

RFP HSS-12-013

GRANT PROJECT MANAGER

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 the Grant Project Manager for its Programs and Services. The contractor will provide skills, both technical and interpersonal, to manage grant projects that tend toward a behavioral health clinical focus. In collaboration with the Project Director the Project manager will:

- Develop and manage the program narrative and associated budgets in concert with the Contracts Management and Planning Offices
- Develop grant project management documentation, monitor performance requirements and associated deadlines and advise Project Director accordingly
- Create standard and special reports as required or requested
- Develop and manage contracts and associated invoices
- Develop and manage RFPs and other procurement processes
- Monitor performance requirements and associated deadlines including continuation and carryover requests
- Prepare materials for internal and advisory meetings,
- Assist with program management as necessary and appropriate, and be responsible for arranging project support in the absence of Project Support staff.

All interested parties must have a minimum of a Bachelor's degree in either Human Services, Social Services or any related field and at least two years experience in several of the areas listed above.

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 state 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-12-013.** 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, Room 257
New Castle, DE 19720

Deadline for submission is 11:00 a.m. on March 27, 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 **May 1, 2012**. All questions regarding this request should be directed to Ceasar McClain via email at dsambussinesoperations@state.de.us or Kieran Mohammed at Kieran.mohammed@state.de.us