

RFP/RFA

TIP SHEET

As a means to purchase prevention services, counties can develop and release a “request for proposal” (RFP) or a “request for application” (RFA).

COMPONENTS OF AN RFP:

I. Cover page

Title (e.g., RFP for Substance Abuse Prevention Services)

Released by “requesting agency”

Term for services (timeframe for start up and ending dates for services)

Due date and time for submission of proposals

Submission address and responsible party who will receive the RFP applications

Federal ID# (EIN)

II. Special Conditions: This section could include all or part of the following:

Timelines: RFP release date

Bidder’s conference data

RFP due date

Review dates

Date for funding recommendations sent to the Board of Supervisors

Date for Board of Supervisors approval

Eligibility

Bidders’ Conference information: date, time, agenda, materials.

Proposal submission information: date, time, address, contact person, number of copies, directions for formatting proposals, etc. on-line submission.

Funding period (project period)

Future funding: (Contingent on availability of funds and level of funding from the State General Funds and Federal SAPT Block Grant awards

and other relevant funders, and contingent on approval by Board of Supervisors)

Proposal review and selection process (Could include a proposal application checklist with corresponding scoring and ranking considerations, public announcement of recommendations and final approval by the county)

Appeals process

III. **Contractual Requirements (General Conditions):** A legal description of the terms and conditions by the funding agency. This is usually boilerplate language provided by the county legal advisor/office and covers all of the legal standards and conditions for purchasing any type of goods or services. It is part of a larger legal process enacted by the Board of Supervisors or through the County Purchasing Department. It might also include those contractual items specific to this RFP for prevention services.

Reporting requirements

Activity and outcome reports (Times, formats, and responsible agency for submission)

On-line reports as required by the State Department of Alcohol and Drugs Programs

Financial reports with statement of expenditures (Requests for Reimbursements)
Year-end reports

Internet access and on-line reporting capacity

Electronic mail

Insurance requirements

“Hold harmless” clause

Equipment

Child abuse reporting

Conflict of interest statement

Equal opportunity employer requirements

Cultural competence requirement:

Contractor, in all service categories provided, shall ensure that staff providing services shall be representative of the ethnic or cultural configuration of the community served, or is *sensitive* to the ethnic and cultural diversity of the community served.

Discrimination statement:

No person shall, on the grounds of race, color, national origin, sex, religion, age, handicapped status, or ability to pay be excluded from participation in, denied the benefits of, or be subjected to discrimination with respect to the services funded under this Contract.

Changes in Federal and State prevention services requirements:

Substantial changes may occur in Federal and State of California alcohol and other drug prevention service requirements within the term of this contract.

Contractor shall, for all service categories, participate with the County as necessary to develop and implement required changes into Contractor’s prevention program and services.

Attendance at Prevention Committee meetings and trainings/workshops as provided by the County

“Other general conditions” as required by the county

IV. **Background:** This section includes a background establishing the basis for funding. A description of the purpose or outcomes to be achieved by soliciting proposals is provided.

Sample introductory language: The Contractor shall advocate, establish and maintain alcohol and other drug prevention services. These services shall support the County's vision and mission for prevention, and also address the County's identified problems and goal areas. Proposals shall focus on the priorities established by the County's Prevention Strategic Plan (*which can be attached to this application package*). Primary prevention services shall be based on sound research and will be relevant to the selected target population and/or settings.

As background information the following components could be included:

County alcohol and other drug prevention vision statement

County alcohol and other drug prevention mission statement

Summary of county's prevention data collection or a copy of the county's needs assessment

Goals for prevention services/purpose based on county's prevention strategic plan

Definition of key terms, such as "primary prevention" and "research-based prevention," etc; a statement that describes primary prevention services and their context within the community.

A list of "prevention principles" developed by the county to guide prevention services; might include the "Principles of Effectiveness," as well as any other published guidelines by federal or state entities. (e.g., "prevention programs should be age-specific, developmentally appropriate, and culturally sensitive.")

Provide a list of the CSAP Prevention Strategies (Center for Substance Abuse Prevention Six Strategies) and an explanation of how the proposed activities should conform to any or all of the following:

Information dissemination

Education

Alternative activities

Problem identification and referral

Community-based processes

Environmental prevention

Description of target populations and/or communities or county regions to be served.

Provide overview of the Institute of Medicine's (IOM) prevention categories: universal, selective and indicated.

Provide a list of the county's priority risk and/or protective factors

V. **Program description components (with Scope of Work) and scoring**

To ensure a complete response, the RFP should include a checklist of items that are required to be included in the response package. A responsive application could include the following components. However, based on the sophistication of the county's prevention program and/or prevention providers, this list could be expanded to include more detail or additional requirements.

1. Agency description/capability, not to exceed ____ pages (___points)
The applicant selected to provide prevention services should have strong administrative and financial experience in managing contracts and deliverables. Some important considerations for determining the strengths of the applicant follow:

Details outlining the qualifications and experience of the applicant including experience in providing primary prevention and substance abuse prevention services, including history of working with target populations, organizational and financial structure capable of supporting activities, adequate work space and a facility that is accessible to the disabled community

Description of agency's ability and staff's capacity to provide services in a culturally competent manner. (Cultural competence)

The ability of the agency to adequately support the financial and staffing levels of the project

Describe ability to work collaboratively with other agencies and providers

There is adequate administrative and organizational structure to support the proposed prevention program

Describe agency staffing, board and other capacity descriptions

2. Program narrative, not to exceed ____ pages (____ points)
Includes:

- A. Background: The problem statement your program will address and which of the County "goals/goal areas" your program will address;
- B. Program description and scope of work: Description of target population/settings; risk and/or protective factors addressed; CSAP strategies utilized; an explanation of how applicant's strategies/program activities will be effective in addressing the selected problem area(s); use of data; mobilizing of community partners; plan of action; implementation strategies. This section should also include a statement of purpose, outlining the proposed goals and objectives of the program, and a description of how these relate to the project's outcomes in the attached Logic Model. A work plan outline should include a list of staffing and/or volunteer roles and responsibilities, and timeline.

C. Measurement and evaluation: A discussion of evaluation plans for measuring the program's successes; also include a discussion of any challenges/barriers to success that might be encountered (influencing factors). Relate this to the attached Evaluation Plan.

3. Project budget and budget narrative/justification (___ points)

4. Proposal checklist:

Cover Sheet, including appropriate signatures (Attachment A)

Agency Overview/Description

Proposal Narrative and Scope of Work

Budget Narrative (Justification)

Project Budget (Attachment B)

Logic Model (Attachment C)

Evaluation Plan (Attachment D)