



ADDENDUM I

SUBJECT: Opioid Settlement: Development of SUD/Harm Reduction Guidelines, (RFP 25-004, 6100018538), Scheduled to Close: January 7, 2025; Date of Issue: December 9, 2024.

FROM: Jessie Hinojosa
Procurement Manager

DATE: December 23, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Modify: The submission deadline has hereby been extended to Tuesday, January 14, 2025.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Tuesday, December 17, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Opioid Settlement: Development of SUD/Harm Reduction Guidelines. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: For the Symposium, what is Metro Health's vision?

Response: We ask that the vendor take the lead in designing, planning and executing this event with guidance from Metro Health.

Question 2: What does the budget cover?

Response: Budget proposed should be all inclusive of the scope of work required for this RFP.

Question 3: What organization's foundational research would a respondent be working off?

Response: Metro Health has a contractor currently researching harm reduction best practices. We will make the findings available to the vendor for this project.

Question 4: What will be the size of meetings?

Response: Potentially 20-30 organizations, we do not know how many participants per organization.

Question 5: What is the total budget?

Response: \$100,000 is the max amount with possibility of renewal depending on availability of funds and need for additional work.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 6: Please provide your estimated budget limit or budget range for this project.

Response: Please see the response to Question 5.

Question 7: Does Metro Health have a budget to help with any costs of the symposium or should the proposal be inclusive of all costs (such as paying for the event space, food, tech support, etc.)

Response: No, Metro Health does not have additional funds, but may help to publicize the event through existing social media channels and affiliated networks.

Question 8: Who are the intended attendees of the symposium? Only representatives of stakeholders who have participated in the harm reduction and SUD work? Or will there be additional attendees such as city/state elected officials and/or the general public?

Response: Harm reduction advocates, SUD providers and people who use substances are the primary audience. The general public and select elected officials and allies of people who use substances may also be included.

Question 9: Please clarify if we are developing new policies and procedures and a plan for implementing among community programs (per 004 – scope of services in the RFP), or are we training City employees to train the cohort (per Attachment A, part 3 of the RFP)?

Response: The contractor will identify and disseminate best practices and support community programs in adopting and implementing them. The contractor will provide training, technical assistance and may co-create new policies and procedures.

They will also facilitate shared data and information and learning/ evaluation among practitioners to highlight obstacles or challenges, supportive factors, and lessons learned along the way.

Question 10: Is training city of employees a separate requirement (per Attachment A, part 3 of the RFP), since it's not included in the scope of work (per 004 – scope of service in the RFP).

Response: This contract does not require training of city employees. While Metro Health staff members will monitor, participate and support the contract activities, the contract is intended to train and provide technical assistance to harm reduction advocates and SUD practitioners doing outreach and engagement work in the field, not Metro Health employees.

Question 11: What is the total funding and number of awards available for this solicitation?

Response: Total amount is \$100,000 for contract term with possibility for one renewal for the same amount, depending on the availability of funding and the need for additional work. Only one contract will be awarded.



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