



Allegheny County Department of Human Services

RFP Response Form

RFP for Opioid and other Substance Use Disorder Interventions that are Led, Designed and Operated within and by Highly-Impacted Communities

PROPOSER INFORMATION

Proposer Name: Sisters Place, Inc.

Authorized Representative Name & Title: Melissa Ferraro, CEO

Address: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Website: <https://sistersplace.org/>

Legal Status: For-Profit Nonprofit Sole Proprietor/Individual Partnership

Women Owned: Yes: CEO No

Minority Owned: Yes: Board President No: CEO

If yes, select the ethnicity:

- | | |
|--|---|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black or of African decent |
| <input type="checkbox"/> Hispanic or Latino/a | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Western Asian/Middle Eastern | <input type="checkbox"/> East Asian/Far Eastern |
| <input type="checkbox"/> South Asian/Indian (Subcontinent) | <input type="checkbox"/> Southeast Asian |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Multi-racial |

Self-Describe: [Click here to enter text.](#)

Faith Based: Yes No

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* Email listserve.

RFP for Opioid and Other Substance Use Disorder Interventions that are Led, Designed and Operated within and by Highly-Impacted Communities

PROPOSAL INFORMATION

1. Total dollar amount requested: \$75,000

2. Which category does your proposed intervention fall under? Select all that apply.

Education – Expanding timely access to quality and comprehensive information about the spectrum of OUD/SUD interventions, including holistic approaches to prevention, treatment, de-stigmatization and recovery

Engagement/Outreach – Cultivating ongoing, person-centered relationships with underserved and/or vulnerable communities and individuals

Linkages to Treatment – Creating or expanding connections between affected communities, creating or expanding informal community-based peer support programs and providing information about use of MOUD (supplementary to the existing infrastructure of formal, institutional supports)

Other *(please briefly explain.)*

Support services, including homelessness prevention and response, substance use harm reduction, informal mental health support, resources and referrals, etc.

3. Proposal summary *(please use only one sentence):*

Sisters Place will continue to provide and augment its harm reduction services for those impacted by opioid and substance use disorder in the South Pittsburgh, Hilltop Area of Pittsburgh, including the disproportionately affected communities of Carrick, Knoxville, and Mt. Oliver.

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Melissa Ferraro	[REDACTED]	[REDACTED]
Contract Processing Contact	Melissa Ferraro	[REDACTED]	[REDACTED]
Chief Information Officer	Melissa Ferraro	[REDACTED]	[REDACTED]
Chief Financial Officer	Supporting Strategies	[REDACTED]	[REDACTED]
MPER Contact*	Melissa Ferraro	[REDACTED]	[REDACTED]

* **MPER** is DHS's provider and contract management system. Please list an administrative contact who will update and manage this system for your agency.

BOARD INFORMATION

* For the Board Chairperson, you must list an address, email address and phone number that are different than the organization's.

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Board Chairperson Name & Title: Damian Gilliard, Board President

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email Address: [REDACTED]

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* DHS Listserve: DHSProposals <DHSProposals@alleghenycounty.us>

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

Angela Kij (past Sisters Place client) [REDACTED] *Telephone Number Available Upon Request*
James Tyler (local business owner) [REDACTED]
Sally Power (collaborative nonprofit leader) [REDACTED]

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

- I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.
- By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

- My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

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My Proposal does not contain information that is either a trade secret or confidential and/or proprietary.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- One letter of support from a community-based organization or individual
- Partner commitment letters, if applicable
- MWDBE and VOSB documents
- W-9

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 80 points. Your response to this section should not exceed 5 pages. (Pages 1-3 are not included in the page count).

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Approach (25 points)

1. Describe your organization's proposed intervention, including the services that will be provided and the intended outcomes. (10 points)

Sisters Place proposes to expand our existing harm reduction and wellness services to support better those impacted by opioid and other substance use disorders in our community. Existing staff will provide non-judgmental support and connections to treatment and recovery services for those who visit our Safe Space community walk-in program.

Staff will also lead support groups and social activities to reduce isolation and build community among those in recovery. Educational workshops on overdose prevention and reversal, safer drug use practices, and navigating recovery will be provided.

We will continue providing harm reduction supplies like naloxone, fentanyl test strips, male/female condoms, and safe sharps disposal. The intended outcomes are to reduce overdose deaths, transmission of infectious diseases, and high-risk drug use behaviors. By building trust and meeting people where they are with compassion, we aim to encourage treatment readiness so more people find the support needed to achieve greater health and wellness.

Our goals are to:

- Engage with the community more through informational outreach mailing(s) in the 15210 postal zip code area.
- Increase individual attendance in our Safe Space Program.
- Increase dispersion of naloxone, fentanyl test strips, and male/female condoms.
- Increase offering of opioid and substance use support groups, social activities, and educational workshops.

By leading with empathy instead of judgment, we can help save lives in our community.

2. Which focus community(ies) and population(s) does your organization plan to serve? Explain how this community and population have been disproportionately impacted by the opioid epidemic. (15 points)

Sisters Place services individuals and families in need of support, especially the South Pittsburgh, Hilltop Area, including the disproportionately affected communities of Carrick, Knoxville, and Mt. Oliver.

The Hilltop Area of Pittsburgh, including Carrick, Knoxville, and Mt. Oliver, has been hit especially hard by the opioid epidemic compared to other areas of Allegheny County and Pennsylvania. This region has high poverty rates, limited economic opportunities, and a shortage of accessible treatment and recovery services.

Many residents of these neighborhoods work blue-collar, physically demanding jobs where workplace injuries are common. This can lead to initial prescription opioid use spiraling into misuse and addiction. At the same time, mental health challenges stemming from generational poverty, trauma, and despair have also contributed to residents self-medicating with substances.

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According to county overdose data, fatal overdoses in this zip code are approximately three times higher than in Allegheny County overall. The population lacks resources to obtain naloxone and other harm reduction tools. There is also a strong stigma against substance use disorders in the community, presenting barriers to seeking help.

By serving Carrick, Knoxville, and Mt. Oliver residents with compassion free from judgment, Sisters Place aims to save lives in a population that has endured disproportionate harm from the opioid crisis. Our culturally competent services will promote healing and resiliency in a vulnerable community.

Community Designed and Operated (45 points)

3. Explain how your organization's proposed intervention will be community designed and operated, including a plan to include community members in the planning, design and/or implementation of the intervention. (15 points)

Sisters Place is committed to ensuring our proposed opioid intervention is community-designed and led. Our organization has deep connections to the impacted neighborhoods of Carrick, Knoxville, and Mt. Oliver – and all of the Hilltop. Many of our staff members and/or their loved ones have lived experience with opioid and substance use disorders, including our CEO Melissa Ferraro, who grew up in these communities.

This personal understanding fuels our passion to meet the needs of this population with compassion. However, we recognize that every experience is as unique as the individual, and we will need to gather much feedback from the community when considering solutions. We will consult our Community Advisory Board to help guide the program's policies and direction. We will collaborate to provide services and promote healing by making space for local insights. We intend to support this marginalized but resilient population to write their own hope and recovery story.

4. Explain why your organization is the appropriate provider to implement the proposed intervention, including a description of your organization's experience providing support or services to, with, or within communities that have been disproportionately affected by the opioid epidemic. (15 points)

Sisters Place has proudly served marginalized communities in Allegheny County for over 30 years. While our proposed opioid intervention may be smaller in scale compared to other applicants, it will be genuinely transformative for the underserved neighborhoods we have long partnered with.

Few issues have wreaked more havoc in these communities than the opioid epidemic. We have witnessed the devastation caused, from lost lives to derailed dreams. However, we have also seen incredible resilience among those overcoming their addictions. Implementing this targeted outreach can help save lives and provide hope to those who need it most.

Our experience operating within the Carrick, Knoxville, and Mt. Oliver neighborhoods makes Sisters Place uniquely qualified to lead this work. We have built trust and

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understanding that outside organizations would struggle to establish. Our staff's personal connection to opioid and substance use challenges helps us approach this stigma-laden issue with the deep compassion and cultural competence it demands.

For decades, we have walked closely with vulnerable community members struggling with poverty, homelessness, and despair. Expanding our harm reduction and support services is the logical next step to address an unrelenting problem.

5. Describe your organization's plan for staffing, including roles, role descriptions and any training requirements. Proposers should demonstrate how the staffing plan reflects their commitment to prioritizing interventions led/staffed by Black individuals and individuals in recovery. (10 points)

Sisters Place is committed to diversity, equity, and inclusion in our staffing. We aim to hire team members who reflect our communities, especially Black individuals and those in recovery who can provide culturally competent care.

Rather than adding new positions, we will expand the roles of existing staff to deliver the proposed opioid intervention. This avoids instability when one-time grant funding ends. The Community Resource Coordinator vacancy provides direct services to those seeking substance use support. We are actively recruiting Black candidates with lived experience.

All Sisters Place staff receive robust training on harm reduction, trauma-informed care, and naloxone administration. Staff bring experience and specialized training to meet this population's unique needs. With deep community roots and relevant professional development, our diverse staff have the qualifications and passion to lead this work.

By investing in the professional growth of our existing team versus adding short-term hires, we aim to sustain services beyond the initial grant period. Our plan ensures continuity for the vulnerable people we serve while reflecting our diversity and inclusion values. We believe this staffing approach will lead to the greatest long-term impact.

6. Attach one letter of support from a community-based organization or individual that speaks to your experience building trust with or within an affected community; this letter should include at least one specific example. (5 points)
Please see uploaded letter.

Budget (10 points, not included in page count)

7. Attach a detailed, line-item budget that reflects a realistic estimate of the costs associated with planning, implementing and sustaining the intervention. (5 points)
Please see uploaded budget.
8. Provide a budget narrative that clearly explains and justifies all line items in the proposed budget. (5 points)
Please see uploaded budget narrative.



Sisters Place requests \$75,000 to expand our harm reduction services for those impacted by opioid and substance use disorder provided in the South Pittsburgh, Hilltop Area of Pittsburgh, including the disproportionately affected communities of Carrick, Knoxville, and Mt. Oliver.

The budget breakdown is as follows:

- \$30,000 towards staff salary and benefits:
 - \$15,000 for the Community Resource Coordinator providing prevention, education, and support through direct outreach, engagement, and warm handoffs to treatment.
 - \$10,000 for the Director of Engagement & Programming to supervise the Community Resource Coordinator and coordinate community events.
 - \$5,000 for the CEO to provide leadership and serve as the public face of this effort.
- \$25,000 for unrestricted general operating expenses to sustain Sisters Place's location, staffing, and vital community services.
- \$10,000 for printed outreach materials and postage, including informational postcards mailed to 15210 zip code residents on accessing opioid and substance use disorder services at Sisters Place and other resources.
- \$10,000 for expenses related to support groups, social activities, and educational workshops on overdose prevention and reversal, safer drug use practices, and navigating recovery.

This budget allows us to expand direct outreach under solid leadership when and where it is most needed. It provides critical supplies and resources to make meaningful connections to treatment and recovery. We aim to maximize impact within the modest budget by focusing funds on frontline engagement, leadership, evaluation, and flexibility to address emergent needs.

Expense	Requested Amount
Salary & Benefits	\$35,000
Unrestricted General Operating Expenses	\$25,000
Printing & Postage	\$10,000
Groups/Activities	\$10,000
Total Requested Amount	\$75,000

Allegheny County Department of Human Services
1 Smithfield Street
Pittsburgh, PA 15222

August 16, 2023

RE: Opioid and Other Substance Use Disorder Interventions that are Led, Designed, and Operated within and by Highly Impacted Communities

Dear friends,

My name is [REDACTED], I am the Medical Director of Behavioral Health at Central Outreach Wellness Center and a Mt Oliver Borough council member. I was the lead author of *Evaluation of an Opiate Overdose Educational Intervention and Naloxone Prescribing Program in Homeless Adults with Opiate Use* published in the Journal of Addiction Nursing and have volunteered with Prevention Point Pittsburgh for over fifteen years.

I wish to show my strong support of Sisters Place for funding *Opioid and Other Substance Use Disorder Interventions that are Led, Designed, and Operated within and by Highly Impacted Communities*. Sisters Place faithfully provides opportunities for families and individuals to overcome poverty and homelessness through empowerment, housing, wellness, personal and professional advancement services. They seek to Offer Safe Support Services & Bridge Resource Gaps. As a part of their Wellness Programming, Sisters Place provides stigma-free harm reduction substance use-related services.

They offer essential harm reduction services in the Hilltop Area, providing judgment-free Naloxone, Fentanyl test strips, condoms, sharps disposal, and substance use referrals through their Safe Space program.

Please feel free to contact me if you have any questions.

Sincerely,

[REDACTED]

[REDACTED], DNP, CRNP

they/them pronouns

Behavioral Health Medical Director-Central Outreach Wellness Center

Mt Oliver Borough Council Member

[REDACTED]

Phone: [REDACTED] Fax: [REDACTED]

www.sistersplace.org



EMPOWERMENT



HOUSING



WELLNESS



ADVANCEMENT