



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

February 2, 2024

REQUEST FOR PROPOSAL

**RFP 2024GP001**

## **Mental Health / Substance Misuse Disorder Mobile Case Management**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **4:00 P.M. Local Time, Feb 20, 2024**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, February 23, 2024**

Proposals Due: **12:00 P.M. Local Time, March 19, 2024**

**ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies** of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

**If applicable, the call-in phone number for 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. **DO NOT contact the specific department directly.**

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

Sincerely,

Chris Hunter  
Deputy Purchasing Director



**Anchorage  
Health  
Department**

**Request for Grant Proposals  
Mental Health/Substance Misuse Disorder  
Mobile Case Management**

**RFGP 2024GP001**

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# 1. GENERAL INFORMATION

## 1.1. Purpose

The Municipality of Anchorage (Municipality), Anchorage Health Department (AHD) seeks qualified non-profit organizations, institutions of higher education, hospitals and community organizations to provide proposals for a mobile case management project specific to the needs of individuals with mental health or substance misuse disorders or co-occurring mental health and substance misuse disorders within Municipality. Projects are anticipated to begin in the first quarter of 2024 and be completed by December 31, 2024. Projects will have two one-year option extensions subject to the availability of funds lawfully appropriated by the Anchorage Municipal Assembly and mutual agreement of the grantee and the Municipality.

This document, subsequently referred to as the Request for Grant Proposals (RFGP), explains the process for applying for a grant with the Municipality, the requirements for being determined eligible for funding, and the Municipality's process for selecting agencies for the requested services.

## 1.2. Background

On April 18, 2023, the Anchorage Municipal Assembly established a Complex Behavioral Health Needs Task Force under AR 2023-145, As Amended, to identify and propose solutions for individuals with complex behavioral health needs who are at risk of or experiencing homelessness. On June 6, 2023, the Assembly accepted AIM 120-2023, the Complex Behavioral Health Needs Community Task Force Immediate Solutions Recommendations report. Funding under this RFGP is meant to implement recommendations from this report.

## 1.3. Questions

Any questions regarding this Request for Grant Proposals 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 RFGP 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 RFGP cover letter.

## 1.4. Preparation Costs

The Municipality will 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.

### 1.5. Source of Funds

Funding for this Request for Grant Proposals (RFGP) is provided by the Municipal Alcohol Tax and is pursuant to Assembly Appropriation.

### 1.6. Eligibility (Who May Apply)

Eligible proposers include community-based non-profit organizations, private non-profit corporations, institutions of higher education, hospitals and community organizations established under Municipal Charter or Ordinance or a combination of entities (hereafter referred to as “agency”, “proposer”, or “applicant”). Proposals must meet the following criteria:

1. Proposed services must be provided only to residents of the Municipality of Anchorage.
2. Proposal budgets are limited to a maximum of \$330,000 per year including indirect rate.
3. Proposed budgets may not include indirect costs over 10% of the total direct costs unless the proposer provides proof it has a higher Federally Negotiated Indirect rate.
4. Proposals must include a budget narrative to be considered responsive and reviewed for grant funding.
5. The proposer must certify in their **Attachment A: Grant Application** that:
  - The services proposed for grant funding through this RFGP are either new services that were not offered by the proposer in 2020, or, if they are existing services, that they were not funded by the Municipality of Anchorage in 2020;
  - It has not within the last three years been indicted or convicted of a criminal offense or had a civil judgment rendered against it for commission of fraud in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - It has not within the last three years had one or more public transactions (Federal, State, or local) terminated for cause or default.
  - Where the proposer is unable to certify any of the statements, the proposer shall attach an explanation to this application.
  - Proposals without these certifications will be rejected.

### 1.7. Duration of Grant

Grant funds are awarded on a competitive basis. The services shall begin when signed on behalf of Anchorage (the “Effective Date”) and will terminate on December 31, 2024. Grants will have two one-year option extensions subject to the availability of funds lawfully appropriated by the Anchorage Municipal Assembly and mutual agreement of the Grantee and the Municipality.

### 1.8. Anticipated Levels of Funding

The Municipality of Anchorage has \$330,000 available for grants under this RFGP in 2024 and expects to award 1-2 proposals.

### 1.9. Pre-Proposal Conference

A non-mandatory meeting (Pre-Proposal Conference) will be held to respond to questions regarding this RFGP. This will be the only conference held prior to the deadline for submission of the proposals. Questions received prior to the Pre-Proposal Conference will be addressed at the conference. The date and time of the Pre-Proposal Conference are found on the cover letter from the Municipal Purchasing Office attached to this RFGP.

### 1.10. Proposed Time Schedule and Review Process

**The following schedule is subject to change.**

Proposal due to Municipal Purchasing Office	TBD (see RFGP cover)
Evaluation Task Force meets to review and score proposals and provide tentative funding recommendations	2-4 weeks following proposal due date
Period of performance to begin	Upon execution of grant agreement
Period of performance to end	December 31, 2024

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## 2. RULES GOVERNING COMPETITION

### 2.1. Examination of Proposals

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

### 2.2. Confidentiality

The content of all proposals will be kept confidential until the selection of the grantee(s) is publicly announced. At that time the selected proposals are open for review. After the award of contracts, all proposals will become public information.

### 2.3. Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFGP. Emphasis should be concentrated on

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

## 2.4. Signature Requirements

All proposals must be signed by: an officer or other agent of an organization 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 Grant Application 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.

## 2.5. Proposal Submission Requirements

- 2.5.1. **TWO 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 bound or enclosed in folders/binders.
- 2.5.2. IN ADDITION to the copies required by paragraph 2.5.1. above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.
- 2.5.3. 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.
- 2.5.4. Proposals must be delivered or mailed to:

Mailing Address

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

## 2.6. News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFGP 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 RFGP 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 contracts are awarded.

## 2.8. Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFGP 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/Withdrawal of Proposals

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 RFGP 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

- 2.12.1. 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.”
- 2.12.2. 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.

## 2.13. Acceptance of Terms

By presenting a proposal, a proposer accepts all terms and conditions of this RFGP. The proposer agrees to accept the applicable regulations contained in the Anchorage Municipal Code of Regulations and the State of Alaska Administrative Code, 7 AAC 78.

The proposer will be bound by what is in their proposal, unless the Municipality and the proposer mutually agree that specific parts of the proposal are not part of the agreement.

## 2.14. Additional Submission Requirements

- 2.14.1. Proposal budgets are limited to a maximum of \$330,000 including indirect rate. All proposals outside this limit will be deemed unresponsive and will not be scored.

### 3. Program Scope / Eligibility Requirements

Funds are to be used for a mobile case management project specific to the needs of individuals with mental health or substance misuse disorders or co-occurring mental health and substance misuse disorders within Municipality. Projects must focus on individuals experiencing or at risk of homelessness and should be clearly tied to recommendations of the Complex Behavioral Health Needs Community Taskforce in their report (Appendix 1). Projects should aim to improve outcomes for people experiencing or at risk of homelessness in one or more of the outcome areas identified in the below Theory of Change from the Complex Behavioral Health Needs Community Taskforce’s “Immediate Solutions Recommendations” (Appendix 1).

#### Theory of Change: Resources, Activities, and Desired Outcomes

Potential Resources	Activities	Outcomes	
		Short and Medium term (0-5 years)	Long term (5 years +)
<ul style="list-style-type: none"> <li>• People experiencing or at risk of homelessness and complex behavioral health conditions</li> <li>• Health care providers: Southcentral Foundation, Anchorage Neighborhood Health Center, Providence Behavioral Health, Providence Family Medicine Center, Mountain View Health Services, Choices, Alaska Behavioral Health, others TBD</li> <li>• Peer Support: Henning, Inc. CITC, True North Recovery, Choices, AK Mental Health Consumers Web, others TBD</li> <li>• 3<sup>rd</sup> Avenue Navigation Center</li> <li>• Homelessness Prevention and Response System</li> <li>• Anchorage Coalition to End Homelessness</li> <li>• State of Alaska Department of Health</li> <li>• MOA: Anchorage Health Department, Anchorage Assembly, Administration, APD, AFD, others TBD</li> <li>• Anchorage hospital providers: Alaska Regional, Providence Alaska, Alaska Native Medical Center</li> <li>• Healthcare payers: Alaska Medicaid Program, Tricare, others TBD</li> <li>• Rasmuson Foundation, others TBD</li> <li>• Alaska Mental Health Trust Authority, Crisis Now, Anchorage Crisis Collaborative</li> </ul>	Increase immediate access and navigation to appropriate services to meet physical and behavioral healthcare needs	Increase number of people experiencing or at risk of homelessness and complex behavioral health conditions engaged in comprehensive primary and behavioral healthcare <i>Measured by:</i> <ol style="list-style-type: none"> <li>1. Decreased use of law enforcement and EMS callouts for behavioral health crisis</li> <li>2. Increased availability of mobile and same-day medical and behavioral health appointments</li> <li>3. Increased use of peer support specialists</li> <li>4. Increased development of core skills among staff: resilience, stress reduction, motivational interviewing, relationship building and others</li> <li>5. Improved public safety and reduced negative public impacts</li> </ol>	<b>People experiencing or at risk of homelessness and complex behavioral health conditions achieve whole person health and wellbeing</b>  <i>Measured by:</i> <ol style="list-style-type: none"> <li>1. Self-reported reductions in harm and increased sense of wellness and recovery from trauma.</li> <li>2. Increased length of engagement in health care services with one provider or provider organization.</li> <li>3. Increased length of time in safe shelter or housing.</li> <li>4. Increased number of individuals with chronic medical and behavioral health conditions managed without the use of inpatient care.</li> <li>5. Increased retention of frontline health care workforce.</li> </ol>
	Develop and sustain multiple low-barrier emergency shelter sites with access to peer supports, physical and behavioral health services	Decrease in unsheltered homelessness and increase use of shelter, exits to housing and retention of housing. <i>Measured by:</i> <ol style="list-style-type: none"> <li>1. Decrease in unauthorized camping</li> <li>2. Decrease in number of days unsheltered</li> <li>3. Increase in exits to shelter and housing and length of time housing retained</li> </ol>	
	Increase mobile and on-site access to behavioral health and addiction treatment, including mobile health care, MAT, and medication management	Increased cost-effectiveness of healthcare resources through access to lower-cost services <i>Measured by:</i> <ol style="list-style-type: none"> <li>1. Increased use of community-based primary and behavioral health care and supports</li> <li>2. Decreased costs associated with emergency department and inpatient hospital care</li> <li>3. Decreased readmission rates to hospital care</li> </ol>	
	Develop appropriate data sharing to connect patients with providers and track outcomes		
	Build partnerships between health care providers and homelessness response system		
	Train providers to deliver care using a low-barrier, harm reduction, recovery-oriented, trauma-informed approach		
	Work with system leaders and payers to develop payment models to support comprehensive approach to complex care		
<b>VALUES</b> Compassion Continuity Holistic Collaborative Accessible Inclusive Relationships Stewardship of resources Health Equity			

### 4. 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 the page limits indicated below. One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

Proposers should read the entire RFGP and submit proposals in accordance with all requirements.

The Evaluation Committee may award lower points to proposals that are incomplete, not sufficiently detailed or explained, and/or not in accordance with the stated RFGP requirements.

A complete proposal should contain complete information from Sections 4.1 – 4.4.5

4.1	Title Page (One (1) page limit)
4.2	Grant Application (Attachment A)
4.3	Table of Contents (One (1) page limit)
4.4.1.	Agency Description (One (1) page limit)
4.4.2.	Project Description (Seven (7) page limit)
4.4.3.	Project Evaluation Plan: Logic Model and Indicator Table (Attachment B)
4.4.4.	Budget (including Attachment C and Budget Narrative)
4.4.5.	Administrative

#### 4.1. Title Page

Show the RFGP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

#### 4.2. Grant Application (Letter of Transmittal)

- 4.2.1 Complete Attachment A: Grant Application. Application should be completed in its entirety.
- 4.2.2 The Grant application must be signed by a member of your organization that has the authority to bind the firm.

#### 4.3. Table of Contents

A table of contents, including page numbers, must be included in all copies of the proposal for the proposal to be considered complete. All pages in the proposals must have a page number.

In addition, all sections listed in Section 4., Proposal and Submission Requirements, should be referenced individually in the table of contents.

#### 4.4. Evaluation Criteria

- 4.4.1. Agency Description  
(One (1) page limit)

Describe agency’s community function by responding to the following required items and numbering your responses to correspond with the numbering below.

1. Agency’s mission statement.
2. Outline or synopsis of all programs and projects that are currently offered in the community by the agency.

3. Agency's history and experience in delivering health and human services in the community.
4. Agency's history and experience in delivering services in the area of the proposed project.
5. Narrative of how the agency coordinates services with other service providers in the community.
6. Narrative on how the proposed project is relevant to community needs and how the agency is able to adjust to changes in community needs.

4.4.2. Project Description  
(Five (5) Page Limit)

The Project Description must be completed for the proposal. All questions in the Project Description must be answered for the application to be considered complete.

Applicant must:

Address each item below and number/letter your responses to correspond with each item. It is the proposer's responsibility to ensure that the eligibility requirements in Section 3. Program Scope and Eligibility Requirements are addressed in the submitted proposal.

1. Clearly identify and describe the project's proposed services and describe the unmet need(s) that these proposed services address (support your statements with statistics and other data or reference information):
  - a. Explain how the services meet eligibility criteria (Section 3. Program Scope and Eligibility Requirements).
  - b. Describe how this project is unique or differs from and/or enhances other programs in the community serving the same need.
2. Specify the target population, include:
  - a. Clear description of the target population to which these services will be delivered.
  - b. Explanation of how the target population will be successfully linked or referred to these services.

- c. Description of the barriers experienced by the target population to accessing or receiving services and other factors complicating the delivery of services under the project.
- d. Number of persons to be assisted within the grant period. Provide the following breakdown (definitions below), a brief explanation of how the numbers were derived, and the formula used to show the difference between funds from this grant and all other funding sources:
  - Number of persons assisted by the project from all funding sources, duplicated and unduplicated.
  - Number of persons to be assisted by this funding, duplicated and unduplicated.

Definitions:

- Persons assisted: those who benefit through participation in the project.
- Duplicated numbers: an individual and/or family is counted each time served even if served more than once in grant period.
- Unduplicated numbers: an individual and/or family is counted only once in grant period regardless of how many times they receive services.

3. Provide a detailed Work Plan on how the project services will be accomplished. The Work Plan should demonstrate how the project's approach is appropriate to the needs described.

Include:

- a. Description of activities and procedures that explain how the services of the project will be delivered to the target population. Include strategies and methodology to be employed to overcome the barriers identified in 2.c. above.
- b. Description of the locations and facilities where the services will be provided.
- c. Explanation of project staffing patterns, both direct services staff and administrative staff.
- d. Explanation of the utilization of community members and volunteers, if any, in this project.

- e. Timeline representing the sequence of activities and their completion dates.
4. Provide information on relevant efforts to collaborate with other groups and resources as needed and/or required to implement the project effectively. This should include a brief discussion of any cooperative agreements with other agencies, referral mechanisms, and procedures for releasing/sharing client information. The proposer may include up to three (3) letters of community support (letters of support do not count toward page limits).
  5. Describe the Project Evaluation Plan completed for Section 4.4.3., include:
    - a. How the project's outcomes relate to outcomes from the Theory of Change from the Complex Behavioral Health Needs Community Taskforce's "Immediate Solutions Recommendations" (Appendix 1).
    - b. How the organization will use the evaluation plan to address strengths and obstacles/areas to improve. Detail who will review the evaluation plan, how often it will be reviewed, and how changes will be recommended and implemented.
    - c. Why the outcome and indicators from the Logic Model and Indicator Tables from Section 4.3.3. were selected to demonstrate project success.
  6. Provide information on agency administrative and financial management for this particular project and the agency as a whole. Include:
    - a. Explanation of the administrative and financial management systems, procedures, and oversight that will be used to manage this project.
    - b. Description of the role of the governing authority in this project.
    - c. Organizational chart showing a clear line of authority and responsibility (Organizational chart does not count toward page limits).

4.4.3. Project Evaluation Plan: Logic Model and Indicator Table  
Complete Attachment B: Project Evaluation Plan

Project Evaluation Plan instructions with Logic Model and Indicator Table forms are attached to this RFGP (Attachment B: Project Evaluation Plan). The Logic Model must include goal(s), outcomes, outputs, resources, and activities applicable to the proposed project and be compliant with program intent. Then, using the Indicator Table format and instructions, include indicators and data gathering strategies that will be used to

evaluate the progress of the grant project toward achieving the program goals and desired outcomes. The indicators must be supported by the applicant's Logic Model.

**See Attachment B: Project Evaluation Plan for instructions on completing Logic Model and Indicator Forms. *Please only include the Logic Model and Indicator Tables for the proposed project in the application.***

4.4.4. Budget

Complete Attachment C: Budget and provide a Budget Narrative (Two (2) Page Limit)

Budget forms and instructions are attached to this RFGP (Attachment C: Budget). A complete proposal must include all Attachment C forms (grant budget and detailed personnel budget) as well as a budget narrative. The budget narrative should demonstrate how the proposed budget items support the project.

4.4.5. Administrative

4.4.5.1. List of Board of Directors

Provide a complete list of the Board of Directors that includes the following information for each Director:

- Name
- Address
- Mailing Address
- Telephone Number
- Designate if Officer

If there are current vacancies on the Board, please make a note of the vacancies and how long the vacancies have existed.

4.4.5.2. Job Descriptions

Include the job description for the Executive Director and job descriptions for ALL other staff positions that will be directly financially supported by this grant.

4.4.5.3. Agency Organizational Chart

This chart should describe the organizational structure of the entire agency. An organizational chart for a specific project within the agency that will be supported by this grant should also be submitted.

## 5. EVALUATION CRITERIA AND PROCESS

### 5.1. Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

Category	RFGP Section(s)	Points
1. Agency Description	4.4.1.	10
2. Project Description	4.4.2.	30
3. Project Evaluation Plan	4.4.3.	30
4. Budget, Attachment C & Budget Narrative	4.4.4.	20
5. Administrative	4.4.5.	10
<b>Total Points Available</b>		<b>100</b>

### 5.2. Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

1.0	Outstanding
0.8	Excellent
0.6	Good
0.4	Fair
0.2	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: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

### 5.3. Evaluation Process

The Municipality appoints an evaluation committee to assess and score the eligible proposals. All scores are tabulated and a rank order list from highest to lowest score is created. Based on the rank order list, the evaluation committee will provide their funding recommendations which are then forwarded to the Mayor and Municipal Assembly for approval. Projects will be funded, by rank order, at 100% of the proposed budgets until funding is expended. The grant awards are not made final until the Municipal Assembly has approved the awards and funding has been received and appropriated.

The Municipality also reserves the right to request oral interviews with the highest ranked applicants. The purpose of the interviews is to allow expansion on the written responses. If interviews are conducted, a maximum of 2 applicants will be short-listed. A second score sheet



will be used to score the interviews. The final selection will be based on a combination of written proposals and interviews. 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 into final negotiations with the Municipality for the purposes of a grant award.

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## 6. SELECTION PROCESS

The Proposers with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the next 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 Proposers should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

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## 7. SAMPLE GRANT AGREEMENT

All Proposers must carefully read and review the attached Sample Grant Agreement (Attachment D). The final Agreement with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wished to make changes to the Sample Agreement, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposals have been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

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## 8. APPENDICES AND ATTACHMENTS

- Appendix 1: Complex Behavioral Health Needs Community Taskforce Immediate Solutions Recommendations
- Attachment A: Grant Application
- Attachment B: Project Evaluation Plan
- Attachment C: Budget
- Attachment D: Sample Grant Agreement