

RFP HSS-12-049
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 a 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, specifically programs that focus principally on substance abuse conditions, by providing both technical and clinical support. The successful contractor will:

- Serve as liaison between senior DSAMH staff and outside stakeholders on issues pertaining to program performance, outcomes, data integrity and customer service;
- Will participate and provide trainings in the areas of behavioral health best practices;
- Will provide routine reports on outcomes, areas of concern and recommended improvements to DSAMH leadership;
- Will assist in the development of new program design including performance measures and incentives, develop request for proposals and associated contract language;
- Will assist the Assistant Director of Community Mental Health and Addiction Services during the absence of the director
- Will assist the Assistant Directors of Community Mental Health and Addiction Services with managing the community services side primary involved in serving people with substance use disorders;
- routinely meet with all DSAMH provider agencies, onsite, on a routine basis

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. In addition they must have a Certified Alcohol Drug Counselor (CADC), or similar certification, or the ability to receive that certification in 12 months, and have a working knowledge of best practices regarding substance abuse and co-occurring disorder treatments, supports and 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.

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.

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-12-049.** 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 Friday, November 2, 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 **November 2, 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

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.