluation and selection criteria itemized in the content of the proposals section, above, the Selection Committee may short-list three organizations deemed to be best suited to the needs of the City. If selected, these three organizations will then be interviewed by the committee. During the interview process, the short-listed organizations will be given the opportunity to discuss anticipated methods and their approach for furnishing the required services, and to seek further clarification of the project elements.

Based on the proposals and interviews with the short-listed organizations, the Selection Committee will select one organization for contract negotiation. Based upon the organization's price proposal, the Committee will attempt to negotiate a scope of services and contract price that is satisfactory to the City and organization. Upon completion of the negotiations, the committee will make its recommendation to the City Manager.

**The City shall have sole discretion in evaluating the responses and the suitability of the responder to meet the City's needs. The City reserves the right to select the response or responses deemed to be in the best interest of the City. The City also reserves the right to reject any and all responses.**

### **PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION**

The successful company shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful company shall name the City of Florence, South Carolina, its elected and appointed officials, officers, and employees "Additional Insureds" as their interests may appear but only with respect to services performed or provided by successful company on behalf of the City under Consultant's commercial general liability insurance policy. The successful company shall, within 10 days of the full execution of any contract resulting from this RFP, provide the City's Purchasing Agent with a certificate(s) of insurance evidencing the coverages required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected company gives written notice to the City.

Without limiting the provisions of paragraph above, the selected company shall, during the term of any contract with the City, purchase and maintain insurance with limits not less than those set forth below.

The successful company shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the company shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

- Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

- Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate
- Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident
- Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

**Professional Services:** The selected company shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected company's professional services under any contract resulting from this RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

**Other Than Professional Services:** With respect to all acts or omissions of the selected company, or any individual or entity directly or indirectly employed by the selected company to perform any of the work, or anyone for whose acts, errors, or omissions the selected company may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected company shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected company's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose actions or failure to act the selected company may be liable) during the performance of this Agreement.

The selected company shall require any subconsultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected company. In addition, the selected company shall require any subconsultants and subcontractors to assume the selected company's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the subconsultant's or subcontractor's obligations under any contract with the selected company.

## **TERMINATION FOR DEFAULT**

The City has the right to terminate for default if the company fails to perform the work, if the company fails to perform the work within the time specified in the agreement, or if the company fails to perform any other provisions of the agreement. If exercised, the City becomes the owner of documents that are paid for and may utilize then in any manner the City deems Appropriate.

**TERMINATION FOR CONVENIENCE:** The City may without cause terminate this agreement in whole or in part at any time for its convenience. In such instance, an adjustment shall be made to the company for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the company or its subcontractors. The failure of the Company to include a termination for convenience clause into its subcontracts and material purchase orders shall not expose the City to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. The company expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the City's election to terminate this agreement in whole or in part for its convenience. The City has the ability to utilize all data, material, and documentation in any manner or format deemed in the best interest of the City in the City's sole discretion.

**OWNERSHIP OF MATERIAL:** Ownership of all data, material, and documentation originated and prepared for the County pursuant to this agreement shall belong exclusively to the County. The County has the ability to utilize all data, material, and documentation in any manner or format deemed in the best interest of the County in the County's sole discretion for this project and for any future project as determined in the best interest of Greenwood County. The use and/or reuse shall be at no additional cost to Greenwood County.

**COMPANY RESPONSIBILITY:** Each company shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this qualification. The failure or omission of a company to acquaint itself with existing conditions shall in no way relieve them of any obligation with respect to this qualification or to the agreement.

**SOUTH CAROLINA LAW CLAUSE:** Upon award of an agreement for these services, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Greenwood County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful company from requirements excluding the company from being authorized and/or licensed to do business in Greenwood County, these requirements are in effect. By submission of this signed qualification, the company agrees to subject itself to the jurisdiction and process of the Eighth Judicial Circuit Court of Greenwood County, as to all matters and disputes arising or to arise under the agreement and the performance thereof including any questions as to the liability for taxes, licenses or fees levied by State or local government.



**REQUEST FOR PROPOSALS NO. 2024-93**

**Contact Information**

The following form should be completed and submitted with your proposal.

**Company Name:**

**Address:**

**City, State, Zip:**

**Phone Number:**

**Fax Number:**

**E-mail Address:**

**Printed Name of Authorized Agent:**

**Title:**

**Date:**