

RFP HSS-11-038

COMMUNITY GRANT PROJECT COORDINATOR

DELAWARE HEALTH AND SOCIAL SERVICES

DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH

The Division of Substance Abuse and Mental Health (DSAMH) is seeking to contract with one or more individuals to serve as a Community Grant Project Coordinator for a Strategic Prevention Framework – State Incentive Grant that is funded by a five year federal grant. The Project Coordinator will provide technical assistance, consultation and training for emerging and existing community groups, coalitions, and other service providers to increase their capacity to develop community health promotion programs, policy initiatives and implement community-level strategies.

Applicants should familiarize themselves with RFP HSS-11-016 (Substance Abuse Prevention for Youth and Adults PLANNING Grant) and RFP HSS-11-017 (Substance Abuse Prevention for Youth and Adults IMPLEMENTATION Grant) which can viewed at [www.bids.delaware.gov](http://www.bids.delaware.gov).

Applicants must have demonstrated experience in building the capacity of coalitions and community organizing focused on behavioral health services, specifically substance abuse prevention. Degree in Public Health, Public Policy, Community Development, Social Worked (macro) Education, or Human Services is preferred. Project management experience and bilingual capabilities are desirable. Personal mode of transportation required. Travel is frequent (weekdays, evenings, or weekends as required).

Resumes must be sent under cover of a brief letter of interest specifying hours of availability and proposed hourly rate. Both the letter of interest and the outer mailing envelope must reference RFP HSS-11-038. Any submission without the required information will not be reviewed. Applications will be accepted only from individual applicants.

Determination of qualified applicants will be based on a review of credentials (40%) and experience (60%). Selection of applicant(s) will be made by the Director of Community Mental Health and Addiction Services following interview of one or more qualified applicants. Actual service location, hours and rate of compensation is dependent on successful contract negotiation.

Two (2) copies of resumes and letters of interest are to be submitted to:

Mr. Bruce Krug  
Department of Health and Social Services  
Division of Management Services, Procurement Branch  
Herman M. Holloway Sr. Health and Social Services Campus  
1901 N. Dupont Highway  
Administration Building, 2<sup>nd</sup> Floor, Rm 257  
New Castle, DE 19720

Deadline for submission is 11:15am on January 31, 2011. Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer. All questions regarding this request should be directed to Ms. Kimberly Harvey at (302) 255-9429 or via email at [Kim.Harvey@state.de.us](mailto:Kim.Harvey@state.de.us).