



Request for Proposals

25RFP006

Contingency Management Education & Technical Assistance

Issued: 01/09/2025

280 South Decatur Boulevard
Las Vegas, Nevada 89107

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SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (“SNHD”) requests proposals from entities to provide education and technical assistance related to Contingency Management (“CM”), a psychosocial intervention that involves reinforcing abstinence from substances and other recovery-related behaviors to providers in Clark County, Nevada. (“Project”).

B. Entity Information

SNHD was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. SNHD is one of the largest local public health organizations in the United States, serving over 2.3 million residents and safeguarding the public health of over 40 million visitors to Las Vegas annually.

The mission of SNHD is, “To assess, protect, and promote the health, the environment, and the well-being of southern Nevada communities, residents, and visitors.”

SNHD is governed by the Southern Nevada District Board of Health (Board). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

C. Anticipated Funding

Any contract awarded under this RFP will be funded through appropriations under Nevada Senate Bill No. 118, 2023 and shall be terminated immediately if funding is withdrawn, limited, or impaired..

D. Anticipated Contract Type and Term

Any awarded contract will be a “requirements” contract for the services specified for approximately twelve months.

E. Subcontracting

Subcontracting must be preapproved by SNHD.

F. Ethics in Procurement

It is unlawful for any Proposer to offer, or any employee of SNHD or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any SNHD contract or purchase order.

SECTION II - SCOPE OF SERVICES

A. Project Description

Background - The majority of Nevada's total population resides in Clark County which has seen a 22.33% increase in the number of residents since 2010. This increase is also reflected in the overdose burden statistics among Clark County residents. More specifically, methamphetamine (meth) deaths increased 43% from 2019 to 2021 (208 to 298, respectively). According to reports, Las Vegas is considered part of a major distribution pipeline for meth entering the United States. The status of Las Vegas as a hub for stimulant drug transport means increased availability and potency with a lower street price. Nevada High Intensity Drug Trafficking Area (HIDTA) considers meth a significant threat to Nevada with its high level of use, availability, low cost, and number of people treated for substance use disorder (SUD). Deaths caused by meth impacted certain demographics differently; 78% of overdose deaths were male, 78% were White, 20% were Hispanic, and 16% were Black. Consequently, stimulants represent a major and growing threat in the overdose crisis.

While there are currently no FDA-approved medications for treating individuals with StUD, there is compelling evidence to support the use of CM. CM is widely considered the most effective treatment for StUD and is evidenced as an effective treatment for alcohol, cannabis, and tobacco use disorders and an effective adjunct intervention to medications for opioid use disorder (MOUD). CM uniquely utilizes positive reinforcement to promote behavior change, compared to other abstinence-based treatment modalities. Currently, there is a lack of community providers offering CM as a treatment.

As CM is considered an effective intervention for StUD, this Project seeks to expand provider knowledge of and readiness for implementation of CM within their practice with the aim of reducing substance use and promoting abstinence through a structured rewards system including. Proposals shall address CM's benefits and basis in evidence within a stimulant use disorder (StUD) treatment setting, policy and procedure development, performance measurement, and contingency/incentive tracking and disbursement

Anticipated Award Amount - \$206,465

Project End Date - May 31, 2026

Project Location - Selected contractor will provide services at their locations if local and/or online if located outside of Clark County.

Project Equipment - Selected contractor will furnish their own equipment (e.g., computers, software, printers) necessary to conduct all Project activities.

Proposer Experience - Proposer must demonstrate experience in providing training and technical assistance related to the following:

1. Providing training on positive reinforcement and CM.
2. Establishing multidisciplinary teams for an integrated behavioral health approach, preferably one that combines mental health care, substance use treatment, and physical health care under one framework.
3. Identifying types of rewards to maximize client engagement with providers (including voucher-based rewards).
4. Integrating cognitive behavioral therapy or motivational interviewing into practice policies and procedures.

B. Tasks and Activities

Selected Contractor (Contractor) shall be responsible for achieving the following objectives:

1. Identify a current list of eligible SUD treatment providers in Southern Nevada to establish a baseline for CM awareness or experience within first 90 days of award.
2. Provide training and technical assistance to SUD treatment facilities or providers in Southern Nevada that are interested in implementing CM through a structured rewards framework.
 - a. Training may include but is not limited to:
 - i. Current research that demonstrates the effectiveness of CM as a tool for engaging people with StUD and SUD in treatment.
 - ii. Barriers and facilitators to implementing CM within a clinical setting.
 - iii. Policy considerations related to CM implementation.
 - iv. Examples of successful implementation in other jurisdictions.
 - b. Technical assistance may include but is not limited to:
 - i. Development of custom policies and procedures for each participating provider/facility.
 - ii. Development of hiring and training processes for new staff to implement CM programming.
 - iii. Development of tracking mechanisms for the disbursement of patient incentives (using a structured rewards system based on pro-abstinence behaviors among clients).
 - iv. Development of tracking mechanisms for client engagement in the individual programs, including regular follow-up and outcome tracking at one (1), three (3), and six (6) months from the start of treatment supplemented by CM.
3. Track and report required performance measures on a regular frequency to SNHD.

C. Performance Measures

1. Number of SUD treatment providers/facilities (denominator)
2. Number of providers/facilities that received training from Contractor (numerator)
3. Number of providers/facilities that requested technical assistance from Contractor (numerator)
4. Number of providers/facilities that received technical assistance from Contractor (numerator)
5. Success stories by provider/facility

D. Projected Milestones

1. Within 90 days of award, establish baseline count of SUD treatment providers.
2. Within 90 days of award, develop training materials and submit to SNHD for review and approval.
3. Within 180 days of award, schedule and/or conduct training sessions with at least 25% of identified providers.
4. Within 270 days of award, schedule and/or conduct training sessions with at least 50% of identified providers.
5. By the end of award year, schedule and/or conduct training sessions with at least 75% of identified providers.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

RFP Issuance.....	01/09/2025
Deadline to Submit Questions.....	2:00 PM PST on 01/16/2025
Deadline to Disseminate Questions and Answers.....	01/23/2025
Deadline to Submit Proposals.....	2:00 PM PST on 02/17/2025
Evaluations Completed.....	02/24/2025
Notification of Intent to Award.....	02/27/2025
Anticipated Contract Start Date.....	May 2025

B. Authorized Contacts

1. The RFP Authorized Contacts are Kevin Bratcher, Dianne Haddix, and Gabi Montaldo. All questions about this RFP from RFP Issuance to Notification of Intent to Award shall be directed only to an Authorized Contact at procurement@snhd.org. No other person has the authority to respond to questions about this RFP unless authorized in this RFP or by written addendum issued by an Authorized Contact.
2. Communication about this RFP with anyone associated with SNHD other than an Authorized Contact is prohibited. **Proposals will be rejected for noncompliance with this prohibition.**

C. Questions

1. Written questions about this RFP must be emailed to procurement@snhd.org by **2:00 PM PST on 01/16/2025**. Indicate “25RFP006 Questions” in the email subject line.
2. Written questions and the corresponding answers will be posted to [SNHD's Public Notices website](#) by 5:00 PM PST on 01/23/2025.

D. Proposal Submission

1. Proposal documents as outlined in [Section IV.B](#) must be emailed to procurement@snhd.org. Indicate “25RFP006 Proposal” in the email subject line.
2. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will not be accepted.

E. Deadline to Submit Proposals and Late Proposals

1. Proposals are due by **2:00 PM PST on 02/17/2025**.
2. Proposals submitted **after 2:00 PM PST on 02/17/2025** will be rejected as late.

SECTION IV - REQUIREMENTS

A. Proposer Qualifications

To be eligible to submit a proposal, Proposer (selected Contractor) must:

1. Have been providing services like those outlined and required per [Section II - Scope of Services](#) regularly and continuously for at least five (5) years.
2. Have an active [sam.gov](#) registration.

B. Proposal Preparation and Submission

Complete and submit the following as **one PDF** as indicated:

1. TAB 1 - Cover Letter, Required Documents and Statements

- a. Submit a cover letter on Proposer's letterhead signed by a legally authorized representative including Proposer's name, address, phone number, email address, website URL; the RFP number and name; and a brief statement of interest.
- b. Complete and submit [Attachment A - Proposal Form](#).
- c. Provide a copy of Proposer's valid Nevada (or other jurisdiction) business license or evidence of valid exemption.
- d. Provide a copy of Proposer's active [sam.gov](#) registration.
- e. Provide an affirmative statement that Proposer is not excluded or debarred from doing business with any local, state, or federal government agency.
- f. Provide an affirmative statement that Proposer, officers, and affiliates are independent of and not related to SNHD or its operations.
- g. Provide an affirmative statement that no conflict of interest exists between Proposer, officers, and affiliates and SNHD or its operations.
- h. Provide a statement disclosing or denying any interest, financial or otherwise, that any employee or official of SNHD or of its governing or advisory boards may have in Proposer's firm or in the Project.
- i. Provide a statement disclosing all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Proposer, officers, and affiliates in the past five (5) years.
- j. Provide a statement disclosing all complaints filed with any state regulatory bodies or professional organizations against Proposer, officers, and affiliates.
- k. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. SNHD reserves its right to reject any proposed alternative.

2. TAB 2 - Background and Experience

- a. Describe and provide examples of Proposer's demonstrated experience providing services like those outlined and required per [Section II - Scope of Services](#).
- b. Describe and provide resumes of Proposer's proposed Project Team.

- c. Provide a minimum of three (3) client references for similar services provided by Proposer in the past five (5) years that demonstrate Proposer's ability to meet the RFP requirements. Include contract dates, amounts, and contact info (name, address, phone, and email).

3. **TAB 3 - Methodology and Approach**

- a. Detail proposed strategies, activities, and timeline for completing the RFP Scope of Services.
- b. Detail proposed Project deliverables.
- c. Describe direct, tangible results of your proposed activities.

4. **TAB 4 - Work Plan and Budget**

Complete and submit your proposed work plan and the related cost for each deliverable.

C. Proposer Representations and Certifications

1. Proposer has read and understands the RFP documents, makes its proposal in accordance therewith, and agrees with and will abide by the RFP terms and conditions.
2. Proposer has not communicated about this RFP or its proposal with anyone associated with SNHD in any capacity other than an RFP Authorized Contact.
3. Proposer's proposal was derived independently and without collusion.
4. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.

D. General Conditions

1. Interpretation or Correction of RFP (Documents)
 - a. Proposer shall promptly email procurement@snhd.org regarding any error, inconsistency, or ambiguity in and/or to request clarification or interpretation of this RFP by the Deadline to Submit Questions, except as related to addenda issued after this date.
 - b. Changes to this RFP will be only by written addenda issued by an Authorized Contact. Addenda will be posted to [SNHD's Public Notices website](#). Proposer shall be responsible for ensuring that its proposal reflects addenda (see [Attachment A](#)).
2. Responsive Proposal - A responsive proposal is one that conforms in all material respects to the RFP. SNHD reserves its right to waive any technicality, irregularity, or informality in determining responsiveness.
3. Responsible Proposer - A responsible proposer is one that has the capability in all respects to fully perform the RFP requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and that submits a responsive proposal.
4. Proposal Rejection - SNHD reserves its right to reject any proposal that does not conform to the RFP requirements.

5. Modification or Withdrawal of Proposal - Proposer may modify or withdraw its proposal by submitting a written request to procurement@snhd.org prior to the Deadline to Submit Proposals.
6. Cancel or Reissue RFP - SNHD reserves its right to cancel or reissue this RFP for any reason or for no reason.
7. Proposal Costs - SNHD will not reimburse any costs incurred by Proposer to prepare or submit a proposal.
8. No Guaranteed Contract - This RFP neither creates an offer to contract nor commits SNHD to contract for the services specified herein.
9. Limited Contract - SNHD reserves its right to contract for less than the services specified herein.
10. Exclusivity - Nothing in this RFP or in any resulting contract precludes SNHD from obtaining services like those specified herein from other sources.
11. Public Records - SNHD is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided SNHD are presumed to be public records open to inspection and copying by any person. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked “confidential” or “proprietary” or that contains materials so marked may be returned to Proposer and not considered for award. SNHD will produce documents provided by any Proposer even if marked “confidential” or “proprietary” pursuant to a public records request. SNHD will not be liable for disclosure of any documents or information provided by Proposer to SNHD.

SECTION V - EVALUATION AND SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. SNHD reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in SNHD's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Score
Background and experience including references and proposed Project team	40
Proposed methodology and approach to meeting the RFP requirements	35
Work Plan and Budget	25

B. Clarification, Additional Information, Site Visits, Interviews, and Presentations

1. SNHD reserves its right to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations. Failure to comply with such requests may eliminate a Proposer from further consideration.
2. SNHD reserves its right to base its decision solely on proposals, irrespective of any other interactions/requests referenced in the preceding paragraph (B.1).

C. Selection

1. The Proposal selected for award, if any, will be the one that is most beneficial regarding Proposer's experience, qualifications and capabilities, and price, and/or that best meet SNHD's needs.
2. If SNHD is unable to finalize a satisfactory contract with the selected Proposer within 60 calendar days, SNHD shall formally terminate discussions with that Proposer and at its sole discretion begin discussions with another Proposer or cancel or reissue the RFP.
3. Any contract resulting from this RFP will be presented to the Board for consent as applicable.

ATTACHMENT A Proposal Form

Complete and submit Attachment A. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this RFP and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein.

Company name:	
Company headquarters address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers’ names, titles, and number of years providing services like those requested:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Nevada (or other) business license number:	
Sam.gov unique entity identifier (UEI):	
Does the proposal include exceptions to any RFP specifications or requirements?	<div style="display: flex; justify-content: space-around;"> Yes No </div>

Signer acknowledges receipt of addenda issued/posted to [SNHD's Public Notices website](#):

Addendum No. _____ Date Issued _____

Addendum No. _____ Date Issued _____

Addendum No. _____ Date Issued _____

Addendum No. _____ Date Issued _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____