

RFP NO. HSS-11-076

**Strategic Prevention Framework – State Incentive Grant:
Community Based Substance Abuse Prevention Services
For Youth and Adults – Capacity Building Implementation Grants
Pre-Bid and Technical Assistance Meeting September 14, 2011
Questions & Answers**

1. **Q.** Is this an education grant not a treatment grant?

A. This is a prevention grant. It is intended to provide primary, evidence-based prevention practices through community-based organizations.
2. **Q.** Can it be a subgroup age instead of 12-25? Can it be something like 12-19?

A. There can be any subgroup with the statewide priority that is supported by the applicant's data source.
3. **Q.** Is the focus on alcohol vs. other substances?

A. All applicants must address the statewide priority. If there is substantive data that supports the secondary priority, the applicant may ALSO include addressing the additional substance.
4. **Q.** If there is an area not on the map of concern can we use focus groups?

A. Organizations may use many forms of strategies to collect assessment data, including focus groups, to support the implementation of proposed prevention services.
5. **Q.** Besides the YRBS, where do the stats come from? Police departments? Highway safety? Self reporting?

A. Substance abuse data (consumption patterns and related consequences) can be found at the Delaware Drug and Alcohol Tracking Alliance (DDATA) website: <http://www.udel.edu/delawaredata/>. Data sets including the Youth Risk Behavior Survey (YRBS), College Risk Behavior Survey (CRBS), School Surveys, Behavior Risk Factor Surveillance Survey (BRFSS), and more can be found here.

The Office of Highway Safety, Police Departments, and other agencies or groups will have relevant data as well.
6. **Q.** What is a certified prevention specialist and how does someone become one (p.28, no.3)?

- A.** A Certified Prevention Specialist (CPS) is a credential/classification for the professional who facilitates and promotes positive growth in self, specific populations (i.e. groups at risk developing drug and alcohol problems), and the community at large. This professional uses specific knowledge and skills to design, implement and evaluate programs aimed at precluding or reducing problems caused by the use of alcohol and other drugs. More information about the CPS credential and how to become certified can be found at the Delaware Certification Board (DCB) website at: <http://www.delawarecertificationboard.org/certifications.asp>
- 7. Q.** Does a bidder need to be in a coalition or are there advantages to being in a coalition?
- A.** There is no requirement of coalition membership; nor is there any advantage or disadvantage to membership.
- 8. Q.** A strategic plan is to be developed within six months. Is the strategic plan also included in the RFP?
- A.** The requirement of developing a Strategic Plan is a mandate for successful applicants only. There is no requirement that a Strategic Plan be included in the application.
- 9. Q.** Do you have guidelines on how to develop the strategic plan?
- A.** Successful applicants will be provided with an outline and guidance for the preparation of the required Strategic Plan.
- 10. Q.** Are examples available of technical and business proposals (p.29)?
- A.** Yes examples can be found at the following link: http://bids.delaware.gov/bids_detail.asp?i=714&DOT=N
- 11. Q.** On p. 39, is there a time frame for data on motor vehicle crashes?
- A.** 2009.
- 12. Q.** What is the deadline for data requests to Ceasar McClain?
- A.** There is no deadline to submit data requests to Ceasar McClain; however, people should allow approximately 72 hours for data turn around. This is an approximation; some requests may take longer than others depending on the nature of the inquiry.

Individuals requesting data should make data requests with ample time to in order to receive the response and apply the information to their proposals. The deadline for the submission of proposals for this RFP is October 14, 2011 at 11:00 am.

13. Q. Does an organization submit a data related question directly to Ceasar McClain or to an agency?

A. Any data related question that an agency has for this RFP specifically that would otherwise be directed towards the UD Center for Drug and Alcohol Studies should be directed to Ceasar McClain (dsamhbusinessoperations@state.de.us).

However, substance abuse related data can be found from a variety of sources, and applicants may contact those other sources directly if needed/interested (for example, Office of Highway Safety).

14. Q. What is the deadline for communication with Kieran regarding administrative procedures?

A. Applicants may contact the Procurement Administrator Kieran Mohammed regarding administrative questions until the deadline of this RFP October 14, 2011 at 11:00 am.

15. Q. Which website provides the additional information?

A. RFP updates for this bid solicitation, or others:
http://bids.delaware.gov/bids_detail.asp?i=714&DOT=N

DSAMH Prevention Information:
<http://www.dhss.delaware.gov/dhss/dsamh/prevention.html>

Substance Abuse Data (consumption trends and consequences):
www.udel.edu/delawaredata

16. Q. Where is the website that lists the winners of the bid?

A. www.mymarketpalce.delaware.gov *
www.bids.delaware.gov

This website will be the website that lists winners of the bid; however, this site is under construction and may not have the winners of this solicitation.

17. Q. What is your definition of capacity?

A. According to the Substance Abuse Services Administration (SAMHSA), “capacity building involves mobilizing human, organizational, and financial resources to meet project goals. Training and education to promote readiness are

also critical aspects of building capacity. SAMHSA provides extensive training and technical assistance (TA) to fill readiness gaps and facilitate the adoption of science-based prevention policies, programs, and practices.”

<http://www.samhsa.gov/prevention/spfcomponents.aspx>

18. Q. Can someone speak to expectations regarding capacity building? What are you looking for from organizations providing capacity building?

A. Answered above. Additional information for what this RFP is looking for in terms of applicant capacity can be found on page 31:

- “Applicants must describe their current **capacity** to implement prevention strategies/approaches.
 - Applicants must clearly describe **experience** working with target populations and with the identified community (-ies).
 - Applicants must describe organizational or community **strengths, weaknesses, opportunities for improvement** and **barriers** to the effective implementation of proposed activities.
- Applicants describe must describe **readiness** to implement prevention strategies.
 - Applicants must describe and provide documentation of **organizational structure** (i.e., Board of Directors; Organizational chart; letters of incorporation or 501c3 status).”

19. Q. Are we allowed to cross county lines?

A. There is nothing that prohibits working across county lines. The applicant must indicate that the proposed project is realistic and that they have the ability to be effective and successfully implement the project.

20. Q. Are we allowed to contact highway safety regarding this data?

A. Yes, wherever the applicant can find data is permissible with the exception of the University of DE Center for Drug and Alcohol Studies.

21. Q. As we collect data would we be gathering additional data at the community house level or should it be broader in scope?

A. Data should be collected at whatever level the applicant desires. There is no guidance on the level or scope of data collection.

22. Q. How is this grant different than the previous implementation grant other than the amount?

- A.** This RFP was designed to focus specifically on building community-based capacity related to substance abuse prevention. This RFP was designed to encourage partnerships, coalitions and more grass-root participation. The previous RFP attracted more organizational responses than community based or coalition/partnership responses.
- 23. Q.** How competitive would a proposal be if the target population is 18 and over and has a history of drug use?
- A.** The RFP is to provide primary (not treatment or aftercare services) substance abuse prevention. This population would not fit that definition.
- 24. Q.** DSAMH must pre-approve subcontractors. If we do not know who our subcontractors will be at the time we apply, and are awarded, what will the process be for approval of the selected subcontractors?
- A.** If not known at time of contract negotiations, a written request for approval must be submitted prior to finalizing the contract/agreement with the subcontractor.
- 25. Q.** When will the awards be made?
- A.** We anticipate making the notification of awards on 11/14/2011.
- 26. Q.** What is the total dollar amount the state has available for these grants?
- A.** We currently are allocating up to (150,000x8) –
- 27. Q.** Do we submit one budget for an eighteen month period not surpassing \$150,000?
- 28. Q.** Page 33 discusses budget—one budget even though it covers two separate fiscal years?
- A.** Two budgets are required:
Xxx – June 30, 2012
July 1, 2012 through June 30, 2013
- 29. Q.** Is the budget for two separate fiscal years?
- A.** Separate budgets are required for each fiscal year.
- 30. Q.** Does the \$150,000 figure apply to one eighteen month budget, or a twelve month budget?
- A.** The \$150,000 is the maximum for a twelve month operating period.

31. Q. Please explain what you are looking for in the twelve month budget vs. the eighteen month budget.

A. We are not requesting an 18 month budget. We are requesting two separate budgets – one of the time-period of xxx – June 30, 2012 and the other for the time-period of July 1, 2012 – June 30, 2013.

32. Q. What is the budget for the entire proposal? \$150,000?

A. The maximum allocating for a twelve month operating period is \$150,000.00

33. Q. Can the eighteen month budget exceed \$150,000 without being disqualified?

A. For the purposes of responding to this RFP – we are requiring two budget submissions

- 1) To cover the period of xxx – June 30, 2012 – this budget should be realistic and reflect actual anticipated startup and operating costs needed for the time-period indicated. All startup and/or one time costs need to be clearly identified. Operating expenses should be equivalent to x of the annual operating budget.
- 2) To cover the period of July 1, 2012 – June 30, 2013 – this budget should be realistic and not contain any startup costs identified in the previous budget. The maximum allocation of \$150,000 will apply to this budget period. The budget should be realistic and reflect actual needed operating expenses to support the program design/deliverables described in the technical proposal. If you are projecting that it will cost \$100,000 for the twelve month period, your budget should be submitted for the \$100,000 instead of the \$150,000. Do not simply request \$150,000 because it is the maximum.

34. Q. Target population entire state? Per area as noted in RFP
Wilmington/NCC/Kent or Sussex? Per population such as youth or adults?

A. Applicant must specify their selected geographic area of service and they must specify the age range. See the Statewide priority

35. Q. Proposals must address 1) cultural competency, 2) sustainability. What are definitions of each (p.12)?

A. According to the Substance Abuse Services Administration (SAMHSA), “cultural competence is the process of communicating with audiences from diverse geographic, ethnic, racial, cultural, economic, social, and linguistic backgrounds. Becoming culturally competent is a dynamic process that requires cultural knowledge and skill development at all service levels, including

policymaking, administration, and practice...Sustainability refers to the process through which a prevention system becomes a norm and is integrated into ongoing operations. Sustainability is vital to ensuring that prevention values and processes are firmly established, that partnerships are strengthened, and that financial and other resources are secured over the long term.”

<http://www.samhsa.gov/prevention/spfcomponents.aspx>

Page 15: “Cultural competence refers to a system of policies, skills, and attitudes that enable an agency or individual to provide services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles. Youth and families from diverse cultural groups may present challenges to providers in the community setting who are not appropriately prepared to work with them. Applicants must be aware of the basic principles of cross cultural service delivery, including the significance of culture as a factor in service interactions, the dominant cultural values common to specific populations, and the way in which program providers influence the delivery of services and attitudes toward the target population. For prevention efforts to be truly effective, diverse representation is needed early on in the program planning stage as well as throughout the implementation stage in order to appropriately respond to the culture of a target population.”

36. Q. For government, what document is needed for proof of twelve months in business?

A. Page 14-15: “Documentation may include: meeting minutes; Memorandums of Agreement/Understanding; implementation of community-based activity.”

37. Q. What is the pass/fail mark for mandatory RFP requirements on scoring (p.27)?

A. Proposals will be reviewed to ensure all required forms, CDs, technical & business proposals are submitted. If **not**, the proposal will “**fail**” the mandatory requirement provision and will **not** be given to the Review Committee for evaluation/scoring. If the proposal meets the mandatory requirement provisions then the proposal will “**pass**”. The proposal will then be given to the Review Committee for evaluation/scoring.

38. Q. Do you expect to make eight awards?

A. We can make “up to” 8 awards. We cannot award any application that is incomplete, does not meet the requirements of eligibility listed in the RFP

39. Q. Are the eight highest scores the ones that get funded?

A. We are not guaranteeing the number of awards that will be made. There are many determining factors – the number of proposals submitted, the quality of the proposed programs, the proposed costs of the programs, and addressing unmet needs (i.e., military families – SAMSHA Initiative), etc.

40. Q. What is the date you expect to make the awards (p.26)?

A. It is proposed that awards will be made on November 14, 2011; however, the timeline (other than the RFP submission deadline, October 14th by 11:00 am) is tentative.

41. Q. What are the parameters of what we are allowed to do with the money once granted

A. The budget request submitted with your proposal should be an accurate and realistic projection of expenses that you will incur performing the services outlined in the technical proposal. If awarded, final budgets/work scopes will be negotiated from the proposal submission –and included in the contract. Once the contract is executed – expenditures are authorized only as outlined in the contract budget.

42. Q. Could you elaborate a little on what the specific definition of “prevention” is with regards to this grant?

A. Services funded by the SPF-SIG must be substance abuse **primary prevention** services provided only to individuals not identified to be in need of substance abuse treatment. This would **exclude**:

- Substance abuse treatment services
- Services to persons with a substance abuse diagnosis
- Services to persons currently or previously receiving substance abuse treatment services
- Services that are not directly related to primary substance abuse prevention.

43. Regarding Capacity (p. 31): The RFP states that "Applicants must describe their *current* capacity to implement prevention strategies/approaches...describe experience, etc." I am writing this proposal on behalf of the Ezion Fair CDC in (South Bridge) Wilmington. The organization does have significant experience working with the proposed target population and currently offers prevention programming for teens. However, Ezion Fair CDC has not "formally" offered alcohol/substance abuse prevention programming but is partnering on this initiative with a community leader/organization that has more than 30 years of alcohol/substance abuse program experience.

a) Q. Should we submit a co-application? If so, what should that look like?

A. That is the decision of the applicant; we cannot direct the formation or cooperation of partnerships

b) Q. Do we need to provide evidence of a minimum of one year's experience (p.27) for our partner?

A. Yes, if they are the primary applicant.

c) **Q.** Would we include the partner's capacity to plan for and provide substance abuse prevention programs as well as our capacity? Or- would we simply treat our partner as a sub-contractor?

A. This is the decision of the applicant.

44. Q. Can a sub-contractor be used on more than one contract/proposal for this grant?

A. This needs to be reviewed on a case by case basis. There are guidelines that prohibit using federal funds for individuals exceeding 1 FTE across all “programs” in which they may be providing services. Even if the individual routinely works 80 hours per week - the maximum is based on 40 hours.

45. Q. Can you apply as a lead agency for this RFP if you are currently a sub-contractor on a previous SPF-SIG grant?

A. One can apply, but they cannot have both relationships. They are an applicant or a subcontractor if successful

46. Q. After speaking with one of my co-workers, a doubt arose as to whether our agency is eligible to apply for funding through this RFP. The Prevention Promoters program is funded by a SPF-SIG grant received this spring, and we weren't sure if the same agency would be eligible to receive more than one award.

A. There is no rule in the RFP that limits an agency to one SPF SIG contract so therefore you can apply; however, it is incumbent upon the applicant to show how this effort (your new proposal) would significantly differ from your currently funded contract.

47. Q. If a lead agency does not have the required experience under this RFP, may they partner with another agency that does to meet the requirement?

A. Partnerships are the decision of the applicant

48. Q. I have a question regarding the assessment and evaluation we would be require to do as part of the 5 step planning process. We work with an identified, disadvantaged, at-risk population – in the assessment would we be relying on already gathered data for this population or would you require a independent longitudinal study of our students – this study would then be the basis for future evaluations and determining our evaluation process?

A. The applicant would propose in their response to the RFP how they would address the assessment and evaluation and if successful the Community Evaluation Team would help them become more focused and specific.

49. Q. Is the applicant responsible for the collecting and analyzing of data used to measure the impact of the programming on the target community? (Introduction & Basic Philosophy p.11)

A. For the response to the RFP; however, if successful this would be part of the technical assistance available through the Community Evaluation Team. They could also submit this question to be addressed by the evaluation team during the preparation of their application.

50. Q. Is there a specific list of barriers used by the state or must the applicant formulate their own list of barriers based on the target community? (Proposal Evaluation Criteria p.27)

A. Applicant should identify.

51. Q. Does the applicant have to use all of the prevention strategies listed? (Appendix II.III p.44-45)

A. The applicant should use applicable strategies relevant to their geographic location and target population.

52. Bayhealth plans on developing a coalition with several high schools in Kent and Sussex County for the RFP. Bayhealth would form the coalition but each school develops a community partnership. With regards to the budget, each school would receive a specific amount of funding for their partnership. The budget asks for data regarding personnel.

Q. Would the coalition be able to identify the school districts involved and the amount of money they would receive, but not necessarily break it down by the various subcategories...such as:

- Food and groceries
- Educational supplies
- Personnel
- Printing and production
- Equipment rental

With such a short turnaround time (1 month), goals, objectives and activities can be identified, but to put together the exact costs is going to be very difficult.

A. The budget submission must be in the standardized format as outlined in the RFP and needs to be a realistic projection of the anticipated costs to be incurred in

the performance of service delivery outlined in the technical proposal. If no salaries are being requested as funds for those expenditures and are being obtained elsewhere, that needs to be clearly indicated in the narrative.

NOTE: Successful candidates will be required to submit supporting documentation with their monthly invoices for reimbursement. (If invoicing for utilities, a copy of the utility bill will need to be provided – if invoicing for salaries, copies of payroll journals/timesheets will need to be provided, etc).

Pre-bid Panel:

Cesar McClain
Darlene Plummer
Cecilia Willis
Marc Richman
Wendy Brown