

## Drug & Alcohol Prevention Services

### Request for Proposal

### Question & Response Document

What is the budget for this program? What is the contract period/duration of the funding? Can you elaborate on the program objective: “administer and maintain mini grants to grassroots groups providing prevention services in their communities”? Will this be a requirement of the selected agency?

- The Department of Human Services’ intention is to enter into agreements for the 2024-2025 fiscal contracting year with various provider organizations to fulfill the services as outlined in the Request for Proposal utilizing the Single County Authority prevention allocation which is based on numerous funding streams. Provider agencies are encouraged to submit an applicable budget per the services outlined within their proposal.

The objective with regards to ‘administer and maintain mini-grants to grassroots groups providing prevention services in their communities’ is for the provider organization to provide grassroots groups with the necessary resources to sponsor encourage and provide alcohol, tobacco, and other drug free activities and programs within the community as it is a vital step in prevention of substance abuse.

Do you have an annual funding amount allocation to the evaluation?

- Providers are encouraged to submit an applicable budget per the services they are outlining within their proposal. There is not a designated cost associated for evaluation.

What is the time period for this contract (start and end date)?

- July 1, 2024 – June 30, 2029.

Do you plan to hire a separate evaluation contractor, or do you expect each service provider to manage their own program evaluation tasks?

- All service providers are to manage their own program evaluation tasks calculating pre-post after every cycle of an evidence-based program/evidence informed program. Internal Department of Human Services Quality Improvement staff will be utilized in certain occasions.

What are the expectations for the providers and schools they work in to inform parents/guardians of programs and data collection?

- This is traditionally left up to the school to decide how to inform students/families of programming and data collection. Schools should be informing parents by consent or passive consent regarding the program’s content and data collection. Providers should make available consent or passive consent forms to the school if required or requested by the school with program information.

How many prevention providers do you anticipate working with?

- The Department of Human Services will consider working with several providers, dependent upon the number of proposals received.

How many school districts and schools do you anticipate working with? About how many surveys do you anticipate collecting each year?

- There are 15 public school districts within Delaware County. Single County Authority funding prevention programs will reach elementary, middle, and high school youth. Parochial and private schools should also be targeted when marketing prevention programs. Survey collection depends on planned programming. A provider could collect anywhere from 200-1,000 pre/post test per fiscal year.

Who will be responsible for PAYS data collection – the prevention providers or evaluation provider?

- The Pennsylvania Youth Survey or PAYS, is sponsored and conducted every two years by the Pennsylvania Commission on Crime and Delinquency who collects the data to share with the State.

Can you provide examples of the EBPs you expect to implement?

- Please refer to Appendix 3: Delaware County Prevention Needs Assessment Logic Model and Appendix 4: Department of Drug and Alcohol Programs Prevention Coding Guide listed within the Request for Proposal.

Can you describe your current evaluation procedures for prevention programs (both in schools and in the community)? For example, do you currently collect data using an online survey system or are paper surveys used?

- Provider staff are expected to collect pre/post tests for each cycle of an Evidence Based Program or Evidence Informed Program no matter the audience. Provider staff are expected to collect single service evaluations and surveys during

community events or one time service events. All data must be entered into the state data base within two weeks of the date of service. At least 70% of prevention data service data must be entered into the state database on time per fiscal year. Providers can complete evaluations and surveys using paper or electronic versions as long as the information can be submitted to the Single County Authority and inputted into the state database as required.

Can you explain the difference between the two uploads required. One original and then a copy with all provider information redacted. Does this mean two complete proposals but with one not identifying the agency name anywhere in the proposal?

Can staff or other information be included in that version? Is a budget included in the second redacted version?

- As outlined in the Request for Proposal, all submissions must include two uploads: one ORIGINAL and one COPY. The COPY must have all provider information redacted from. This copy must also not contain any identifying information for the provider.

Can you apply for only the “Data collection and Evaluation” component included in this RFP (#2 on page 2-3)?

- The plan is for the Date Collection and Evaluation component be incorporated within the providers who are conducting the services and not separated out.

What fiscal year budget(s) should be included with the proposal response?

- Contract period will be July 1, 2024 – June 30, 2029.

Can you share more about the availability of mini grant funding? Since we have been providing parent and family programs throughout our current contract, we have built connections with community organizations, we would have an interest in offering mini grants to train and support community based organizations that we have been working with for several years in our parent and family programs. This would be a means of capacity building and sustainability in Delaware County. It would allow the mini grant awarded community organizations to facilitate their own programs and allow our agency to broaden our reach by connecting with new organizations where we (our agency/staff) can provide programming.

- The mini grants opportunity provides a way for community action groups and grassroots agencies to create safer environments for our communities throughout Delaware County. These groups are able to network, share resources and ideas, and stay updated on Pennsylvania initiatives and funding sources. The Delaware County Department of Human Services, Office of Drug and Alcohol, provides prevention support services to these community groups through the provider agency. Community groups and/or non-profit organizations can apply for the mini grants with a maximum amount of \$5,000 to help with implementing activities that are specific to preventing youth substance use (Examples: Community Events, Afterschool events, Family Game Night) and/or increasing awareness of substance use issues (Example: Environmental campaigns, Prevention curriculums, Health Fairs). Providing groups with the necessary resources to sponsor, encourage, and provide ATOD-free (alcohol, tobacco, and other drugs) activities and programs within the community is a vital step in preventing substance abuse. These ATOD-free activities must be aligned with one of the primary prevention strategies. Primary Prevention is delivered prior to the onset of a disorder. It is intended to prevent or reduce the risk of developing a behavioral health problem.

Does this RFP include contracting with another party to assist with data analysis this year? If not, we would have an interest in including additional technical assistance funding in our plan/budget to help our existing Data Specialist to support expand the scope of his data analysis beyond pre and post-test and current strategies for data analysis.

- All service providers are to manage their own program evaluation tasks including but not limited to calculating pre/post after every cycle of an EBP (evidence based program) collecting one-time single service evaluation forms, writing an end of the year report, and assisting with the countywide needs assessment phase G evaluation phase. Internal Department of Human Services Quality Improvement staff will be utilized in certain occasions to work with providers and help analyze data collection.
- We are open to providers adding data specialist positions within their budget/programming to assist in this process.

As a provider with an existing contract responding to this RFP, would you like us to reference specific numbers of deliverables (e.g. we will deliver 5 programs of X program to 100 middle schoolers each contract year)? Or should we just reference the programs we hope to offer and not the specific number of deliverables?

- It would be beneficial to reference specific numbers of deliverables that staff will be able to deliver within the fiscal year.

Will bidding agencies with existing contracts receive feedback about the coming years proposed State Plan submissions prior to the RFP deadline of 3/29? Feedback about propose plans would help guide proposed programs within the scope of this RFP response.

- Delaware County Department of Human Services Office of Drug and Alcohol staff and fiscal staff are in the process of reviewing submitted draft proposals from currently contracted providers. Conditional approvals will be given pending budget reviews.

Can you please provide an excerpt of Section 6-12 D. of the County's Administrative Code? We are having difficulty locating this specific language.

- Delaware County, PA Specific Provisions Mandated by Home Rule Charter Search: § 6-12 Conflict of interest provisions for County employees, appointed officials and elected County officers. [1] (ecode360.com)

County Council members prohibited from knowingly deriving a financial interest from County contracts.

[Added 5-19-2021 by Ord. No. 2021-2]

(1)

Prohibition against knowingly deriving financial gain and conflict of interest. In addition to the limitations imposed elsewhere in this Administrative Code, including § 6-12B(2), no Council member shall knowingly have a financial interest (including any immediate family member having a financial interest) in any entity that is a party to a contract with the County, approved by County Council, including subcontractors.

Notwithstanding the foregoing, there shall be no violation of this § 6-12D(1) if a Council member recuses herself or himself from voting on a contract in which such Council member (or an immediate family member) has a minor financial interest and submits a written statement listing the reasons for such recusal. Said statement shall be submitted by the Council member to the County Clerk, Council Chairman and Vice Chairman within seven days of identification of the conflict by the member but not less than one day prior to the Council meeting at which a vote on the contract is scheduled. Such statement shall be read into the Council minutes at such meeting.

(2)

Other prohibitions.

(a)

Council members are prohibited from receiving compensation (other than the payment of expenses) as an officer or director of (i) any entity that is a party to a contract with the County and/or (ii) any subcontractor to such an entity.

(b)

Council members are prohibited from using nonpublic information received through public office for their own financial benefit or the financial benefit of an immediate family member.

(3)

Conflicts of interest. A Council member must recuse herself or himself from voting on a contract if he or she knows that there is a conflict of interest (which is not a financial interest) and shall submit a written statement listing the reasons for such recusal. Such conflicts of interest shall include serving as an officer or director of a nonprofit organization that is a party to a contract with the County and/or any subcontractor to such a contract.

Said statement shall be submitted by the Council member to the County Clerk, Council Chairman and Vice Chairman within seven days of identification of the conflict by the member but not less than one day prior to the Council meeting at which a vote on the contract is scheduled. Such statement shall be read into the Council minutes at such meeting.

(4)

Definitions. As used in this subsection, the following terms shall have the meanings indicated:

FINANCIAL INTEREST

For purposes of this § 6-12D is any financial interest in a legal entity engaged in business for profit which comprises more than 5% of the equity of the business or more than 5% of the assets of the economic interest in indebtedness.

IMMEDIATE FAMILY MEMBER

For purposes of this § 6-12D is defined as a parent, spouse, brother and sister (or like relative in-laws), child(ren) and stepchild(ren).

KNOWINGLY or KNOWS

The individual in question actually knew or, based on facts and circumstances, should have known, of the existence of a financial interest or conflict of interest, as applicable.

MINOR FINANCIAL INTEREST

For purposes of this § 6-12D is any financial interest from which a Council member and all immediate family members, in the aggregate, derives (or reasonably anticipates deriving) compensation, earnings, revenues and/or other payments not exceeding a total of \$25,000 on an annual basis (including the effect of the contract then under consideration for approval by Council).

Penalties. Any of the following penalties may be imposed for violations of the limitations in § 6-12D(1) as determined per § 6-12D(5):

(a)

A reprimand of the Council member in violation.

(b)

A censure of the Council member in violation.

(c)

An assessment of a fine of the Council member in violation, in an amount not to exceed the lesser of (i) 10% of the total compensation under the contract in question or (ii) \$20,000.

(d)

To the extent legally permitted, termination of the contract in question and/or repayment to the County of any profit made by the contractor under such contract.

(e)

Any entity, contractor or subcontractor which entered into a contract with the County which resulted in a violation of this section may be banned as a contractor or subcontractor to the County for a period of two years.

(6)

Determination of penalties. The determination of a penalty for the violation of this subsection shall be made by a majority vote of County Council (not to include the Council member whose action is the subject of such vote) following such investigation and consideration of such evidence as County Council deems appropriate or such other entity or body as may be designated by resolution of County Council.

(7)

County Executive Director. If the County Executive Director knows that he or she has a financial interest in a contract being considered for approval by County Council, he or she shall disclose such financial interest to County Council prior to approval of such contract by County Council, and such financial interest shall be noted in the minutes of the Council meeting at which such approval is considered. County Council may take appropriate disciplinary action for violation of this requirement by the County Executive Director, subject to the limitations elsewhere in the Administrative Code.

**Do we need to use the budget file attached in the RFP? If yes, can it be modified to accommodate additional columns?**

- **We are unsure of what information you would need additional columns for; it would be fine to upload another document in addition to the required completed cost report to capture that.**