

RFP HSS-12-045

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 lend 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 Requests for Proposal (RFPs) and other procurement processes documents
- Monitor performance requirements and associated deadlines including continuation and carryover requests, and coordinate completion of required submissions within specified timeframes
- Maintain project documents, communications, and procurement documents in preparation for audits and annual reports
- Prepare materials for internal and advisory meetings
- Compose professional correspondence on behalf of Administrative Officials
- 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 from an accredited college or university. Preference will be given to applicants with a degree in Human Services, Social Services, or a related field. A minimum of two years experience is required, in most but not all of the business and operational practices listed above. Preference will be given to candidates with more than two years experience, and with experience in drug or alcohol prevention or treatment, or mental health treatment, or related fields. A minimum of five years experience in most of the practices listed above will be acceptable in lieu of a bachelor's degree. Experience

must be clearly identified in the applicant's resume, and can be confirmed through professional references.

Determination of qualified applicants will be based on a review of credentials and experience. 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.

Any evidence of agreement or collusion among Vendor(s) and prospective Vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such Vendor(s) void.

By responding, the Vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing Vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the Vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware participated directly or indirectly in the Vendor's proposal preparation.

Advance knowledge of information which gives any particular Vendor advantages over any other interested Vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

Evaluation Criteria:

Bachelors Degree from an accredited College or University	20
Documented two-years experience in most but not all of the items listed above	10
Or	
Documented five-years experience in most but not all of the items listed above	30

Additional points may be awarded for:

Degree in Social Services or Human Services, or related field	10
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Points may be awarded for experience over and above the minimum of two years, and for experience in substance abuse prevention and/or treatment, or mental health treatment, or a related field. Awarding of additional points must be justified in the section below.

Additional points awarded for education	30
Additional points awarded for experience	30

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-12-045.** 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 Aug. 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 **Aug. 30, 2012.** All questions regarding this request should be directed to Ceasar McClain via email at dsamhbussinesoperations@state.de.us or Kieran Mohammed at Kieran.mohammed@state.de.us

If a bidder wishes to request a debriefing, he must submit a formal letter to the Procurement Administrator, Herman M. Holloway Campus, Delaware Health and Social Services Main Building, 2nd Floor, Room 257, 1901 N. DuPont Highway, New Castle, Delaware 19720 within 10 days after receipt of Notice of Award. The letter must specify reasons for the request. The debriefing will not be conducted until the Request for Proposal process is completed.

The Division of Substance Abuse & Mental Health adheres to Department of Health & Social Services Policy Memorandum #13 for non-discrimination.