



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: March 27, 2015

HSS 15 009

Strategic Prevention Framework (SPF) – Partnership for Success (PFS): Community Based  
Substance Abuse Prevention Services for Youth and Adults – Implementation Grant

FOR  
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: April 20, 2015  
11:00AM

ADDENDUM # 4

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF  
THE ABOVE MENTIONED BID. Addendum #4 Questions &  
Answers & Time Table adjustment

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STATE OF DELAWARE

HSS-15-009

Strategic Prevention Framework (SPF) – Partnership for Success (PFS): Community Based Substance Abuse Prevention Services for Youth and Adults – Implementation Grant

- Section X, Paragraph s, Proposed Time Table is hereby updated to read:

The Department's proposed schedule for reviewing proposals is outlined as follows:

<u><i>Activity</i></u>	<u><i>Date</i></u>
Answers to Questions	03/27/2015
Bid Opening	04/20/2015
Selection Process Begins	04/23/2015
Vendor Selection (tentative)	05/11/2015
Project Begins	07/01/2015

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ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

**HSS-15-009 SPF-PFS:  
COMMUNITY BASED SUBSTANCE ABUSE PREVENTION SERVICES FOR YOUTH  
AND ADULTS – IMPLEMENTATION GRANT  
PRE-BID MEETING  
QUESTIONS & ANSWERS**

- 1) Is it a requirement to do the 18 to 25 populations or can you submit for a portion of that age group? *The age range is 12-25. With substantive documentation related to why the age range was selected, there is no problem.*
  
- 2) The Block Grant currently serves the 18-25 population, what about the risk of duplication of services? *Two separate funding sources, two separate State agencies*
  
- 3) Can an organization with over 5 years experience apply for money and partner with younger organizations to provide additional alternative activities? *The RFP was developed to provide funding to organizations/agencies which have a demonstrated capacity (minimum five years of experience in providing substance abuse prevention services). The application would need to be a joint effort with both agencies as the principal investigators.*
  
- 4) What do you consider a Subcontract v. Partnership?  
*For the purposes of this RFP, a partnership is one or more agencies submitting the proposal together. A subcontract would be one organization applying and contracting to another agency to perform the tasks as negotiated through the Scope of Services. Agency X would be the administrative oversight, with Agency Y doing the work.*
  
- 5) Does curriculum have to be Substance Abuse Prevention focused or can Substance Abuse Prevention be a component there of? *The curriculum should be evidence-based, culturally competent, sustainable and the primary focus substance abuse prevention.*
  
- 6) Are we able to apply for both grants, or can we apply for just one (which has the best chance of getting the award)? *There is no restriction. An organization can apply for either and/or both grants if they meet the criteria.*
  
- 7) Do we have to update our Strategic Plan for this RFP? *A strategic plan is a requirement for approved contractors, there is no requirement for prospective contractors*

- 8) Does Appendix E apply to the entire Agency or just this program?  
*Appendix E, Financial Practices Self Report, applies to the entire Agency or Organizations responding to this RFP.*
- 9) Would a Job Training Program for Youth fit under the Substance Abuse Prevention?  
*The applicant should read the criteria for the RFP and determine if the mission and activities meet the criteria.*
- 10) When we are looking at community care, can we just focus on one community?  
*Contractors must determine their community.*
- 11) Are we to focus on both priorities for binge drinking and Prescription Meds?  
*Applicants may select underage and binge drinking and/or prescription drug misuse and abuse.*
- 12) If you are already doing Substance Abuse Prevention, can we propose expansion?  
*Yes, it must meet the criteria of the RFP.*
- 13) Do you provide a standardized way of Monthly Reporting?  
*Yes, the format for standardized monthly reporting will be discussed with the awarded applicant (s).*
- 14) What defines Primary Prevention?  
*Primary prevention is the reduction or control of causative factors for a health problem and also includes reducing risk factors. Primary prevention activities are those directed at individuals who do not require treatment for substance abuse and can consist of a variety of activities. According to CSAP, the SPF PFS primary prevention activities can be divided into 6 categories: Community-based process, information dissemination, environmental, prevention education, problem identification and referral, and alternative activities.*
- 15) Are we required to submit 10 copies of our financials?  
*Yes, all applicants must demonstrate corporate capability. Corporate capability can be demonstrated by submitting balance sheets and income statements or other generally accepted business record for the last 3 years that includes the following: the Vendor's*

*Earnings before Interest & Taxes, Total Assets, Net Sales, Market Value of Equity, Total Liabilities, Current Assets, Current Liabilities, and Retained Earnings.*

- 16) Are we required to have Certified Prevention Specialists?  
*The Project Director should be a certified prevention specialist; there is a one year timeframe for completing the requirements. To be negotiated.*
- 17) Will a full-scale community assessment have to be done if already done by SPF-SIG Contractor for same community?  
*If a comprehensive community assessment has been completed within the past 24 months, only an update will be required*
- 18) Will non-EBP programs be funded within a proposal (e.g., job readiness)?  
*Yes, if they meet the criteria.*
- 19) Is it possible for small agencies (such as New Castle Prevention Coalition) to partner with some community component of local government such as New Castle County Community Services to submit a SPF proposal. The problem is that some small agencies don't have up-front money.  
*No, if an organization does not have the capacity to provide the required services than that organization would be deemed non-responsive for failing to meet the requirements of the RFP.*
- 20) What is the difference between the two RFPs? They seem to be exactly the same  
*One is provide community services only. The statewide RFP is for the applicant that has the capacity to provide prevention services throughout the entire state.*
- 21) Can we use an evidence-based curriculum that is not primarily focused on Substance-Abuse Prevention but that includes substance abuse prevention and addresses those topics? We currently use an evidence-based model that could be adapted  
*The applicant would need to substantiate the appropriateness and relevance of the curriculum to the criteria for the RFP.*
- 22) There seems to be a lot of overlap between the strategic plan and the proposal itself (the five steps of the plan appear to follow the exact format of the overall proposal). Can you provide any guidance on how to distinguish between the two?  
*The five steps to the Strategic Prevention Framework are the foundation of the project. Each component must be addressed.*

- 23) The Management Plan mentioned on pages 23 and 35 of the RFP seems very similar to the Implementation Plan mentioned on pages 25 and 35. Are they one and the same?  
*They are similar in nature, however, the management plan includes the personnel and level of effort; the implementation is more task with deadline focused. It is incumbent on the applicant to respond to all of the areas. Applicants should answer each section of the RFP.*
- 24) The Organizational Chart requested on pages 22, 23 and 24 of the RFP appears similar to the Table of Organization on pages 23, 34 and 35. Are they the same thing?  
*Applicants should answer each section of the RFP*
- 25) Does this RFP replace the block grant given through DSAMH?  
*These are two totally different streams of funding.*
- 26) As a community based substance abuse prevention service, will our proposal be appropriate if the work we do is at many sites throughout New Castle County, in different cities?  
*It is the responsibility of the applicant to identify their community and to propose a plan that is in accordance with the requirements of the RFP.*
- 27) If we presently contract with DSAMH for community based prevention services for youth and adults, can we replicate the program, assuming it falls within the parameters of the RFP?  
*Yes, but applicants must meet the criteria set forth in the RFP.*
- 28) I have had the opportunity to review the "Certified Prevention Specialist" description and requirements through the DE Certification Board. I would like to seek information as to whether we must utilize a "Certified Prevention Specialist" for our program? If so, we do not currently have a staff member with this particular certification. Would a staff member working towards the certification qualify? Please advise.  
*The Project Director should be a certified prevention specialist; there is a one year timeframe for completing the requirements. To be negotiated.*
- 29) Our clinicians work with at risk youth in alternative school programs, who struggle with both mental health and substance abuse issues. We have been working with this population in

Delaware for the past 8 years. Although, we consistently work to assist students using alcohol and other substances, these are considered to be educational/clinical programs and not primary substance abuse treatment programs. However, our organization has multiple years of documented primary substance abuse treatment programming throughout the country. Given this information, would we qualify under the 5 year requirement for providing services?

*Applicant must clearly document all primary prevention experience. Only those who meet the criteria set forth in the RFP will be considered.*