



**REQUEST FOR QUOTES
CMHPSM RFQ#2025C**

**Substance Use Services
Designated Youth Tobacco Use
Representative (DYTUR)**

October 1, 2024 through September 30, 2025

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Timeline for CMHPSM RFQ#2025C

RFQ Available on BidNet Direct	April 1, 2024
Programmatic Questions Due to CMHPSM	April 15, 2024
Programmatic Questions and Answers Posted on BidNet Direct	April 19, 2024
Bid Submission Deadline	May 3, 2024, 5pm
Bid Review Begins	May 6, 2024
Award Recommendations to Oversight Policy Board	June 27, 2024
Preliminary Contracts/Awards to CMHPSM Regional Board	August 14, 2024
Preliminary Award Notifications	August 15, 2024
Final Budget and Awards to Regional Board	September 11, 2024
Final Award Notifications	September 13, 2024

Designated Youth Tobacco Use Representative (DYTUR) RFQ Introduction

The Community Mental Health Partnership of Southeast Michigan (CMHPSM) is the Pre-Paid Inpatient Health Plan (PIHP) for Region 6, representing Lenawee, Livingston, Monroe and Washtenaw counties. The CMHPSM is requesting quotes from bidders for a **Designated Youth Tobacco Use Representative (DYTUR)** to conduct associated mandated activities in the region, as required by the [Synar Amendment](#) and the [Youth Tobacco Act](#). The federal Synar Amendment requires enforcement of underage access laws to a degree that reasonably can be expected to reduce the illegal sale of tobacco products to individuals under the age of 21. The DYTUR must have knowledge in the area of youth tobacco and nicotine product access reduction and related Synar prevention initiatives.

The CMHPSM is responsible for overseeing tobacco and nicotine product access prevention measures to achieve and maintain a youth tobacco/nicotine product non-sale rate of 80 percent or better within the four-county region.

It is required that the CMHPSM contract with a DYTUR to do the following:

- 1) Use best practices relative to reducing access to tobacco and nicotine products by underage youth;
- 2) Incorporate use of data specific to the CMHPSM's region, including underage sales data and analysis of the effectiveness of Synar related activities; and
- 3) Collaborate with local partners, including law enforcement, to enhance and complete efforts.

For more information, please see the following resources:

- [Youth Access to Tobacco and Synar \(michigan.gov\)](https://michigan.gov/youth-access-to-tobacco)
- [Prevention Policy 01- Synar](#)

Required DYTUR Activities & Reporting

DYTUR activities required by the [Synar Amendment](#) and the [Youth Tobacco Act](#), along with their associated best practices and other evidenced based prevention such as conducting inspections, and providing vendor education are defined as prevention services.

Specific DYTUR responsibilities include the following:

- 1) Develop and implement a regional plan of Synar/tobacco prevention activity that will restrict youth and young adults under the age of 21 access to tobacco and surpass the 80% non-sales rate.
- 2) Conduct activities necessary to ensure the Tobacco/ENDs Master Retailer List is correct and participate in the clarification and improvement initiative, as well as the CSAP Mandated Coverage Study.
- 3) Annually conduct and complete the Formal Synar Survey to all outlets in the random sample drawn by MDHHS/SUGE during the designated time period and utilize the official MDHHS protocol. Additionally, complete the compliance check report (CCR) forms and CCR spreadsheet.
- 4) Conduct Non-Synar Checks at no less than 25 percent of the outlets in the four-county region, with priority to vendor categories that have historically had a higher sell rate to minors and those that sell both tobacco and nicotine products. The DYTUR is required to coordinate with local law enforcement entities to conduct non-Synar checks.

For PIHPs with a 20 percent “sell rate” or Retailer Violation Rate (RVR) higher than 20 percent for two consecutive Synar surveys, the requirement is that no less than 50 percent of the outlets within the region will have at least one enforcement non-Synar compliance check activity during the subsequent third year.

NOTE: SAPT Block Grant funds cannot be used for law enforcement; this includes Formal Synar and Non-Synar activities. A portion of the awarded funding will include PA2 funds to provide for law enforcement compensation for their participation in Non-Synar activities.

- 5) Conduct Vendor Education activities, utilizing the SUGE approved vendor education protocol, with not less than 50 percent of the total outlets in each county within the PIHP region.
- 6) Seek to change community norms and conditions by forming relationships with stakeholders for the purpose of developing joint initiatives and/or for collaboration to impact sales trends to youth and conduct DYTUR activities.

- 7) Provide information to satisfy federal reporting requirements, including information about law enforcement activities relevant to violations of the YTA. Correspondingly, it is the responsibility of the DYTUR to comply with Synar protocol and demonstrate a good faith effort to obtain and report this information.
- 8) Monitor tobacco and nicotine product trends and emerging products and incorporate these products into prevention efforts as appropriate or required by legislation or the CMHPSM (i.e. Electronic Nicotine Devices).
- 9) Satisfactorily document all required activities and adequately prepare and submit reports to the CMHPSM outlined by the CMHPSM/Provider contract agreement and CMHPSM DYTUR Requirements document.
- 10) Participate in state, regional, and local meetings and events, as necessary, that are integral to the DYTUR activities.

As an example of required DYTUR activities for the current year, and associated materials, see *Appendix B: CMHPSM RFQ#2025C- Sample DYTUR Requirements.*

Licensing

Applicant agencies should possess a CAIT (Community Change, Alternatives, Information, and Training) Substance Abuse Prevention Program license through the State of Michigan and should be able to provide evidence of such license. If applicants are not yet licensed, but planning to become licensed, then evidence should be available to prove pending State substance abuse licensing application(s).

Agency Requirements for Youth Decoys & Adult Chaperones

MDHHS Substance Use, Gambling, and Epidemiology Section requires that minor decoys participating in Synar and Non-Synar Compliance Checks obtain a Worker's Permit and be covered by workers' compensation. Parents/guardians cannot waive these rights. In addition, if employing students, your agency must comply with the Youth Employment Act and the Synar Protocol relative to inspections and the use of chaperones.

More information can be found at: [LEO - Youth Employment \(michigan.gov\)](http://www.michigan.gov/leo)

Workers Compensation rules regarding the Youth Employment Standard can be found at: [http://www.legislature.mi.gov/\(S\(3wzjayqki5tfh3n14n43oct\)\)/mileg.aspx?page=getObject&objectName=mcl-418-815](http://www.legislature.mi.gov/(S(3wzjayqki5tfh3n14n43oct))/mileg.aspx?page=getObject&objectName=mcl-418-815).

Protocols may be found at:

[Youth Access to Tobacco and Synar \(michigan.gov\)](http://www.michigan.gov/youth)

Reporting Requirements

Respondents must be able to meet reporting requirements as required by the CMHPSM. Exact reporting requirements will be outlined and made part of the service contract.

As an example of required DYTUR activities for the current year, and associated materials, see Appendix B: CMHPSM RFQ#2025C- Sample DYTUR Requirements.

Appropriation of Funds

The Community Mental Health Partnership of Southeast Michigan (CMHPSM) is the Pre-Paid Inpatient. Health Plan (PIHP) for Region 6, supporting Lenawee, Livingston, Monroe and Washtenaw counties. In partnership with our regional Community Mental Health Service Providers (CMHSPs) and the CMHPSM regional provider network, the CMHPSM provides substance use services across the region. The CMHPSM is issuing this RFQ related to available funding, including fund sources outlined below. Funding decisions relating to this RFQ will be made by the CMHPSM Substance Use Services. The CMHPSM Regional Board approves all overall contracts.

A portion of the funds includes PA2 dollars specifically for law enforcement activities. All other federal funding will be identified in contracts resulting from this RFQ.

The CMHPSM typically issues single fiscal year service contracts to awarded agencies. Continuation funding and contracts will be issued for each subsequent year of the identified funding cycle pending awardees' performance and successful completion of required activities.

Issuing Office

The Community Mental Health Partnership of Southeast Michigan (CMHPSM) is the Pre-Paid Inpatient. Health Plan (PIHP) for Region 6, supporting Lenawee, Livingston, Monroe and Washtenaw counties. In partnership with our regional Community Mental Health Service Providers (CMHSPs) and the CMHPSM regional provider network, the CMHPSM provides substance use services across the region. Funding decisions relating to this RFQ will be made by the CMHPSM Substance Use Services staff and Oversight Policy Board. The CMHPSM Regional Board approves all overall contracts.

RFQ Term

The term for the RFQ begins on October 1, 2024 and extends until September 30, 2025. The CMHPSM will determine all contract terms derived from the successful response to this RFQ. The CMHPSM reserves the right to not issue, terminate, amend or extend individual contracts derived from this RFQ process.

Programmatic Questions – Due by April 15, 2024

All questions regarding the RFQ and submission procedures must be directed to contracts@cmhpsm.org. Only procedural questions will be answered individually for potential respondents. Examples of procedural questions include issues or guidance related to obtaining the RFQ documents, vendor registration on BidNet Direct, or electronic submission of quotes to the CMHPSM.

Any programmatic questions submitted prior to the question deadline will be answered through an RFQ addendum or similar notification posted on BidNet Direct on April 19, 2024. All programmatic questions should be sent by email to contracts@cmhpsm.org.

Quote Requirements

The CMHPSM reserves the right to reject all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept any bid determined through the review process to represent the best interest of CMHPSM. The CMHPSM will retain responsibility for balancing the proposals/outcomes to meet the community needs in the four-county region. The CMHPSM reserves the right to consider, in addition to the numerical proposal score and cost, other criteria such as community needs, geographical needs, priority populations, and efforts to reduce duplication of services. The CMHPSM will determine the best value and may utilize one bidder for the entire region or multiple bidders in individual counties within the region.

***Quotes submitted by organizations will only be reviewed after the agency receives a passing score on the financial review section.**

Quote Due Date

Submission Deadline: May 3, 2024, 5:00pm

Late quotes or quotes not in compliance with RFQ requirements will not be considered.

Quote Submission Instructions and Requirements

All required files must be emailed prior to the deadline to contracts@cmhpsm.org with the email subject line "RFQ #2025C Agency Name - Submission". No paper copies will be accepted. An emailed proof of receipt will be sent upon receipt of a quote submission received by contracts@cmhpsm.org.

All required attachments and any supplemental documents must be numbered and named as indicated in the table below.

Please start all named documents with the number of the section required in the chart on page below. If you have multiple documents for one section, you will need to have different names for each document. It is ideal if you are able to combine documents into one PDF for the required Organization Financial Information. If not, please put the name of the month after the program name.

Document	Points	File Type Required	File #
Submission Requirement #1: Appendix A: RFQ Cover Sheet	REQUIRED TO HAVE PROPOSAL SCORED	<i>Signed PDF Document</i>	File Number: 1 File Name: 1-Cover Sheet- Agency Name - DYTUR
Submission Requirement #2: DYTUR Narrative: Experience and Implementation Plan	60	<i>One Single Microsoft Word or PDF Document</i>	File Number: 2 File Name: 2-Narrative- Agency Name - DYTUR

Reference Document: Appendix B: Sample DYTUR Requirements	<i>Not scored- provided as a resource</i>		
Submission Requirement #3: Appendix C: Program Budget utilizing the CMHPSM budget forms following instructions.	35	<i>One Microsoft Excel File or PDF Document</i>	File Number: 3 File Name: 3-Budget-Agency Name – DYTUR - County
Submission Requirement #4: Appendix D: Program Budget Narrative following instructions.	5	<i>One Microsoft Word file</i>	File Number: 4 File Name: 4-Budget Narrative-Agency Name – DYTUR - County
Submission Requirement #5: Partner Involvement <ul style="list-style-type: none"> • Letters of support or reference • Letters of commitment or intent to partner 	SCORED WITH NARRATIVE	<i>Microsoft Word or PDF Document(s)</i>	File Number: 5 File Name: 5-Partner Involvement-Agency Name – DYTUR - Partner
Submission Requirement #6: Organization Financial Information <ul style="list-style-type: none"> • Most recent six months of organizational financial statements. • Most recent organizational fiscal audit; if not available, current fiscal year agency budget 	REQUIRED TO HAVE PROPOSAL SCORED		File Number: 6 File Name: 6-Financial Information-Agency Name -DYTUR - Month/FY (<i>as applicable</i>)

Submission Requirement #1 RFQ COVER SHEET (Appendix A)

Complete and sign the CMHPSM RFQ#2025C DYTUR Services Cover Sheet.

Submission Requirement #2 DYTUR Narrative

Submit a narrative that addresses the following criteria:

1. Provider (5 points)

Identify the name of the provider who is submitting the Implementation Plan and the status of the CAIT licensure.

2. Tobacco and Nicotine Product Prevention Experience (25 points)

Thoroughly describe your experience in implementing tobacco and nicotine product prevention efforts. Details should include the length of your experience, community/communities in which your efforts were implemented, and experience with enforcing the Youth Tobacco Act and Synar Amendment. *Applicants are encouraged to submit letters of support or reference.*

3. Community Collaboration (15 points)

Community Collaboration is a key component of the DYTUR tobacco and nicotine product prevention activities in order for the effort to be successful in contributing to the long-term outcome of preventing underage use of tobacco and nicotine products. DYTURs are expected to work with various stakeholders and sectors of the community, such as schools, parents, coalitions, businesses, law enforcement, government, etc., to conduct vendor and community education and complete compliance checks.

Provide a description on how you plan to collaborate with community sectors to ensure their involvement in these efforts. Include information on any special initiatives that demonstrate collaboration on tobacco and nicotine prevention initiatives that are in addition to the required DYTUR activities. *Applicants are encouraged to submit letters of commitment or intent to partner to demonstrate community collaboration.*

4. Strategies for Achieving Retailer Violation Rate Compliance (5 points)

It is the responsibility of the DYTUR to oversee tobacco and nicotine product access prevention measures to achieve and maintain a youth tobacco and nicotine product non-sale rate of 80 percent or better within the four-county region.

Provide an overview of the strategies you will implement, if any, to enhance or in addition to the mandated protocols for the required DYTUR activities, to ensure that the Retailer Violation Rate does not exceed the allowable threshold of 20 percent.

5. Key People/Program Staff (10 points)

Identify the key people/contractual staff; their title/position/role in service delivery/program implementation; relevant certification (CPS, CPC, CPC-M, or a Registered Development Plan submitted through MCBAP, Michigan Certification Board for Addiction Professionals etc.); relevant education, training, substance misuse prevention experience; and the percent of FTE (Full Time Employee) designated for this program. For Registered

Development Plans, identify who will supervise the prevention staff. Refer to the [MDHHS SUD Credentialing and Staff Qualification Requirements](#) and [Michigan Certification Board for Addiction Professionals \(MCBAP\)](#) for additional information.

For each staff member include the following:

- a. Name, Title and Job Function
- b. Education and/or Training
- c. MCBAP Certification or Development Plan
- d. Program Supervisor and Associated MCBAP Credential
- e. Percent of FTE

Submission Requirement #3: APPENDIX C PROGRAM BUDGET

Completed CMHPSM Budget **for each county** included with submission as a Microsoft Excel file.

Using **Appendix C**, please complete the **FY 2025 CMHPSM DYTUR Budget Form** to outline your proposed budget to complete the DYTUR activities in the associated county(ies) that you're applying to serve **FY 2025**.

Appendix B: Sample DYTUR Requirements can assist as an example to determine the number of potential future activities required for each county in the CMHPSM region.

Please note: SAPT Block Grant funding cannot be used to compensate law enforcement for their assistance in conducting Non-Synar Compliance Checks; only PA2 funding can be used to cover the expense of working with law enforcement.

Submission Requirement #4: APPENDIX D PROGRAM BUDGET NARRATIVE

Completed CMHPSM Budget Narrative and included with submission as a Microsoft Excel file.

Submission Requirement #5: PARTNER INVOLVEMENT

Please provide letters of support, or letters of commitment or intent to partner.

Submission Requirement #6: ORGANIZATIONAL FINANCIAL INFORMATION

Please provide the most recent six months of organizational financial statements.

Please also provide the most recent organizational fiscal audit; if not available, current fiscal year agency budget is acceptable.