

REQUEST FOR PROPOSAL

Proposal Name: Harm Reduction and Prevention Drop-In Center

Release Date: September 19, 2025

Due Date: October 17, 2025

RFP Number:	RFP #14050-0-2025-AM
Funding Priority:	We are requesting proposals for the creation of a centralized Harm Reduction and Prevention Drop-In Center in Dane County, Wisconsin.
Submission Deadline:	11:59 P.M. CDT, October 17, 2025 Proposals received after the deadline will not be considered.
Approximate Number of Awards:	1
Total Available Funds:	\$2,400,000 Over Three Years (\$800,000 per year)
Individual Fund Limit:	\$2,400,000 Over Three Years (\$800,000 per year)
How to Apply:	All application material must be submitted on our application portal site: https://vpgrant.smapply.io/
Questions?	Contact: Ahmad Moghadam Email: amoghadam@publichealthmdc.com Phone: 608-243-0326
Anticipated Timeline: (These dates may be adjusted as needed.)	September 19, 2025 RFP Released October 17, 2025 Application Due Date – no later than 11:59 P.M. CDT November 10, 2025 Intent to Award Notifications January 1, 2026 Project Start Date December 31, 2028 Project End Date

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SECTION 1: OVERVIEW

Background

The drug overdose epidemic remains a public health crisis in Dane County. From 2021–2023, 457 residents died of drug overdose. Although fatal overdoses declined by 18% from the 2021 peak, opioid-related deaths remain high, especially among Black men, older adults, and people facing barriers to care.

In response, the Dane County Board of Supervisors approved \$800,000 in opioid settlement funds (RES-370) to support the creation of a centralized, low-barrier **Harm Reduction and Prevention Drop-In Center**. A **Harm Reduction and Prevention Drop-In Center** is a safe, welcoming, and low-barrier space where people at risk of overdose, infectious disease, or other substance-related impacts can access nonjudgmental support, supplies, education, and referrals—without the requirement of abstinence.

These centers focus on:

- **Harm reduction services** like distributing naloxone, fentanyl test strips, sterile syringes, and safer smoking supplies.
- **Prevention and health promotion** through education, screenings (e.g., HIV, hepatitis C), and linkages to medical, mental health, and substance use treatment.
- **Basic needs support** such as snacks, hygiene products, clothing, and charging stations.
- **Peer engagement** and support groups led by staff with lived experience to build trust and reduce stigma.
- **Connections to resources** for housing, employment, and other social services.

This RFP is issued by Public Health Madison & Dane County (PHMDC) to identify a qualified organization to establish and operate the center.

What are we looking to fund?

Public Health is seeking a qualified applicant to establish a **Harm Reduction and Prevention Drop-In Center** that acts as a **nonjudgmental community hub** offering a safe environment and trauma-informed services that meets people where they are, reduces immediate health risks, and helps individuals connect to care and long-term support. The goal is to reduce stigma, prevent overdose deaths, promote health and dignity, and connect people to care through a welcoming, accessible environment.

Intended Goals & Outcomes:

The core services implemented under this RFP are intended to reduce the overall impact of substance use on the community, including:

- Increased availability and utilization of harm reduction supplies among people who use drugs.
- A measurable increase in connection and referral to resources for housing, employment, and other social services among people who use drugs.

- Increased availability and access to basic needs support (i.e. hygiene, technology, nutrition, etc.) among people who use drugs.
- A measurable increase in the number of people receiving prevention and health promotion education.
- Increased access to and availability of screenings for HIV, HCV, or other health conditions among people who use drugs. Increased referral to and engagement with follow-up care.
- Increased linkages to and engagement with medical, mental health, and substance use treatment services among people who use drugs.
- Increased access to and engagement with peer-led services for people who use drugs.

Expected Scope of Work

Required Core Services:

Applicants must propose a drop-in center that offers:

- A safe, low-barrier, non-judgmental access point
- Distribution of harm reduction supplies (e.g., Naloxone, fentanyl & Xylazine test strips, syringes, safer smoking kits, etc.).
- Overdose prevention education and training
- HIV/HCV screening and linkage to care
- Navigation to medical, mental health, housing, and substance use disorder (SUD) treatment services
- Peer support
- Basic needs services: snacks, hygiene items, charging stations, etc.
- Culturally and linguistically appropriate services
- Prevention services (e.g., for youth, adults, pregnant/parenting people)

Optional or Enhanced Services:

If capacity allows, applicants may propose:

- Food assistance connections
- Drop-in case management/public benefits enrollment
- Wellness/support groups
- Linkages or access to Medication-Assisted Treatment (MAT)/Medications for Opioid Use Disorder (MOUD)
- Transportation support
- Education or job training support
- Basic wound care
- Laundry and shower access
- Phone, e-mail, and internet access
- Other services not listed here but in alignment with National Opioid Settlements – Exhibit E: List of Opioid Remediation Uses

Organization Requirements and Expectations:

- Demonstrate experience operating trauma-informed, person-centered services
- Collaboration with PHMDC and key stakeholders
- Incorporate lived experience into program design
- Use qualitative and quantitative data for continuous improvement
- Must have a building or other space to operate the drop-in center or a location identified

Deliverables

Below is an example of the anticipated deliverables and reporting schedule the selected agency will follow for the duration of the contract period. Actual deliverables and reporting schedule may vary depending on the applicants proposal and will be finalized during contract negotiations.

A. Special Milestone Deliverables (One-Time Submissions)

To be submitted before or at program launch:

- Signed subrecipient agreement.
- Confirmed site location and accessibility plan.
- Finalized start-up plan, including timelines, hiring plan, facility setup, and stakeholder engagement.
- Opening date and hours of operation established.

B. Quarterly Program Reports

Due: Within 15 days after the end of each quarter.

Each quarterly report must include:

1. **Core Service Delivery Data**
 - Quantities of harm reduction supplies distributed (e.g., naloxone, fentanyl test strips, sterile syringes, safer smoking kits).
 - Number of health and prevention services delivered (e.g., overdose prevention trainings, HIV/HCV tests, referrals to care).
 - Supportive services provided (peer support sessions, case management, basic needs distribution).
 - Participant engagement metrics (number of unduplicated clients served and total visits/contacts).
2. **Progress Toward SMART Objectives**
 - Status updates on each approved program objective.
 - Summary of evaluation findings and key trends.
3. **Narrative Program Summary**
 - Key accomplishments, challenges, and corrective actions.
 - Examples or stories illustrating program impact (if available).

C. Financial Reports

Due: Within 15 days after the end of each quarter.

- To receive reimbursement on expenses accrued, a quarterly financial report must be submitted. If no expenses were incurred in a given quarter, a report is not required.

D. Final Reporting

Due: At the end of the contract period.

- **Final Evaluation Report** (outcomes, final client/service data, assessment of goals, challenges, successes, sustainability recommendations).
- **Final Financial Report** (actuals vs. budget, explanation of variances, documentation of expenditures).

Citations

[National Opioid Settlements – Exhibit E: List of Opioid Remediation Uses](https://nationalopioidsettlement.com/wp-content/uploads/2023/02/TEVA-Exhibit-E.pdf) can be accessed at: <https://nationalopioidsettlement.com/wp-content/uploads/2023/02/TEVA-Exhibit-E.pdf>

Eligibility and Allowable Expenses

Eligibility:

Eligibility is open to all non-governmental agencies. We reserve the right to evaluate applicants' ability to successfully complete the project and appropriately manage funds.

Allowable Expenses:

Eligible expenses include:

- Personnel
- Supplies
- Space
- Travel
- Equipment
- Other costs

While supporting mobile units is an approved use of Opioid Remediation funds, the priority of this funding announcement is to establish a fixed site harm reduction and prevention drop-in center. We may identify specific uses for funding as we work with the recipient. All awarded funds must be utilized in the timeline outlined in resultant contracts. Expenses incurred after the contract end date will not be reimbursed.

SECTION 2: HOW TO APPLY

Application Process

- All documents and information related to this RFP are available on [our website](#).
- All application material must be submitted on our application portal site: <https://vpgrant.smapply.io/>
- Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to reviewers or committee members, or considered in the evaluation of proposals.
- **Applications are due no later than Friday, October 17, 2025.** No exceptions will be made.

Document	Submission Format	Requirement
A. Applicant General Information	Application Portal	Required

B. RFP Application Details Narrative	Upload to Portal	Required
C. Budget Template (Budget for the proposed program)	Upload to Portal	Required
D. Letters of Support, Collaborative Agreements, and/or MOUs (If applicable)	Upload to Portal	If applicable

Review Process & Scoring Rubric

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration.

Our designated RFP Reviewers will score submitted proposals. Our staff may contact applicants during the review process for clarification on submitted items. However, we may make preliminary selection(s) based on the original proposals only, without negotiation or communications with applicants. A site visit will be requested of the highest scoring applicants for the RFP review panel to evaluate the space designated for the drop-in center for feasibility to deliver proposed services.

Our staff will make final determination of funding recommendations to present for final approval to the Board of Health.

Review Criteria	Points Available
<i>Descriptions of answers that would earn full points</i>	
Organizational Overview	
Applicant clearly outlines the organization's mission, relevant experience, and history of providing harm reduction and prevention services, particularly with underserved populations and those at high-risk for overdose.	10
Program Description	
Program description is thorough, addresses required core services and demonstrate clear alignment with the RFP's goals, priorities, and intended outcomes. Activities are realistic, well-conceived, and evidence informed. Applicant clearly demonstrates and understanding of training, certification, or licensure requirements needed to implement the proposed services.	20
Prevention and Harm Reduction	
Applicant articulates a clear harm reduction and prevention philosophy/approach and provides concrete examples of how prevention, harm reduction, and health promotion are embedded in their past and current work as well as how it has shaped the proposed program activities.	10
Community Responsiveness Low-Barrier Access	
Program reflects a strong understanding of the populations served. Design is informed by community input or partnerships. Services are tailored to local needs. Applicant describes specific, practical strategies for ensuring services are accessible to the target population, including people who may be unsheltered, using substances, or facing stigma. Applicant clearly describes how they intend to generate participation with the target population at the drop-in center.	15
Start-Up Plan and Implementation Timeline	
Start-up plan is comprehensive, addressing hiring, training, community engagement, facility preparation, and readiness to launch services. Timeline is complete and	20

logical. Key milestones and staff roles are identified. The plan reflects realistic planning and project management.	
Program Objectives & Evaluation	
SMART objectives are clearly stated and realistic. Evaluation tools are appropriate and tied to outcomes. Methods demonstrate how success will be measured. Clear objectives are established related to the required core services.	10
Collaborations & Partnerships	
Applicant identifies key partners/subcontractors, describes their roles, and explains how these relationships strengthen the proposed program.	10
BUDGET	
Budget is complete and appropriate. Justification clearly links spending to proposed activities.	5

SECTION 3: POST-AWARD

Contract and Reporting

Selected organizations will be required to sign an agreement with Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County. Public health will administer all allocated funds. We reserve the right to negotiate the final terms of an agreement with the selected organization, including the final details of the Scope of Work.

Post-Award Reporting & Evaluation

Financial and Program Reports

Successful applicants will be required to submit quarterly financial reports, quarterly program reports and final program reports and monitor meetings with PHMDC. Quarterly financial reports will be submitted with invoices for reimbursement. All fiscal expenditure related to this project must be allowable, allocable, and have appropriate backup documentation. Program reports will be narrative based and will include standard questions. It will also include fields for quantitative and measurable data.

Project Evaluation

All contracted agencies will have the opportunity to work with PHMDC evaluators to create and implement evaluation measures for funded initiatives. Agencies will incorporate evaluation methods and metrics into their reporting check-ins, and final report. This should be consistent with the goals, objectives, evaluation and scope of work listed in the application.

Future Funding

Funds awarded are required to be spent during the contract period. If additional funds become available, the contracted agency may be eligible for an amendment with additional funding and additional time to continue the contract.

SECTION 4: GENERAL ADMINISTRATIVE INFORMATION

Contracting Entity

The Board of Health for Madison & Dane County on behalf of Public Health Madison & Dane County will administer the sub-recipient agreement(s) resulting from this RFP.

Official Communications from us

During the application process for this RFP, all official communication from us will be made via our website. We will post such notices, which will include, but not be limited to, an FAQ, any addenda (changes) to this RFP, clarifications to requirements, and public announcement of the selected applicant(s). It is your responsibility to regularly monitor this website for any such postings. Failure to monitor the website for FAQ and any addenda and include appropriate provisions in your response may result in your proposal being disqualified.

Acceptance/Rejection of Proposals

1. We reserve the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at our discretion is determined to be in our best interests. Further, we make no representations that a contract will be awarded to any applicant responding to this request. We expressly reserve the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).
2. We reserve the right to postpone due dates and openings for our own convenience and to withdraw this solicitation at any time without prior notice.

Incurring Costs

This request for proposals does not commit us to make an award or contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

Applicant Qualifications & Risk Assessment

We may make such investigations as we deem necessary to determine the ability of the applicant to perform the work and carry out the program, and the applicant shall furnish to us all such information and data for this purpose, as we may request. We reserve the right to reject any proposal if the evidence submitted by, or investigated of, such applicant fails to satisfy us that the applicant understands the full scope of work and is properly qualified to carry out the obligations of the agreement and to complete the work. We also reserve the right to make adjustments based on the outcome of our assessment of risk for potential recipients, which could include increased reporting and monitoring obligations or a decision not to make the award.

Proposal Content

The evaluation and selection of recipient(s) and the contract will be based on the information submitted in the applicant's proposal plus any additional information required. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, and letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information

provided by the applicant beyond the information required by this RFP may not be considered in the evaluation of the proposal.

Please consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

Withdrawal or Revision of Proposals

1. An applicant may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline.

Contract Documents

We will provide a contract to the selected applicants at the time of award.

Designation of Proprietary Information

Applicants are hereby notified that all information submitted in response to this RFP may be accessible to the public through our website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, applicants are encouraged to refrain from submitting information that cannot be open for public inspection. However, if applicant s must include information deemed confidential and proprietary by the applicant, applicant must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the applicant prior to the proposal submission date.

Requests shall use the following process:

- Email the RFP contact to discuss your concern.
 - Any information to be considered confidential or proprietary must clearly be stated on the attached "Designation of Confidential and Proprietary Information" form and must be submitted with the application package.
 - Any information to be considered confidential or proprietary must be separated from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
 - Applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including RFP section, page number, topic and specific concern that supports claim.
2. Your proposal will be subject to public records requests. Information usually cannot be kept confidential unless it involves a trade secret as defined in Section 134.90(1)(c) of the Wisconsin Statutes. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.
 3. Proprietary information submitted in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However, we cannot ensure that the information will

not be subject to release if a request is made under applicable public records laws. We will not provide advance notice to an applicant prior to release of any requested record.

4. Applicants agree to hold us harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the selected contractor also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold us harmless from any penalties, costs, damages and fees, including attorney's fees, awarded to the requestor and ordered to paid by us, in any such legal action.
5. To the extent permitted by law, it is our intention to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in our opinion. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

Clarification Of Proposals

During the evaluation of proposals, we reserve the right to contact any or all applicants to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at our sole discretion, waive disqualifying errors or gain clarification of error or information.

Budget Analysis

We reserve the right to conduct a price and/or cost analysis to determine if the proposed budget is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single applicant. Applicants shall cooperate as needed with our efforts to perform said analyses.

Negotiation

We reserve the right to negotiate all final details with selected recipients, consistent with the requirements of this RFP.

Process

At any phase, we reserve the right to terminate, suspend, or modify this selection process; reject any or all proposals; and waive any informalities, irregularities, or omissions in submittals, all as deemed in our best interests.

Communication With Selection Committee

Applicants may not contact our staff or members of the Selection Committee at any time during the evaluation process, except at our specific request.

Right To Reject Proposals and Negotiate Final Terms

We reserve the right to reject all proposals and to negotiate the terms of the resulting sub recipient agreements, including the approved budget, prior to entering into an agreement.