



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 4, 2011

HSS -11-016

SPF-SIG Substance Abuse Prevention Planning Grant  
for

Division of Substance Abuse and Mental Health

Date Due: March 17, 2011  
By 11:00 AM Local Time

ADDENDUM # 3  
Questions and Answers

**PLEASE NOTE:**  
THE ATTACHED SHEETS HEREBY BECOME A PART OF  
THE ABOVE MENTIONED RFP.

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Bruce Krug  
Procurement Administrator

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Kim Harvey  
Division of Substance Abuse  
And Mental Health

# SPF SIG RFP Questions & Answers

**Request for Proposal No. HSS-11-016 (Planning Grant)**

**Request For Proposal No. HSS 11-017 (Implementation Grant)**

**Pre-bid Questions / Supplemental Questions / Email Questions**

## Pre-Bid Meeting Questions

**1. Is hand delivery of the proposal acceptable?**

Yes.

**2. Is the Corporate Confidential Information CD required?**

No. The opportunity to include a confidential CD is offered in the event a vendor chooses to include information beyond that required in the proposal and has legitimate cause to declare such additional information as confidential.

**3. Are margins and spacing on the proposal relevant?**

No.

**4. Is there a page limit for the proposal?**

No. However proposals should be as concise as possible.

**5. How do applicants obtain the checklist?**

Please substitute a table of contents in place of the checklist.

**6. Are subcontractors of the entity submitting the proposal required to report their contracts with the state?**

Yes

**7. What are the reporting requirements for subcontractors who are affiliates?**

Any proposed subcontractor must meet the same requirements as the organization submitting the proposal.

**8. How is subcontractor defined? – (Related question about mini-grants)**

Subcontractor is a person or organization who is awarded a portion of an existing contract by the organization who has the contract with DSAMH.

**9. How should bidders interact with school systems?**

Applicants can collaborate with eligible agencies and organizations as they deem appropriate.

### **10. Can applicants choose to focus on either school age or adults or does the proposal have to encompass ages 12-25?**

Based on the epidemiological data provided by the State Epidemiological Outcomes Workgroup (SEOW), the Delaware Advisory Council (DAC) selected the following priorities as the focus for the Delaware SPF-SIG project:

- **Statewide Priority:** *Reduce past month alcohol misuse and abuse of Delaware residents 12-25 years of age. Indicators of change may include, but are not limited to: a decrease of underage and binge drinking (consumption), alcohol related traffic crashes, death, and/or injuries (consequences).*
- **Secondary Priority:** *Communities that want to focus on an additional substance abuse priority must provide relevant data to support its approval.*

As indicated, the target population of focus is individuals 12-25 years of age; however, if applicants choose to provide primary prevention services to those outside of that scope, they should have appropriate epidemiological data that supports this selection.

### **11. Can the applicant pick a subgroup from within the 12 – 25 age categories?**

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### **12. What are resources to understand the rationale behind the age range of 12 – 25 years?**

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- **Secondary Priority:** *Communities that want to focus on an additional substance abuse priority must provide relevant data to support its approval.*

These priorities and target population are stated in the Delaware SPF-SIG Strategic Plan which was approved by the Delaware Center for Substance Abuse Prevention (CSAP) Project Officer on October 28, 2010.

**13. Page 10, refers to the age group of 12-25 year olds...does the proposal have to address the entire age group, or could it be a group from 12-19? On page 13, there is a reference to 8th grade students, however could the proposal also include 7th grade students as many 7th grade students are 12 years old.**

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- **Secondary Priority:** *Communities that want to focus on an additional substance abuse priority must provide relevant data to support its approval.*

As indicated, the target population of focus is individuals 12-25 years of age; however, if applicants choose to provide primary prevention services to those outside of that scope, they should have appropriate epidemiological data that supports this selection.

In the “Target Population” section, it lists a number of populations, including 8<sup>th</sup> graders, which the state data showed to be at higher risk for the Delaware SPF-SIG priorities. This list is not exhaustive of all high risk populations in the state of Delaware.

SPF-SIG applicants should clearly state in their proposals the target population of interest, including data to support their decision.

**14. Page 13: “Target population shall address Delaware’s statewide SPF SIG priority to reduce past month alcohol misuse and abuse of Delaware residents 12-25 years of age”**

To me, that means that applicants must propose prevention services for ages 12 to 25. Others experienced with DHSS insist that the above statement means applicants can propose to serve ages either 12 to 17 or 18 to 25.

I need to know if priority will be given to proposals that propose preventions services for the full range of ages 12 to 25

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### **15. Where is the logic model referenced on p.44?**

See PDF document (via email).

### **16. Could you talk more about what a community would consist of?**

The applicant can refer to the RFP and then must decide how they will define their community (geographic area) to meet the needs of their proposed project.

Please reference the “Target Population” section,

“Delaware is divided into four sub-state planning regions designated by SAMHSA’s Office of Applied Studies and adopted by Delaware’s State Epidemiological Outcomes Workgroup (SEOW), also known as the Delaware Drug and Alcohol Tracking Alliance (DDATA). The planning regions are defined as follows: the city of Wilmington (72,664); the remainder of New Castle County (523,852); Kent County (127,103); and Sussex County (175,818). The State is unique in that the northernmost county, New Castle, is decidedly urban, while the two southern counties, Kent and Sussex, have largely rural characteristics.

“The SPF-SIG shall target Delawareans statewide and/or in a sub-state planning region based on an identified community. The Delaware Advisory Council (DAC) has defined community as an organization, group, or partnership with a common purpose; a group may be defined (but not limited) by age, culture, ethnicity, faith or spirituality, gender, geographic location, race, or socio economic status.”

### **17. Should we keep track of the population we work with and measure if they decrease their alcohol use?**

The SPF-SIG is a data-driven, outcome based substance abuse prevention grant.

Delaware SPF-SIG grantees will be responsible for the collection and reporting of process and program data. Additional information will be provided to successful applicants.

### **18. If we want to target different areas of the community can we apply for more than one grant?**

For HSS-11-016 Planning Grants: Applicants must submit separate proposals targeting different areas of the community – whether geographic service area or target population.

For HSS-11-017 Implementation Grants – only one geographic area or target population proposal can be submitted.

PLEASE NOTE: APPLICANTS MUST EITHER APPLY FOR A PLANNING GRANT **OR** AN IMPLEMENTATION GRANT.

**19. Can agencies submit multiple applications?**

Please refer to Question #18.

**20. Bayhealth provides services in Kent and Sussex counties, can Bayhealth submit one proposal that includes programs that are provided in both Kent and Sussex counties.**

Please refer to Question #18.

**21. The initial implementation grants, as I understood it, are not NECESSARILY expected to be for the whole sub-state region, but could target smaller communities either geographically or otherwise. Can you clarify your intention?**

It is the responsibility of the applicant to define the target population and geographic area(s) of interest.

DSAMH is seeking applications to provide comprehensive substance abuse prevention services to Delawareans in communities within the four sub-state planning regions (City of Wilmington, the remainder of New Castle County, Kent County and Sussex County) and/or statewide.

**22. A question was asked of staff: "Can an entity bid on more than one contract?" Staff indicated that the question should be put in writing. Our Agency would like your response to the question.**

Please refer to Question #18.

**23. Do proposals need to be county specific if you provide services for more than one county?**

DSAMH is seeking applications to provide comprehensive substance abuse prevention services to Delawareans in communities within the four sub-state planning regions (City of Wilmington, the remainder of New Castle County, Kent County and Sussex County) and/or statewide.

It is the responsibility of the applicant to define the target population and geographic area(s) to be served.

**24. Can an organization submit more than one application to serve populations in each county and the city of Wilmington?**

Please refer to Question #18.

**25. If an agency wants to apply to serve Wilmington, New Castle County Outside of Wilmington, Kent and Sussex Counties, would they submit four separate proposals for \$200,000 each (one for each service area) or one proposal for \$800,000**

Please refer to Question #18.

**26. Is it permissible for an agency to submit more than 1 proposal for the planning grant, because they are interested in building coalitions in more than one community?**

Please refer to Question #18

**27. Are there existing programs targeting the 12 – 25 age range?**

The state does not have a current catalog of programs targeting individuals 12-25 years of age; however, applicants may go to SAMHSA.gov and search for relevant programs.

The National Registry of Evidence-based Practices (NREPP) is an additional resource for evidence based programs and practices (<http://www.nrepp.samhsa.gov/>).

**28. At the end of ten months do the applicants compete for an implementation grant?**

Successful Planning Grant applicants who have met all the conditions of their contract are eligible to compete for Implementation grants.

As stated in the RFP, “Planning Grants will be awarded as a ten (10) month contract. Successful completion of the contract’s terms, applicants will be **eligible** to compete for an Implementation Grant, awarded annually, up to two years, contingent upon the availability of funds and successful completion of performance standards. The requirements and receipt of Implementation Grant applications will be specified within the contract signing phase for successful applicants.”

**29. What is the time line for issuing the implementation RFP?**

The next RFP for Implementation Grants will be released when the successful Planning Grant contract awardees are potentially eligible to apply.

**30. Can an agency apply for SPF SIG and SAPT block grant?**

Yes, agencies may apply for SPF-SIG and Substance Abuse Prevention and Treatment (SAPT) Block Grant (assuming they meet all the eligibility requirements for each grant application).

**31. How will the implementation grant application process work?**

This process is covered in the RFP.

**32. What is the turn around time for invoices?**

**The State of Delaware has 30 days from the receipt of the invoice for payment. Most often processing time does not take that long – however, payments processed during that 30 day timeframe can not be considered “late”.**

**33. Are applicants required to complete the Financial Practices Pre-Audit Monitoring Survey?**

**Yes, it must be included in the Business Proposal.**

**34. How is funding determined for the three additional years referenced on p. 15?**

Successful applicants will be awarded an Implementation Grant contract (12 months), up to three years contingent upon the availability of funds and the successful completion of grant performance standards and requirements.

Grant performance standards and requirements will be outlined in the contract language.

**35. How many months are there of funding?**

Implementation Grants will be awarded on an annual basis (12 month contracts), up to three years contingent upon the availability of funds and the successful completion of grant performance standards and requirements.

Applicants awarded Implementation Grants will utilize funds to execute all five steps of the SPF model (Assessment, Capacity, Planning, Implementation, and Evaluation). By the end of month three (3), a Strategic Plan must be developed and submitted to the SPF-SIG Management Team which outlines the intended implementation of proposed services. Strategic Plan Review and comments will be provided during months four- five (4-5) for final approval at the end of month six (6).

**36. How many months should the budget cover?**

**Two budgets must be submitted:**

**One covering the time period of April 1, 2011 through June 30, 2011;**

**AND**

**One covering the time period of July 1, 2011 through June 30, 2012**

**37. When does the implementation of the programs start?**

The implementation of programs and strategies will not start until after the approval of the grantee's Strategic Plan.

**38. What are the costs associated with attending national meetings?**



Costs associated with attending national meetings would include travel, lodging, and food.

**39. Which national meetings will successful applicants be expected to attend?**

That is currently undecided. The final decision is provided through the federal project officer. Grantees may not have to attend any meetings.

**40. During the pre-bid, there was a discussion on attending seminars and educational programs as mandated by the grant. Can you provide an estimated cost for attending such programs if an individual was traveling from the Wilmington area? If the proposal included programs offered at 4 different schools, would a representative from each school be required to attend?**

Mandated training would be free of cost to the participants. Travel (mileage) should be included into the applicants' budget. It is anticipated that trainings will be geographically convenient for participants.

It will be the grantees' decision who attends the trainings, unless specific positions are noted.

**41. In addition to the required programs a grant awardee must attend, can the proposal also include additional continuing education programs for the providers?**

It is the intent of the SPF-SIG project to develop a comprehensive Training /Technical Assistance calendar which would be open to grantees and other interested parties.

Applicants are responsible for developing a budget to reflect the costs associated with their proposed substance abuse prevention strategies. If applicants find it necessary to include additional continuing educational programs, it must be indicated in both the proposal narrative and corresponding budget.

**42. How many mandatory meetings will be required during the 12 months period and where will the meetings be held and what is the amount of hours dedicated to these meetings.**

A final decision has not been made. Further details will be discussed during contract negotiations.

**43. What are the activities that should be covered in the budget period?**

Budgets need to reflect the cost of performing the services outlined in the RFP/Proposal/Contract.

**44. What activities do the funding from the grant cover?**

The funding will cover the cost of performing the services outlined in the RFP/Proposal/Contract.

**45. How many grants will be awarded?**

It is proposed that a maximum of 16 Planning grants will be awarded; 4 Implementation grants

**46. Can applicants use subcontractors in the program?**

Yes. Please note subcontractors must meet the same eligibility criteria as the organization submitting the proposal. DSAMH must approve any subcontracts.

**47. Are consultants considered subcontractors?**

If the consultant is obtained via a contractual arrangement, yes.

**48. What is an example of successful grant management?**

Successful grant management is meeting the goals and objectives of the grant without any audit findings.

**49. What are supporting documents to demonstrate successful grant management?**

Applicants should include a detailed list of previous grants which includes a list of the grants received, the source of funding, references and contact information. This will be considered a reference.

**50. How would a grassroots start up fit into the requirements?**

A grassroots organization can qualify for the Planning Grant but not the Implementation Grant (requires a minimum of 5 years relevant experience).

**51. Can an agency with a fiscal agent apply?**

Yes

**52. What is relevant experience?**

Please refer to the organization eligibility information contained within the RFP.

**53. Could you please supply a list of participant for the pre-bid meeting.**

The sign in sheet from the pre-bid meetings appears on <http://bids.delaware.gov>

**54. Is it correct to understand RFP HSS 11-017 is for educational and prevention programs and does not provide funding for treatment services?**

All program services must be substance abuse prevention focused and meet the priorities set forth in the RFP, “DSAMH is seeking applications from eligible community based organizations to provide comprehensive substance abuse prevention services to Delawareans in communities within the four sub-state planning regions (City of Wilmington, the remainder of New Castle County, Kent County and Sussex County) and/or statewide.”

This is not a treatment RFP.

**55. Is there funding to purchase equipment and what is considered capital equipment?**

Any request for equipment must be clearly identified in the budget submission. Capital is considered any item in excess of \$1,000.

**56. Page 53 discusses salaries and wages. Should benefits cost be included in the salaries and wages or its own separate line item?**

Separate line items – the required budget forms were distributed at the pre-bid meeting.

**57. Page 50 refers to the FY 11 Personnel Detail Sheet. What is the "certification standards title?"**

That column does not apply to these RFP’s – there is a missing cell on the form that indicated that that column was for programs that require licensure.

**58. Bayhealth has a policy for reimbursement when a personal car is utilized for work related travel. The reimbursement rate is approximately 0.55 cents per mile. There is no additional reimbursement for maintenance. Would it be appropriate to use this amount?**

Reimbursement for mileage is limited to .40 cents per mile.

**59. Page 87, refers to the Pre-Audit monitoring survey...does this need to be completed and submitted with the RFP?**

Yes, this form is used for multiple purposes.

**60. Bayhealth wishes to collaborate with several school districts in this proposal. Would a letter of intent to collaborate with Bayhealth be sufficient? The school district would not be providing staff for the program.**

A letter of commitment with specific roles and responsibilities should be attached with a signature from the contact person of the collaborating agency

**61. Where does the funding for this program come from? Is it from General Assembly funds or in the Governor's proposed budget? Can funding be affected by the State of Delaware budget approval process on June 30, 2011?**

“The SPF-SIG funding is provided by the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention (SAMHSA/CSAP). The Delaware SPF-SIG is a cooperative agreement between the Office of the Governor of the State of Delaware and SAMHSA/CSAP. Delaware’s Department of Health and Social Services, Division of Substance Abuse and Mental Health (DHSS/DSAMH) administers the SPF-SIG on behalf of the Governor.”

**62. On page 10 of both RFPs, the second bullet point states the goal of providing primary prevention activities thru “a comprehensive set of strategies with emphasis on policy and/or environmental strategies” but at the bottom of the page it states that applicants can apply to provide “primary prevention services targeting individuals” in the 4 regions. I think there is confusion about whether these are service delivery programs – individual level strategies/interventions (such as educating kids, parents in classes and so on) as opposed to environmental – community wide policy and practice approaches. Can you clarify whether you are looking for programs targeting individuals, or targeting policy or other environmental changes?**

It is the goal of the Delaware SPF-SIG to provide primary substance abuse prevention services in the state which result in positive and measurable outcomes (specific to consumption and consequence patterns related to the project priorities).

Based on state and community level data, it is necessary for applicants to indicate who (target population) and where (geographic area) they plan to implement their proposed prevention services.

As stated throughout the RFP and the supplemental appendices (Prevention Definitions and Strategies), a comprehensive prevention plan including multiple prevention strategies is recommended by the Center for Substance Abuse Prevention, which may include specific educational service delivery programs and/or environmental strategies.

Proposals must state a projected plan for how agencies plan to utilize the SPF-SIG funds; however further details will be stated in a Strategic Plan which will be developed after funding is awarded.

**63. If a person arrives on time, are they allowed to leave before the meeting is adjourned?**

N/A

**64. Right now, we may only be ready to do the planning grant for SPF-SIG. After our planning we would like to implement it, will there be future sessions on implementation after the planning is done? We are trying to get clarification on if we should attend both sessions tomorrow just in case.**

Successfully completed planning grants are eligible to compete for Implementation grants.

Planning Grants will be awarded as a ten (10) month contract. Upon successful completion of the contract's terms, applicants will be **eligible** to compete for an Implementation Grant.