



**CITY OF WEST COLUMBIA - West Columbia Strategic Planning Services:  
South Carolina Opioid Recovery Fund  
REQUEST FOR QUALIFICATIONS**

The City of West Columbia is seeking qualifications from qualified firms or individuals to develop a comprehensive strategic plan to effectively meet the requirements of the South Carolina Opioid Recovery Fund for Guaranteed Political Subdivisions. The strategic plan will serve as a roadmap for our Police and Fire Departments, addressing the opioid crisis in our community through data-driven strategies and collaborative interventions.

**1. Scope of Work:**

The selected consultant will be responsible for the following tasks:

- Needs Assessment: Conduct a thorough analysis of the opioid crisis in West Columbia, including overdose trends, treatment availability, prevention initiatives, and barriers to recovery.
- Strategic Plan Development: Create a comprehensive plan that outlines strategies and interventions to reduce overdose deaths, increase access to treatment, and promote prevention and recovery efforts.
- Integration with Existing Efforts: Align strategies with the City's existing Community Outreach teams, which are maintained by the police and fire departments and focus on overdose response and drug abatement.
- Implementation Framework: Develop a structured approach for executing the strategic plan, including timelines, measurable goals, and evaluation metrics.
- Funding and Sustainability Strategy: Provide recommendations for effectively utilizing SCORF GPS funding and ensuring the long-term sustainability of opioid response efforts.

**2. Funding & Budget:**

The City of West Columbia has allocated \$25,000 to support this initiative. The selected consultant must outline a budget that details how funds will be utilized to meet the project objectives effectively.

**3. Submission Requirements:**

Interested firms or individuals should submit a Statement of Qualifications (SOQ), no longer than ten pages (20 pages front and back) that includes:

- Cover Letter: Brief introduction and expression of interest.
- Firm/Consultant Background: Description of relevant experience in strategic planning, public health, or opioid crisis intervention. Summaries of similar projects completed, including references.
- Project Team: Identification of key personnel, including their qualifications and relevant experience.

- Approach & Methodology: Proposed plan for conducting the needs assessment, stakeholder engagement, and strategic plan development.
- Timeline: Estimated timeline for completing the strategic plan and availability of the firm.
- Budget Proposal: An itemized budget that outlines costs and feasibility.

#### **4. Evaluation Criteria:**

Submissions will be evaluated based on the following criteria:

- Demonstrated experience in strategic planning, public health, and first responders' initiatives and qualifications and experience of key personnel (30 points)
- Knowledge of opioid crisis response strategies and funding requirements (20 points)
- Strength of methodology and approach (20 points)
- Firm availability and timeliness of plan competition (15 points)
- Cost-effectiveness and feasibility of the proposed budget (15 points)

#### **5. Submission Deadline: 4:00 PM (EST) March 25, 2025.**

Five (5) copies of the RFQ must be submitted in a sealed envelope marked "West Columbia Strategic Planning Services: SCORF – RFQ" to:

City of West Columbia  
Attn: Katherine Call, Director of Community Development  
200 N. 12<sup>th</sup> Street  
West Columbia, SC 29169

**The submittal deadline is 4:00 PM (EST) on March 25, 2025.**

#### **6. Contact Information**

For questions regarding this RFQ, please contact:

Katherine Call  
Director of Community Development  
200 N. 12<sup>th</sup> Street,  
West Columbia, SC 29169  
[kcall@westcolumbiasc.gov](mailto:kcall@westcolumbiasc.gov)  
(803)939.3181

The contract award shall be at the sole discretion of the City. The award(s) shall be based on evaluating all information the City may request. The City reserves the right to accept or reject any or all qualifications in whole or part and waive any informalities in the RFQ. Further, the City reserves the right to enter into a contract deemed to be in its best interest. The City intends to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all Qualifications. Issuance of this Request for Qualifications does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparing an RFQ, or to procure related services or supplies.