

REQUEST FOR PROPOSAL

ISSUED BY

**PATHWAYS/NORTHCARE NETWORK
SUBSTANCE ABUSE COORDINATING AGENCY
200 WEST SPRING STREET
MARQUETTE, MI 49855**

PROJECT TITLE: Request for Proposals (RFP)
**STRATEGIC PREVENTION FRAMEWORK/STATE
INCENTIVE GRANT – (SPF/SIG)**
Pathways/NorthCare Network Substance Abuse
Coordinating Agency Region:
**Alger, Chippewa, Delta, Luce, Mackinac, Marquette,
Menominee, Schoolcraft Counties**

RFP ISSUE DATE: Wednesday, April 9, 2008

**MANDATORY PRE-BID
MEETING:** Monday, April 21, 2009
10:00 am until noon – videoconference available

PROPOSAL DUE DATE: Monday, May 19, 2008

CONTACT PERSON: Donna Kitrick, Director
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PART I - GENERAL INFORMATION FOR THE CONTRACTOR

I-1. PURPOSE

Pathways/NorthCare Network Coordinating Agency hereafter called NorthCare CA is letting out for the fair and competitive bid of SPF/SIG

related prevention programming throughout its eight county region for **Fiscal Year, 07/08 beginning June 1, 2008 to September 30, 2008 and for Fiscal Year, 08/09 beginning October 1, 2008-September 30, 2009. Two proposals covering the above indicated dates must be submitted.** The purpose of this RFP is to solicit proposals for the completion of **Phase II Strategic Prevention Framework/State Incentive Grant** prevention services in accordance with the Vision and Goals, the Northcare Network SPF/SIG Strategic Plan and Logic Model.

I-2. ISSUING OFFICE

This RFP is issued by the NorthCare Network Substance Abuse Coordinating Agency. The Issuing Office is the sole point of contact for this RFP.

1.3 Mandatory Pre-bid Meeting will be required to entertain any questions or comments regarding this RFP. Date for Pre-Bid meeting is Monday, April 21, 2008 from 10:00 am until noon. Videoconference is available by contacting Danielle Peterson at 906 225-7254 or dpeterso@up-pathways.org no later than April 16, 2008. Only those who attend the Pre-Bid meeting will be eligible to submit a proposal.

I-4. REQUESTED SERVICES TO BE DELIVERED

The focus of this RFP is the provision of Strategic Prevention Framework/State Incentive Grant prevention services to the NorthCare CA Region. Services delivered should be directly linked to the state approved Northcare Network SPF/SIG Strategic Plan and Logic Model. Please see attachments A & B.

FEDERAL PREVENTION STRATEGIES identified by Center for Substance Abuse Prevention (CSAP) are: Information Dissemination; Education; Alternatives; Problem Identification and Referral; Community Based Processes; and Environmental.

All prevention services must be based on ***information and data collected during the formal SPF/SIG Needs Assessment, the formal Logic Model sample and approved final version of the regional Strategic Plan.*** All data collected through the Needs Assessment process including Community Discussion reviews can be found on the NorthCare web site, www.northcare-up.org.

Based on local needs data, prevention activities must be targeted to high-risk groups and must be directed to those at greatest risk of substance abuse and/or most in need of services within these high-risk groups in accordance with the Vision, Mission and Goals for the SPF/SIG Strategic Plan.

High risk subgroups include but are not limited to:

- **Children of substance abusers**
- **Pregnant women/teens**
- **Drop-outs**
- **Violent and delinquent youth**
- **Persons with mental health problems**
- **Economically disadvantaged citizens**
- **Persons who are disabled**
- **Victims of abuse**
- **Persons already using substances**
- **Homeless and/or runaway youth**
- **Children exposed prenatally to ATOD**

▶ **The SPF Principles are: that Prevention is a continuum; that prevention is prevention; that successful prevention decreases risk factors and enhances protective factors; that prevention requires adoption of known effective prevention practices within a framework that works.**

▶ Prevention services must be provided through strategies identified by Substance Abuse and Mental Health Services Administration/Center for Substance Abuse Prevention (SAMHSA/CSAP). The following website provides additional information and resources on prevention strategies and the federal prevention direction:
<www.samhsa.gov>

▶ All current data and community discussion findings are available on the NorthCare Network website:
www.northcare-up.org

▶ Alternative strategy activities, if provided, must reflect evidence-based approaches and best practices mentoring programming such as multi-generational and adult to youth mentoring.

▶ The Coordinating Agency is required to insure integrity to prevention best practice models including those related to planning prevention interventions such as risk/protective factor assessment, community assets/resource assessment, levels of community support, and evaluation.

1.5 CONTRACT PERIOD

Contracts which may be issued as a result of this RFP will be for the period of June 1, 2008 through September 30, 2008 and also for October 1, 2008 through September 30, 2009. This RFP requires two (2) proposals.

1.6 MINIMUM CONTRACTOR REQUIREMENTS

Interested agencies must meet the following minimum requirements to be considered for funding:

1. The agency must currently possess MDCH/DSAQP substance abuse prevention (CAIT) license. The agency will be expected to follow all licensing requirements. All prevention contracts will be contingent on obtaining licensure during the fiscal year.
2. The program will either have their prevention staff certified with a MCBAP prevention certification or have a plan for their certification by the end of Fiscal Year 2008. If the program has a new employee, exceptions to this requirement will be made as long as there is a staff development plan in place with dedicated resources in place.
3. The agency may be a private, public or private non-profit agency. Public or private non-profit agencies must have a governing board that is representative of the community and clients served, and meet on a regularly scheduled basis.
4. Any potential sub-contractor must be an established agency or provider who has been in operation for at least one year.
5. The agency must dedicate the necessary systems in the area of administration and clerical support to the prevention program. This includes the necessary computer equipment and compatible software to have the ability to electronically submit data. (I.e. Sudpds website)
6. The agency must have an established financial system in operation which meets generally accepted accounting principles and systems.
7. The agency must be able to demonstrate the ability to attract or allocate other sources of funding to enhance programming.
8. The agency must demonstrate an ability to understand, relate to, and operate within an ethnic, racial, age, and economically diversified population. In addition, the services will be provided in settings accessible and acceptable to the individual and communities intended to be served.
9. The agency must agree to federal, state and local Affirmative Action guidelines as they relate to personnel and services.
10. The agency must agree to report statistical and financial data on

the forms, format and schedule developed by NorthCare CA and/or MDCH/DSAQP.

I-7. REPORTING REQUIREMENTS

A. Data

The SUDPDS Data Set Reporting is to be used to capture relevant data. See Attachment C for additional Reporting Requirements. The selected service provider will be required to participate in the CA's automated prevention data collection system. There will be monthly reporting requirements (Attachment C) with due dates, including the minimum data set (SUDPDS) (<http://www.sudpds.com/>) Current components of this system include electronic exports of prevention data to the CA and MDCH/ODCP. The agency must be equipped with a computer system that is able to facilitate this data submission. Additional training on the automated system will be provided to the selected agency. The NorthCare Network CA reserves the right to require a narrative progress report submission should data input prove to be inadequate.

B. Financial Reporting

The selected contract agency will enter into a performance based reimbursement contract with the CA. Reimbursement will be rendered on a monthly or quarterly basis, based on a monthly or quarterly Financial Status Report (FSR) that is submitted by contracted agency. Other financial requirements include yearly budget submissions and periodic budget amendments. See Attachment F.

I-8. EVALUATION PERIOD AND PROCESS

Respondents are expected to have in place an internal evaluation system to monitor program activities and results. Please see Attachment C for required reporting. In addition, the program must participate in and provide documentation of client satisfaction. Respondents are encouraged to submit plans that include Impact, Process and Outcome Based evaluation. The CA will look more favorably on those proposals that have strong evaluation plans with emphasis on Outcome/Behavioral evaluations. In addition the CA will look more favorably on those proposals that include Evidence Based Programs, one or more of CSAP's model programs, or programs that are promising practices. The respondent must agree to participate in any additional evaluation that the CA and/or MDCH/DSAQP may mandate as necessary such as quarterly interviews with the NorthCare Prevention Coordinator.

I-9. CONTRACT NEGOTIATIONS

Negotiations may be undertaken with those potential contractors whose proposals as to price and other factors prove them to be qualified,

responsible and capable of performing the work. The contract that may be entered into will be that which is most advantageous to the CA, which will consider price and other factors. The CA reserves the right to consider proposals or negotiate modifications at any time before the award is made, if such action is determined to be in the best interest of the CA.

I-10. **REJECTION OF THE PROPOSALS**

NorthCare CA reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of NorthCare CA. This RFP is made for information and planning purposes only.

NorthCare CA does not intend to award a contract solely on the basis of any response made to this request, or otherwise pay for the information solicited or obtained.

I-11. **INCURRING COSTS**

NorthCare CA is not liable for any cost incurred by the potential contractors prior to the issuance of a contract.

I-12. **INQUIRIES**

Questions that arise must be submitted in writing to the Issuing Office. Questions and answers will be provided to all potential contractors who received the basic RFP; however, the names of potential contractors submitting questions will not be disclosed outside the NorthCare CA.

I-13. **ADDENDA TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, Addenda will be provided to all potential contractors who received the basic RFP.

I-14. **RESPONSE DUE MONDAY, MAY 19, 2008**

To be considered, proposals must arrive at the Issuing Office on or before the time and date specified. Potential contractors mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. Late proposals will not be accepted or reviewed.

I-15. **PROPOSALS**

To be considered, potential contractors must submit a complete response to this RFP. Each proposal must be submitted in four (4) copies to the Issuing Office. No other distribution of proposals will be made by the potential contractor. Proposals must be signed by an official authorized to bind the potential contractor to its provisions. For this RFP, the proposal will remain valid for at least ninety (90) days, and if accepted will become part of the final contract. The RFP, the information it contains, and the agency proposal will also become part of the final contract.

I-16. **ACCEPTANCE OF PROPOSAL CONTENT**

The contents of the proposal of the successful bidder will become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award. NorthCare CA reserves the right to interview key personnel assigned to this project and to negotiate continuation funding with contractors on an annual basis. NorthCare CA further reserves the right to approve subcontractors for this project and to replace subcontractors found to be unacceptable.

1-17. **ECONOMY OF PREPARATION**

Proposals should be prepared simply, economically and according to the format delineated elsewhere in this RFP. The bidding organization is expected to provide a straightforward, concise description of the potential contractor's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, etc., are discouraged.

Emphasis should be on the completeness and clarity of content. The CA is seeking proposals that can clearly conceptualize the delivery of effective evidence-based primary prevention practices that are directed to populations in need, are comprehensive in nature, demonstrate supportive administrative structures, identify strong community collaborative planning, and are based on the formal Phase 1 SPF/SIG Needs Assessment.

I-18. **PRIME CONTRACTOR RESPONSIBILITIES**

The selected contractor will be required to assume responsibility for all services offered in his/her proposal, whether or not they are produced by the contractor. Further, the CA will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

I-19. **LIABILITY**

The contractor will be responsible to protect NorthCare CA from any liability for actions or claims accruing or resulting from his/her activities performed under the terms of a contract resulting from this RFP. This responsibility includes securing and providing NorthCare CA with all necessary copyright releases and other permissions regarding materials and products protected under Public Law 94-553 that are used.

I-20. **CONTRACT PAYMENT SCHEDULE**

Payment for any contract entered into as the result of this RFP will be made monthly or quarterly upon receipt of the contractor's Financial Status Report (FSR). The CA reserves the right to make changes in its billing process and system.

I-21. **NEWS RELEASES**

News releases pertaining to the RFP or the services, study or project to which it relates will not be made without prior NorthCare CA approval, and then only in coordination with the Issuing Office.

I-22. **DISCLOSURE OF PROPOSAL CONTENTS**

If a proposal contains any information that the contractor does not want disclosed to the public or used by NorthCare CA for any purpose other than evaluation of his/her offer, each sheet of such information must be marked with the following legend:

"This information shall not be disclosed outside NorthCare CA or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to this entity, or as a result of, or in connection with the submission of such information, NorthCare CA shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit CA's right to use information contained herein if obtained from another source."

I-23. **INDEPENDENT PRICE DETERMINATION**

1. By submission of a proposal, the organization certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - a. The prices in the proposals have been arrived at independently, without consultation, communication or

- agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other provider or with any competitor;
- b. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the provider to award directly or indirectly to any other provider or to any competitor; and
 - c. No attempt has been made, or will be made by the provider, to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the proposal certifies that:
- a. He/she is the person in the provider's organization responsible within that organization for the decisions as to the prices being offered in the proposal, and that he/she has not participated, and will not participate in, any action contrary to 1-a, b, and c above, or
 - b. He/she is not the person in the provider's organization responsible within that organization for the decision as to prices being offered in the proposal, but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate in, any action contrary to 1-2, b and c above, and as their agent does hereby so certify; and that he/she has not participated, and will not participate in, any action contrary to 1-a, b and c above; and
 - c. A proposal will not be considered for award if the sense of the statement required in the Line Item Budget Detail portion of the proposal has been altered so as to delete or modify 1-a and c, or 2 above. If 1-b has been modified or deleted, the proposal will not be considered for award unless the provider furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure, and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

PART II - CONTENT

II-1. RFP CONTENT

The prospective bidder should place a premium on "Economy of Preparation" (be as concise and relevant as possible). The content of the RFP should describe in narrative form the technical plan for accomplishing the services to be delivered found in Part I of this RFP.

1. **COVER SHEET FOR PROPOSAL** - State the full name and address of business organization and federal identification number. (See enclosed cover sheet)
2. **SUMMARY OF THE PLAN** - Describe in narrative form a summary of your plan for the delivery of prevention services in response to the formal regional SPF/SIG Logic Model and Strategic Plan. The summary should be no more than 2 pages in length.
3. **WORK-PLAN – (Logic Model)**

SPF/SIG Plan Requirements:

The role for prevention services directed toward individual behavior change remains, specific, to local high-risk populations. Proposals are required to submit separate descriptions of planned prevention services organized by established consequences which have been based on the SPF/SIG Phase I Needs Assessment, the Logic Model and subsequent regional Strategic Plan. **The Strategic Plan and the sample Logic Model for the SPF/SIG will be attached to this RFP for reference (attachments A & B). Attachment C will be Reporting Requirements. Attachment D will be a copy of the Prevention Planning Chart. Attachment E should be your Program Budget Summary and narrative detail. Attachment F is a copy of the Financial Status Report. Please secure and submit Memorandums of Understanding, should you plan to partner with other agencies or coalitions and make them Attachment G.**

If a program has completed a Strategic Planning Process relative to the SPF/SIG process through participation in community coalition planning and have established identified goals and objectives, that description can be used in conjunction with the formal SPF/SIG Logic Model and Strategic Plan. Please identify the geographical area for the proposed services.

In addition to the summary, proposals must submit a prevention chart that describes their SPF/SIG prevention services plan. In this area, identify the evidenced-based program or process from which the proposed program is indicated. A chart sample has been included in this RFP. This chart should represent a Logic Model thought process in that there is an expected progression from the identification of a consequence, to the

identification of the intended population and service area, to identification of strategies and partner agencies, etc.

The SPF/SIG Planning Chart: (Attachment D)

The completion of this chart is a two-step process. First, the proposal must identify the Goals by which the prevention services plan will be described using the above identified mission, vision, goals and strategies as your guideline. Second, for each category selected, the proposal must provide the following information:

- 1) Consequence(s) being address by the prevention services which are funded, the data source and quantification as available SPF/SIG Logic Model should be used. Geographic services area (local, multi-county level)
- 2) Intended population – Universal, Selected, Indicated. If Selected or Indicated is used, then risk population must be identified.
- 3) Primary strategy(ies) the prevention services will encompass (Education, Community-based, Mentoring under Alternatives Environmental, Problem ID & Referral)
- 4) Local partner agencies including coalitions should be identified. Only local partners, agencies or coalitions that are directly involved with the planning of SPF/SIG services should be listed.
- 5) Brief description of performance indicators for the prevention service project milestones, outcomes.

Please limit this chart to TWO PAGES for each GOAL. A chart example is contained in this RFP. Be brief and precise in your descriptions. Attachment D.

CONTENTS OF YOUR SUBMISSION PACKET SHOULD BE:

1. **Your proposal which includes your cover sheet, Summary of Work Plan and,**
2. **A Logic Model for your proposed services, and**
3. **A SPF/SIG Prevention Planning Chart, completed, and**
4. **A Budget Summary and narrative supporting detail, and**
5. **Attach copies of your Memorandums of Understanding**

PART III - CRITERIA FOR SELECTION

III. CRITERIA

All proposals received will be reviewed in detail by the Issuing Office for the purpose of selecting the bidder with whom a contract will be signed. All components of the NorthCare Procurement Process will be followed. All required elements for the SPF/SIG will be followed. Those proposals using Evidence Based Programs or promising practices, serving the prescribed geographic area and high risk populations, achieving measurable outcomes, which is supported by plans to provide effective,

comprehensive and collaborative efforts will be given serious consideration. **Reducing alcohol related traffic crash deaths must be the primary goal and consequence of this proposal as established by MDCH/ODCP. All proposals must include this as the first goal.**

**NORTHCARE Substance Abuse CA
Cover Sheet for SPF/SIG Proposal
STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT**

Count, City, or Area Where The Primary Prevention Services	
Applicant Information	
Legal Name:	
Address:	
Telephone:	
Name, Title, Phone Number of Person to be Contacted Regarding this Proposal:	
Name of Authorized Expeditor:	
DSAQP Substance Abuse License Number (s):	
Current Program Accreditations:	
Federal ID Number:	
Type of Applicant: _____ State _____ Individual _____ Other _____ Federal _____ Profit Organization _____ Municipal _____ Non Profit Organization	
Estimated SPF/SIG Funding Required: \$	Total Population to be served: _____ Number of Counties served: _____
Identify Other Funding Sources \$	
Local \$	
Fees \$	
Total \$	

Print Name of Authorized Representative

Title

Signature

Date