

RFP HSS-12-012
COMMUNITY MENTAL HEALTH AND ADDICTIONS SPECIAL PROJECTS
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 for one or more Special Projects Coordinator (s) in our Community Mental Health and Addictions Programs. The Special Projects Coordinator will be responsible for the leadership, management and oversight to assigned programs by providing both technical and clinical support. The successful contractor(s) will serve as liaison with senior DSAMH staff and outside stakeholders and will participate in program trainings and provide routine reports on outcomes, areas of concerns and recommended changes.

All interested parties must have a minimum of a Bachelor's degree in a Social Services field and five years of clinical experience working in Behavioral Health programs

Determination of qualified applicants will be based on a review of credentials (50%), and experience (50%). Selection of applicant(s) will be made by the Director of Community Mental Health and Addiction Services and the Division Director for Substance Abuse and Mental Health following the interview of one or more qualified applicants.

Resumes must be sent under cover of a brief letter of interest specifying availability and proposed annual salary. **Both the Letter of Interest and the outer mailing envelope must reference RFP HSS-12-012.** Any submission without the required information will not be reviewed. Applications will be accepted only from individual applicants. Actual service location, hours and rate of compensation is subject to negotiation. Two (2) copies of resumes and letters of interest are to be submitted to:

Mr. Kieran Mohammed
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, 2nd Floor, Rm 257
New Castle, DE 19720

Deadline for submission is **11:00AM on Thursday, March 15, 2012.** Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer. Tentative vendor selection date is **April 15, 2012.** All questions regarding this request should be directed to Mr. Ceasar McClain via email at dsamhbussinesoperations@state.de.us or Mr. Kieran Mohammed at Kieran.mohammed@state.de.us