

RFP #C9024

AODA Prevention Services

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed City-County Consolidated Application or County Short Form Application and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at:

<http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

II. Scope of the Project:

A. Project Description:

Dane County is seeking proposals for AODA prevention services.

B. Objectives:

The goal of AODA prevention programming is to prevent and reduce the risk of alcohol and other drug abuse by increasing protective factors and reducing risk factors related to AODA use by using evidence-based service models and other intervention activities.

Program objectives will include:

- 1) Reduce the use of alcohol and other drugs among youth and adults in the communities where services are provided
- 2) Increase the number of youth perceiving alcohol and or drug use as risky or harmful
- 3) Increase the age of first onset of alcohol use.
- 4) Decrease community tolerance for underage drinking and AODA abuse
- 5) Increase other youth protective factors such as connection to school, developing coping skills and constructive use of time.

C. Needs/Expectations:

AODA prevention programming will be provided throughout Dane County. 80% of service efforts should be targeted toward youth to prevent underage drinking.

The vendor will use Substance Abuse & Mental Health Service Administration (SAMHSA) evidence-based models in no less than 60% of the services provided.

Services will include SAMHSA school-based group programs such as Project ALERT, All Stars, Protecting You/ Protecting Me and/or comparable models that address AODA protective and risk factors. At least 20 hours of group programming a week will be expected.

Services will include an environmental or community-based prevention strategy, such as the SAMHSA Communities Mobilizing for Change on Alcohol (CMCS) or a comparable model. At least 30 hours a month of environmental prevention will be expected. Remaining services offered may be non-evidence based and address more general prevention objectives such as community education based on requests from schools, faith-communities, community or neighborhood centers, etc.; support to families needing AODA intervention assistance; and participation in community coalitions.

Vendor will participate with the County in the newly formed Southern Alliance Coalition, a 14 county regional AODA prevention effort.

D. Current Operations:

The AODA prevention contract with Dane County Department of Human Services is currently held by Family Service, Inc. of Madison.

E. Maximum funding available for this project is \$164,025

The County reserves the right to select one or multiple vendors.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

A. New applicants to a program are required to submit 3 references. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated.

B. Collaborative Relationships: Describe any significant collaboration with other agencies/institutions that routinely contribute to your program's success. Include agencies that formally refer clients, provide complementary services or with which you have contractual agreements or share resources.

C. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under "Program Activities"?

D. In the Program Activities section of the Short Form, please describe:

- 1) The program(s) and service model(s) your agency proposes to deliver to address the AODA prevention objectives
- 2) The AODA protective and risk factors to be addressed
- 3) The target population and probable service locations
- 4) Staffing patterns to deliver the proposed services and staff qualifications

Applicants may submit up to 5 additional pages under "Program Activities".

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Program Activities (Consolidated Application, Program Description, p. 3, E. or County Short Form Application, p. 2)	50%
Quality assurance and quality improvement practices (RFP Section III. C.)	15%
Experience and qualifications (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4)	25%
Program budget (Consolidated Application or County Short Form Application, Appendix A.)	10%

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Connie Bettin
Phone: 242-6422
E-Mail: bettin@co.dane.wi.us

VI. Timeline

Consolidated Application Workshop and date of issue of the application:

May 1, 2008
2:00 PM to 3:15 PM
Warner Park Community Center
1625 Northport Drive

May 2, 2008
9:00 AM to 10:15 AM
Madison Senior Center
330 W. Mifflin Street

Application due from vendors: June 6, 2008, 12 noon
Notification of intent to award (est.): July 30, 2008

Your completed proposal should include the following:

- 1) A completed County Short Form application**
- 2) Additional information requested in Section III above.**

Submit your completed proposal to:
Dane County Human Services
Attn: RFP #C9024
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than June 6, 2008, 12 noon.