



HENNEPIN COUNTY
MINNESOTA

Hennepin County Opioid Response Contracts

RFP pre-release information meeting, March 3, 2025

- This meeting will start at Noon.
- You are invited to share your name, pronouns, email address and organization name in the chat menu.
- Please mute your microphone as you join the meeting.
- If you encounter any connectivity issues, email HSPH.Vendor.Selection@hennepin.us.
- Meeting recording and slides posted on [Hennepin.us/opioid](https://hennepin.us/opioid).

Welcome

- Introductions
- Hennepin County presenters:
 - Abby Majeske, Vendor Selection Coordinator
 - Lolita Ulloa, Director of Systems Design
 - Colleen Livermore, Director of Audit, Compliance, and Investigation Services
 - Susan Gillman, Vendor Selection Administrative Manager

Meeting logistics

- Mute your microphone.
- Artificial Intelligence (AI) chatbots are not permitted.
- Please hold questions until the end- questions are welcome verbally and in the chat.
- Information presented is an overview of the anticipated RFP and may be subject to change.
- Answers today may inform final publication.

Meeting agenda

- Anticipated Request for proposals (RFP) information
- Contract details
- Next steps
- Questions
- East African RFP Announcement

Anticipated Request for proposals (RFP) information

Audience

- New organizations interested in providing Opioid services
- Current Hennepin County contracted vendors for Opioid services

Preliminary overview

Hennepin County is soliciting proposals for Opioid services addressing:

- Prevention
- Response
- Treatment and recovery

Submit 1 proposal for all services proposed

Funding and contracts – anticipated

- \$8 million in community contracts from Opioid Settlement Funds
- Awarded contracts to span 2 years
 - January 1, 2026, through December 31, 2027

Hennepin County Opioid Response



Primary Prevention

Prevent further spread of opioid crisis



Response

Avert overdose deaths



Treatment and Recovery

Provide evidence-based services

Priority focus areas - data driven

African American population

- Urban and suburban
- Men ages 30-34, 55-64
- Youth
- Unsheltered homeless

American Indian population

- Urban setting
- Women
- Unsheltered homeless

Further priority focus areas

- Harm reduction
- Hispanic population
- Post-incarceration
- Unsheltered homeless
- Somali/East African population
- Supportive housing
- Polysubstance use, especially cocaine and methamphetamines
- Data and research
- Youth

Project description

Opioid prevention, response, or treatment/recovery of opioid use disorder with specific strategies from MINNESOTA OPIOIDS STATE-SUBDIVISION MEMORANDUM OF AGREEMENT that include but not limited to:

- Treatment of opioid use disorder
- Supporting people in treatment and recovery
- Connections to care
- Addressing the needs of criminal-justice involved individuals
- Addressing the needs of perinatal (pregnant) population

Project description, continued

- Prevent misuse
- Prevent overdose deaths and harm reduction
- Encourage collaboration and coordination with current community and county services
- Naloxone training
- Research

Project description, continued

- American Indian population (\$2.25 million)
- African American population (\$2.25 million)
- Further priority populations (\$3.5 million)
 - Intended award cap of \$450,000
 - Exceptions to the \$450,000 cap may require justification with RFP proposal submissions
 - Proposed budgets may not be fully funded.

Provider qualifications and experience

- Located within Hennepin County
- Experience working with culturally and racially diverse community partners
- Experience or capacity to provide Opioid services related to :
 - Prevention
 - Response
 - Treatment and recovery

Allowable costs caps- over 2 years

- Food – \$5,000
- Vans – \$2,000 gas and mileage
- Transportation for clients – \$6,000
- Incentives – \$4,000
- Accountant or accounting services - \$4,000
- Naloxone – coordinate with Meg Thomas
- Flyers – \$500
- Subcontracts
 - \$100/hour for professional technical services
 - \$2,000 for a community agency
- Established apprentice/intern program – \$5,000 per intern
- Peer Recovery Certifications – upon successful completion and as funding allows

Nonallowable costs

- Education/information campaigns – leverage Hennepin County Communications
- Training for staff/conferences
- Certifications – not peer recovery specialists
- Capital or rent
- Clothing
- IT

Allowable Costs within the 15% Admin

- Phones
- Office supplies
- Computers and tablets
- Software

Proposed 2-year budget must include

- Fringe – max 25%
- Admin cost – max 15%
- Expected salary increases 2026-27 – max 5%
- Accountant or accounting services – \$4,000

Frequently asked questions (FAQs)

How long can you sustain us?

- Opioid Settlement Funds are finite. We cannot sustain organizations or programs long-term. Always look for other funding options to supplement.

Can we start new programming? What if opioid abatement is new to our organization?

- Maintain what you do well.

How long will the RFP be open?

- The RFP will be open for 8 weeks.

FAQs, continued

Can I apply to all three categories?

- Submit one proposal – it can include all three categories with three different budgets

What does collaboration look like with the county or other orgs?

- Fiscal agent

Can we subcontract?

- Yes

Contract details

Preparing now for contract success

Resource: [Partners in health and human services](#) website

Today's presentation is an overview of key [Contracting Guide](#) terms.

Proposers awarded from this RFP are assigned a County contract manager, who will clarify action steps required by the proposer during the contract negotiations process.

Failure to complete action required to meet contract terms may result in discontinuation of the contract negotiations process.

Contract managers will remain in communication throughout the contract term related to compliance and performance requirements.

Standard contract financial requirements

- Fund accounting system, accrual basis
- Cost allocation (FTE, etc.)
- Agency-wide and program/contract-specific line-item revenue and expenditure tracking (Hennepin County cost center assigned to contracted expenditures)
- Record of all revenue sources available per contract, including additional revenue sources that supplement County-funded contracted services
- Original source documentation (receipts, etc.) that justify payments received by County for contracted services provided
- Annual and timely financial reporting as instructed by the County
- Written accounting policy/procedure manual

Potential Hennepin County financial audit

Why might you be audited?

- Vendors are selected through an objective risk assessment process

Scope of the audit

- The financial requirements in the contract as described on the previous slide

Potential financial audit, continued

Keys to having a successful audit outcome:

- Documented financial policies and procedures
- A well managed accounting system (like QuickBooks) to:
 - Track county contract expenses from other expenses
 - Produce financial reports
- Documentation (receipts, payroll expenditures, etc.) that support your invoicing

Cost Reimbursement: Invoice

Contracts awarded for Opioid services provided will be paid via Cost Reimbursement: Invoice

- Each contract will contain an approved budget, defining allowable expenditures.
- The County will provide vendors with an invoice template to seek payment for service provided.
- Contracted vendors submit invoices for actual costs incurred that align with the contract budget.
- Invoice submission occurs **AFTER** expenditures are incurred.

Factors to consider now to ensure your invoice submission passes auditing for accuracy:

- Are you ready to track program-specific expenditures (general ledger) for a specific contract?
- Do you have separation in duties in place for the preparation and approval of invoices?
- How will you ensure invoice data is accurate prior to submission?
- Are you prepared to invoice timely for services provided?

(Monthly submission is the most common frequency required.)

Collaboration is key to ensure contracted vendors can be paid accurately and timely.

Your contract manager is a partner and resource to support you and help with questions.

Next steps

Reminders

- Enter your email contact information in chat menu today
- All proposals submissions are submitted through [Supplier Portal](#)
- Register now with Supplier Portal to be ready
- RFP will be published during March 2025
- Supplier Portal help
 - Webpage: [Supplier Portal help | Hennepin County](#)
 - 612-543-5412
 - supplierportal@hennepin.us



Questions?



East African RFP announcement

- **Not Opioid Settlement Funds**
- East African Peer Recovery Specialist
- An allocation from the State of Minnesota to Hennepin County
 - \$500,000 for 2 years (tentatively starting in 2025)
- 1 organization will be selected
 - Focus group- East African youth ages 13-18
- Peer Recovery Specialist Certification \$30,000 for 2 years
- RFP process will be the same



HSPH Vendor Selection

HSPH.Vendor.Selection@hennepin.us

hennepin.us/hhspartners

