Solicitation Information
19 Jan 07

RFP # 7003119

TITLE: RI STRATEGIC PREVENTION FRAMEWORK TRAINING AND TECHNICAL ASSISTANCE RESOURCE CENTER

Submission Deadline: 16 February 07 @ 2:00 PM (EST)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **5 Feb 07 at 12:00 Noon (EST)** .Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RI STRATEGIC PREVENTION FRAMEWORK
TRAINING AND TECHNICAL ASSISTANCE RESOURCE CENTER

The Rhode Island Department of Administration, Office of Purchases, on behalf of the State of Rhode Island, Executive Office of Health and Human Services, is requesting Letters of Interest from qualified agencies to provide training and technical assistance services to entities providing comprehensive community based substance abuse prevention services under the RI Strategic Prevention Framework State Incentive Grant (SPF), in accordance with the terms of this solicitation, and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

The Department of Human Services (DHS), on behalf of the Executive Office of Health and Human Services, is seeking to fund one vendor to provide training and technical assistance services for up to 14 communities. These community entities will be funded to use the Substance Abuse Mental Health Services Administration's Strategic Prevention Framework to reduce the burden of substance abuse upon the state of RI. Funded communities will utilize the five steps of the Strategic Prevention Framework to develop a strategic plan for substance abuse prevention services within their community. Upon approval of that plan, communities will provide culturally appropriate and sustainable substance abuse prevention services employing multiple strategies across multiple domains.

Agencies that can demonstrate their knowledge, experience and accomplishments providing training and technical assistance to community substance abuse prevention coalitions are encouraged to submit a proposal in response to this Request.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offerors. All cost associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposal misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The Official time clock is located in the Reception Area of the Department of Administration / Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor (s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.

The Offeror should be aware of the State's MBE requirements, which addresses the State's requirement of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website http://www.rimbe.org.

It is anticipated that, following the selection of the awardees under this Letter of Interest, each awardee will enter into an individual Contract of Work, executed by the awardee and the Rhode Island Department of Human Services on behalf of the Executive Office of Health and Human Services, which will include specific items or services required by the awardee.

SECTION I

BACKGROUND AND PURPOSE:

The Rhode Island Strategic Prevention Framework State Incentive Grant (SPF SIG) is a cooperative agreement between the Governor of the State of Rhode and the federal Substance Abuse Mental Health Services Administration (SAMHSA)/Center for Substance Abuse Prevention (CSAP). The RI Executive Office of Health and Human Services administers the SPF SIG on behalf of the Governor. The purpose of this cooperative agreement is to:

- Prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking

- Reduce substance-abuse related problems in the communities, and
- Build prevention capacity and infrastructure at the State and community levels

As a result of a comprehensive state wide needs assessment, including the preparation a state epidemiologic profile, three priority consequences and four related consumption patterns have been identified as significant sources of burden to the State of Rhode Island. The three priority consequence areas are alcohol related traffic fatalities, DSM IV diagnoses of alcohol dependence or abuse and DSM IV diagnoses of drug dependence or abuse. The four related consumption patterns are drinking and driving across the lifespan, use of alcohol by youth under 21 (underage drinking), use of marijuana, and use of other illicit substances by youth in grades 9 –12.

Funding will be provided to sub-recipient communities to reduce the following consequences: DSM- IV diagnoses of alcohol dependence or abuse and DSM IV diagnoses of drug dependence or abuse. Sub-recipient communities will be asked specifically to address underage drinking as a consumption pattern related to DSM-IV diagnoses of alcohol dependence or abuse and use of marijuana and other illicit substances by youth ages 12-18 as a consumption pattern related to DSM-IV diagnoses of drug dependence or abuse.

The needs assessment also revealed gaps in the state infrastructure necessary to implement the SPF at the community level. One gap was the lack of a state system for coordinated training and technical assistance. This request for proposals was developed to address this need. The successful applicant will have access to training and technical assistance needed to establish a resource center to meet the needs of the sub-recipient communities.

SECTION II

SCOPE of WORK

The successful vendor will provide training and assistance services for up to 14 sub-recipient communities receiving funding under the RI Strategic Prevention Framework State Incentive Grant. It is anticipated that approximately thirty percent (30%) of the work will be training and the remaining seventy percent (70%) will be provision of technical assistance to funded communities.

Training, as it appears in this solicitation, is presumed to refer to provision of information in curricular format. This will include training on the Strategic Prevention Framework for sub-recipient communities. The successful vendor will be required to provide up to two trainings on the Strategic Prevention Framework delivered to the vendor community within the first four months of the award. The successful vendor will also be responsible for coordinating training on evidence based practices, policies and programs required by

sub-recipients after their strategic plan has been approved. Sub-recipients will provide the funds for the training, but the vendor will handle scheduling and logistics.

Technical assistance (TA), as described in this solicitation, will include more formalized TA meetings of multiple sub-recipients as well as individualized TA to each sub-recipient. The successful vendor should anticipate that technical assistance could be provided in a variety of formats, including electronic TA (phone, conference call, email, distance learning) and face-to-face (meetings on or off site) dependent upon the specific needs of individual sub-recipients or the group of sub-recipients. Applicants are encouraged to think about use of the technology (web-conferencing, on-line courses, moderated list-serves) to help facilitate provision of TA.

It is anticipated that this funding will precede sub-recipient awards by no more than 2 months. The successful applicant will be required to have a full-time project director available the effective date of the award. Also, it is expected that the successful applicant will have its entire professional staff hired and on-board within 30 days of the effective date of the award.

Topic areas of service covered by this request include but are not limited to:

1. Training and technical assistance on all five steps of the Strategic Prevention Framework (SPF). The steps of the SPF and the estimated timeframes for initiating provision of training and technical assistance are:

    a. Step 1. Assisting funded communities with profiling COMMUNITY needs, resources and readiness to address needs and gaps based upon STATE IDENTIFIED priorities. *Projected Timeline: Months 1-2 post award.*

    b. Step 2. Assisting funded communities with development of a plan to mobilize and/or build COMMUNITY capacity to address STATE IDENTIFIED priorities. *Projected Timeline: Months 3-4 post award.*

    c. Step 3. Assisting funded communities in the development of a comprehensive strategic plan to FOR THE COMMUNITY to reduce the STATE IDENTIFIED priority consumption patterns. *Projected Timeline: Months 4-5 post award.*

    d. Step 4. Assisting funded communities with selection and implementation of evidence based prevention practices, policies and programs to address the STATE IDENTIFIED priority consumption patterns WITHIN THE COMMUNITY. *Projected Timeline: Months 5-6 post award.*

    e. Step 5. Assisting funded communities with identifying systems to monitor, evaluate, sustain and improve evidence-based practices, policies or programs or replace those that fail WITHIN THE COMMUNITY. *Projected Timeline: Months 6-12 post award.*

2. Provide technical assistance on Organizational Development and Program Management for coalitions
3. Prepare a training and technical assistance plan for the SPF sub-recipient communities as a group
4. As part of a collaborative effort, develop individualized training and technical assistance plans for each sub-recipient community
5. Meeting Planning
   a. Logistics
   b. Administrative support (preparation of materials, distribution)
6. Attendance at regular sub-recipient meetings (no more than once monthly)
7. Attendance at planning meetings with the Strategic Prevention Framework program staff and representative of the Single State Agency (weekly to bi-weekly during the first 3 – 4 months post award, monthly thereafter) to prepare a training and technical assistance plan (see items 2 & 3 above).
8. Deliverables and Reports as described in the table below

Reporting Requirement/Deliverable	***Due Date***
Program Progress Reports • Training evaluation reports • TA evaluation reports • Miscellaneous activities	45 days following effective date of award and monthly there after
Training and Technical Assistance Plans	
• Sub-recipient training and technical assistance plan	Within 30 days of sub-recipient award, with updates as required
• Assessment and Preparation of Individualized plans for each sub-recipient community	Within 60 days of sub-recipient award, with updates as required

Please note that sub-recipient communities must prepare and submit a strategic plan to the SPF Project staff for review by a panel prior to implementation of evidence based practices, policies or programs. In order to prepare a strategic plan, the community must complete steps 1-4 and develop a proposed evaluation and monitoring plan (step 5). This process will entail significant levels of technical assistance tailored to the specific sub-recipient community.

Approximately **$240,000.00** is available to fund one vendor for a one (1) year award commencing approximately April 1, 2007. Any award resulting from this request will be subject to the state's General Conditions of Purchase, which is available from the Internet at www.purchasing.ri.gov, as well as the terms of this request. **Please note that funding will be provided by the state for one year only. Sub-recipient communities are required to set aside funds to support and sustain the continued the operation of the training and technical assistance resource center for an additional two years.**

SECTION III

VENDOR QUALIFICATIONS

Agencies with the following qualifications are eligible to apply:

- At least 5 years experience providing of training and technical assistance to community agencies; preferably substance abuse prevention coalitions
- A project director with 5 years of supervisory experience in a training and technical assistance setting, or equivalent
- Familiarity with the Substance Abuse Mental Health Services Administration's Strategic Prevention Framework
- Sufficient staffing to provide services as described in the scope of work
- An office based in RI (if the vendor does not have a RI office at the time of application, they must establish one within 60 days of the effective date of award)

SECTION IV

REQUEST FOR PROPOSAL CONTENT/FORMAT

Interested individuals should submit a Proposal **NOT TO EXCEED 30 PAGES in** length, containing the following information:

1. **Description of the Organizational Capacity to Provide Services Described in Section II – Scope of Work (30 points)**
   Please describe the following:
   a. Description of agency
   b. Prior experience with provision of training and technical assistance services, especially:
      1. Prior provision of training and technical assistance for substance abuse prevention coalitions in Rhode Island
      2. The specific types of substance abuse prevention training provided
      3. The specific type and manner of substance abuse prevention technical assistance provided
   c. Any prior training in the Strategic Prevention Framework (SPF)
   d. Any prior training or technical assistance provided on the Strategic Prevention Framework
   e. Staffing (please note: the Project Director is considered key personnel requiring approval from the state prior to hiring)
   f. If possible, a list of consultants/contractors who may provide specialized training and TA (append resumes)

2. **Implementation Plan & Timeline (40 points)**
   a. Please provide an implementation plan based upon the projected time lines described below.
      i. Step 1. Assisting funded communities in developing a profile of COMMUNITY needs, resources and readiness to address needs and gaps based upon STATE IDENTIFIED priorities. *Projected Timeline: Months 2-3 post award.*
      ii. Step 2. Assisting funded communities in developing a plan to mobilize and/or build COMMUNITY capacity to address STATE IDENTIFIED priorities. *Projected Timeline: Months 3-4 post award.*

      iii. Step 3. Assisting funded communities in developing a comprehensive strategic plan to FOR THE COMMUNITY to reduce the STATE IDENTIFIED priority consumption patterns. *Projected Timeline: Months 4-5 post award.*

      iv. Step 4. Assisting funded communities in selecting and implementing evidence based prevention practices, policies and programs to address the STATE IDENTIFIED priority consumption patterns WITHIN THE COMMUNITY. *Projected Timeline: Months 5-6 post award.*

      v. Step 5. Assisting funded communities with identifying systems to monitor, evaluate, sustain and improve evidence-based practices, policies or programs or replace those that fail WITHIN THE COMMUNITY. *Projected Timeline: Months 6-12 post award.*

   b. Please describe the combination of staff and consultants/contractors who will provide these services and roles of each party in the provision of training and technical assistance.

3. **Budget (20 points)**
   Please provide a budget for one year. The budget should include, but is not limited to the following items:

   a. Personnel – a staffing pattern sufficient to insure that the training and technical assistance needs of 14 communities can be met. A suggested staffing pattern may include:
      - Project Director
      - 2 Full Time Coordinators
      - Administrative support
      - 1 Part Time Research Assistant

   Alternative staffing patterns will be considered, provided that the vendor has provided sufficient justification within the implementation section.

b. Consultant/contractor pool to provide specialized training or technical assistance
c. Travel & Professional Development
d. Operating expenses (including food for trainings as appropriate)

4. Appendices (10 points)

Please include the following as appendices (please note that the page limit does not apply to the appendices)

a. Agency Mission Statement
b. Curriculum Vitae/ resume of the proposed Project Director (required), professional staff, and any consultants/contractors identified in staffing or implementation sections
c. Job descriptions for any new or vacant positions

SECTION V
VENDOR QUESTIONS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time indicated on page one of this solicitation**. Questions** should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 222-2142, ext 134 OR 222-3766

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases **on or before the date and time indicated on page one of this solicitation.** Responses received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

Responses (**an original, one copy, and two disks)** should be mailed or hand-delivered in a sealed envelope marked "RFP#". No faxed, or emailed, proposals will be accepted.

Deliver to:

Department of Administration
Office of Purchases
One Capitol Hill
Providence, RI 02908-5097

The Vendor assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise

not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

SECTION VI

RESPONSE CONTENTS

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at http://www.purchasing.ri.gov,

2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation

3. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at http://www.purchasing.ri.gov,

4. **Two copies** of the offeror's complete response to this solicitation is requested in an **electronic format:** CDROM or disk, in Microsoft Office or PDF file formats. The electronic files should be identical to the original hard copy submission. In any variance between the hard copy and the electronic file, the original hard copy takes precedence

SECTION VII

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

1. **Description of the Organizational Capacity to Provide Services Described in Section II – Scope of Work (30 points)**

   Description of agency, prior experience with provision of training and technical assistance services (especially for substance abuse prevention coalitions in Rhode Island), type and manner of training and technical assistance provided, prior training or technical on the SPF, staffing, and list of consultants/contractors.

2. **Implementation Plan (40 points)**

Provision of a realistic task and timeline detailing training and technical services to be provided to sub-recipients based upon the guidance appearing in Section IV; description of staff responsible for each task in the implementation plan.

3. **Budget (20 points)**

   Provision of a budget that includes personnel and staffing pattern sufficient to insure that the training and technical assistance needs of 14 communities can be met, consultant/contractor pool to provide specialized training or technical assistance, travel & professional development and operating expenses.

4. **Appendices (10 points)**

   Curriculum Vitae/ resume of key agency personnel and consultants; job descriptions for any new or vacant positions

Not withstanding the above, the State reserves the right to accept or reject any or all offers. The State also reserves the right to award in whole or in part, on the basis of cost alone, and to act in the best interest of the State.

END