

# Request for Proposals Bidder's Conference:

## *ADP Primary Prevention Programs*

April 24, 2017



SANTA BARBARA COUNTY  
DEPARTMENT OF  
**Behavioral Wellness**  
A System of Care and Recovery

# INTRODUCTIONS

- John Doyel, MA, LAADC, *ADP Program Administrator*
- Katarina Zamora, Certified Prevention Specialist, *Health Care Program Coordinator*
- Melissa Wilkins, Certified Prevention Specialist, *Health Care Program Coordinator*
- Melissa Manzo, CPA, *Cost Analyst*
- Qiuana Lopez, PhD, *Contracts Specialist*



# AGENDA

- Overview of the Strategic Prevention Plan
- Implementation Strategies/Programs
- Purpose and Scope of the RFP
- RFP Requirements
- RFP Review Process
- RFP Timeline
- Questions



## Strategic Prevention Plan:

- Effective July 1, 2017 – June 30, 2022

## Priority Areas:

- Underage drinking
- Excessive drinking
- Marijuana use (ages 10-25)
- Opioid misuse

## Implementation Strategies/Programs:

- Community Coalitions/Task Forces
- Friday Night Live Program (FNL)
- Strengthening Families Program (SFP)



# PURPOSE AND SCOPE OF THE RFP

## Purpose:

- To Select qualified providers to operate ADP prevention programs throughout Santa Barbara County
- To ensure that the Department of Behavioral Wellness has a competitive selection process for ADP prevention services that is fair and cost effective
- To ensure that gaps in services and community needs are addressed

## Scope:

- The RFP process will be in alignment with the Department's *Competitive Procurement Policy*
- The current RFP is intended to determine contract awards for the following timeframe: October 1, 2017 through June 30, 2020



## Key Operational Points:

- Establish/maintain community coalitions/Task Forces with a minimum of 12 community sectors represented
- Train coalition members annually on the application of evidence-based prevention strategies
- Facilitate monthly coalition meetings
- Collaborate to implement a minimum of two (2) media advocacy prevention campaigns annually reaching approximately 8000 people
- Collaborate to implement a minimum of two (2) community-based prevention projects annually
- Collaborate with County staff in order to collect annual community and retailer surveys

**Funding Allocation:** Up to \$120,000 per region, per year



# PROGRAM 2- FRIDAY NIGHT LIVE PROGRAM

## Key Operational Points:

- Establish/maintain 12 school-based chapters, with a minimum of 6 chapters in North County and 6 chapters in South County
- Train adult advisors annually on the application of youth development practices and prevention strategies
- Host weekly chapter meetings at each of the sites, engaging a minimum of 120 youth in school-based chapters annually
- Collaborate to implement a minimum of two (2) school-based prevention campaigns per site, each school year, reaching at least 50% of the school
- Establish/maintain a Youth Leadership Council with a minimum of 10 participants who meet at least 2 times a month
- Engage the Youth Leadership Council in the implementation of a year-long prevention project utilizing the FNL Roadmap Chapter Project Guide
- Collaborate with County staff in order to collect annual community and retailer surveys

**Funding Allocation:** Up to \$110,000 per year



SANTA BARBARA COUNTY  
DEPARTMENT OF  
**Behavioral Wellness**  
A System of Care and Recovery

# PROGRAM 3- STRENGTHENING FAMILIES PROGRAM

## Key Operational Points:

- Identify a minimum of two (2) program staff to participate in a County-sponsored SFP training in order to serve as facilitators for the Strengthening Families Program and participate in ongoing technical assistance as identified
- Recruit twenty to thirty (20-30) underserved families annually and provide training using the SFP curriculum
- Offer the full ten to fourteen (10-14) week SFP sessions a minimum of three (3) times per year
- Facilitate separate English and Spanish-speaking groups based on the primary language of the families who are registered for the program. Specific cultural sub-groups may be targeted in different cohorts
- Provide a family meal in conjunction with each SFP weekly session
- Coordinate childcare for younger siblings as needed
- Offer SFP pre- and post-tests as designed

**Funding Allocation:** Up to \$50,000 per region, per year



# RFP REQUIREMENTS

## Overview of Application Elements:

Part	Description	Maximum Points (150 points total)	Maximum # Pages
1	RFP Application Cover Sheet	0	1
2	Table of Contents	0	1
3	Agency Overview	20	5
4	Program Narrative	60	12
5	Program Budget	30	8
6	Management and Reporting Capabilities	15	3
7	Policies and Procedures	10	1
8	Investigation Statement	5	1
9	Legal Information	0	1
10	Supportive Information	5	n/a
11	Attachments	5	n/a

## Required Attachments:

- A. Organizational Chart
- B. Certificates of Insurance
- C. References (Exhibit C)
- D. Current Board Member List
- E. Annual audited Financial Statement (most recent)
- F. Tax Return (most recent filed)
- G. Cultural Competence Information (Exhibit D)



# RFP REVIEW PROCESS

## Initial Application Review:

- Failure to meet any one of the following criteria will eliminate an application from consideration:
  - Proposal(s) must be received by due date (May 19, 2017 by 3pm)
  - All sections of proposal(s) must be completed as outlined in RFP and within specified page limits
  - All required attachments must be included and complete

## Scoring of Proposals:

- A panel of reviewers will score each proposal
  - The panel will include a minimum of 5 participants including representatives from the Department of Behavioral Wellness, the Behavioral Wellness Commission, and subject matter experts
  - Panel members will sign Confidentiality Agreements and Conflict of Interest Agreements prior to participation
  - Panel members will receive a formal orientation and the Contracts Department will facilitate the scoring process
- Proposals must score at least 75% of total points (150 pts) to be considered for an award



# RFP TIMELINE

## Anticipated Schedule:

April 14, 2017	RFP Released
April 24, 2017	Bidder's Conference
April 26, 2017	Letter of Intent to Apply due by 3 pm
May 19, 2017	Applications due by 3 pm
June 2, 2017	Notice of Intent to Award is posted
June 5-9, 2017	Appeal Period
June 19, 2017	Notification of Appeal Results
June 20, 2017	Contract service negotiations begin
October 1, 2017	Program begins providing services to the community

\* Note: dates are subject to change; revisions or new dates will be made available online



## Questions?

### Follow up:

- Minutes will be taken from this Bidder's Conference and distributed to all potential applicants via the Department's website:  
<http://countyofsb.org/behavioral-wellness/bids.sbc>
- All additional inquiries will be directed to one point of contact; all responses to inquiries will be provided in writing and placed on Department's website:  
<http://countyofsb.org/behavioral-wellness/bids.sbc>

### RFP contact information:

Quiuana Lopez, Contracts Specialist

Phone (805) 681-5229, Fax (805) 681-5222

Email: [bwellrfp@co.santa-barbara.ca.us](mailto:bwellrfp@co.santa-barbara.ca.us)



*Thank you for your  
attendance.*



SANTA BARBARA COUNTY  
DEPARTMENT OF  
**Behavioral Wellness**  
A System of Care and Recovery