

RFP No. 952-4813 for Alcohol and Other Drug Prevention Services
for Youth in Fresno County
Overview

Rater # _____

Please use “Proposal Content Requirements” in the RFP as a guide.

I. Proposal Content Requirements		Yes	No	Partial
I.	RFP Page 1, Addendum(s) as appropriate (completed and signed)			
II.	Proposal Identification Sheet			
III.	Cover Letter			
A.	Is the type of organization identified? (<i>must be non-profit</i>)			
B.	Is it signed?			
IV.	Table of Contents			
V.	Conflict of Interest Statement			
VI.	Trade Secret, Participation Acknowledgement & References			
A.	Is Trade Secret document signed?			
B.	Is the Reference List complete (at least 5)?			
C.	Is the Participation document signed?			
VII.	Certification – Disclosure- Criminal History & Civil Actions			
A.	Is it signed?			
VIII.	Exceptions To:			
A.	General Conditions			
B.	General Requirements			
C.	Specific Terms and Conditions			
D.	Scope of Work			
E.	Proposal Content Requirements			
F.	To any other part of this RFP			
IX.	Vendor Company Data			
A.	A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.			
B.	Descriptions of any similar or related contracts under which the bidder has provided services.			
C.	Descriptions of the qualifications of the individual(s) providing the services.			
D.	Any material (including letters of support or endorsement) indicative of the bidder's capability.			

Proposal Content Requirements		Yes	No	Partial
E.	A brief description of the bidder's current operations, and ability to provide the services.			
F.	Copies of Audit (upon request)	N/A	N/A	N/A
G.	Describe any terminated contracts for services similar to vendor's current bid for the RFP, and if so, provide the following:			
	1. Agency contract with			
	2. Date of original contract			
	3. Reason for termination			
	4. Contact person and telephone number for agency			
H.	Describe any pending lawsuits or legal actions:			
	1. Location filed, name of court and docket number			
	2. Nature of the lawsuit or legal action			
I.	Describe any past payment problems with the County:			
	1. Funding source			
	2. Date(s) and amount(s)			
	3. Resolution			
	4. Impact to financial viability of organization			
X.	SCOPE OF WORK (further detailed in the following section): Is the following included?			
A.	Did bidder utilize Exhibit D, "Template for Scope of Work"			
	1. General discussion that reflects the bidder's understanding of the proposal and summary of features			
	2. Detailed response included? (will be further evaluated in the following sections)			
	3. Response(s) are in order of the Scope of Work			
	4. Reports			
	a. Examples included?			
XI.	Cost Proposal (further detailed in the Section II)			
	1. Is there a cost proposal for each fiscal year affected?			
	2. Is there a request for an advance payment?			

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II. Scope of Work – Specific Requirements			
Does the bidder:	Yes	No	Partial
1. Demonstrate detailed knowledge of the five-year Fresno County AOD Prevention SPP?			
2. Display effective collaborative relationships with other providers, agencies, communities, families, youth and other interested individuals?			
Profile of Participants Being Served			
3. Include in the response the specific target population(s) being served? (Included in each section)			
4. Demonstrate familiarity with profile of participants being served?			
Geographic Service Area			
5. Provide a detailed plan to ensure equitable distribution of activities throughout Fresno County?			
a. Demonstrate cooperative relationships with rural partners?			
Collaboration			
6. Demonstrate in detail their current or proposed collaborative relationships with a wide range of organizations and agencies that serve youth and their families in Fresno County?			
7. Already have established collaborative relationships with other services providers, agencies, communities, families, youth, and interested individuals (preference will be given to those who do).			
8. Demonstrate how they will coordinate with current prevention providers to ensure a smooth transition for participants of current County funded prevention programs?			
9. Demonstrate throughout the proposal how they will be part of the overall development of an integrated, county-wide network of complimentary services that support development of youth and young adults, and minimize duplication of services?			
Staffing Requirements			
10. Include staffing patterns with Job Descriptions for each position?			
11. Do the descriptions include education and experience standards?			
a. Are resumes for current staff members included?			

b. Does the bidder require all employees to have written evidence of their qualifications?			
c. Does the bidder have written guidelines specifying their employment requirements?			
Meetings			
12. Agree to have one (1) representative of the agency attend the monthly County Alcohol and Drug Advisory Board?			
13. Agree to also attend the monthly Provider meeting and/or the quarterly Prevention Provider meeting?			
14. Agree to allow program staff to attend meetings and/or trainings as deemed mandatory by DBH-SAS?			
Data Gathering, Outcomes and Reports			
15. Demonstrate effectively how the agency will collect and evaluate data to meet outcomes?			
16. Provide sufficient detail on how the bidder will meet each stated outcome in the relevant section?			
17. Able to track number of participants as activities allow in accordance with the relevant section?			
18. Demonstrate the ability to input data in the CalOMS – Prevention system?			
Start of Services			
19. Include an implementation plan that addresses timing for having management and direct services staff in place?			
a. Does it include an anticipated start date of program services?			
Cultural Competency			
20. Demonstrate in detail how the agency intends to incorporate cultural sensitivity into its program to meet the needs of Fresno County's diverse population?			
21. Does it also address the issues based on culture, ethnicity, gender and sexual orientation?			
22. Is this reflected in the proposed recruitment of program participants?			
23. Is this reflected in the agencies staff recruitment?			
24. Is this reflected in any proposed staff trainings?			
25. Is this reflected in the Program Activities?			
26. Is this reflected throughout the program design and implementation plan?			
27. Demonstrate sensitivity, knowledge and awareness of the unique needs of the populations being served?			
28. Include descriptions of any relevant experience in providing substance abuse services to those populations?			
29. Charitable Choice – Is a statement included that the section has been read and acknowledged?			

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III. Scope of Work – Section I: Goal 1, Objective 1: Reduce Marijuana Use Among Targeted High Use Youth (Exhibit D)			
Does the Bidder:	Yes	No	Partial
1. Demonstrate sensitivity to the target populations, youth and young adults ages 12-20 in targeted high use areas for marijuana, with particular focus on African American youth?			
Service Expectations			
2. Demonstrate knowledge of strategies and proven AOD prevention programs?			
3. Provide in detail how they will develop and implement age-appropriate and culturally-affirmative, effective and evidence-based messages and activities to address risks of marijuana use to high use populations, with a particular focus on African American youth?			
4. Include detailed descriptions of activities and strategies that will be used to complete Objective 1 and required outcomes?			
5. Identify which Institute of Medicine (IOM) categories will be utilized for activities directed toward youth and young adults ages 12-20 and how?			
6. Utilize the Selected and Indicated Prevention Population categories of the IOM and demonstrate these groups will receive the tools specific to the needs of youth and young adults ages 12-20 (see SPP page 71 for more information on IOM categories)?			
7. Provide in sufficient detail the applicable Center for Substance Abuse Prevention (CSAP) strategies? (Environmental, Education, Information Dissemination, Alternatives and Community-based Process, see SPP page 68 for more information on CSAP Strategies).			
8. Is the associated Primary Activity for this Objective (see Logic Model at the end of Section III) addressed in a sufficient manner?			
9. Are there other activities also proposed (this is optional)?			
10. If so, are there sufficient details of those activities provided?			
11. Include in sufficient detail an implementation plan?			
12. Include in sufficient detail an evaluation plan?			
13. Address how the outcomes for Goal 1 will be met?			
14. Outline and demonstrate how the short-term outcomes will be met?			
15. Outline and demonstrate what evidence-based strategy(ies) will be utilized to meet the short-term outcomes?			

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IV. Scope of Work – Section II: Goal 1, Objective 2: Reduce Alcohol Use Among Targeted High Use Youth (Exhibit D)			
Does the Bidder:	Yes	No	Partial
1. Demonstrate sensitivity to the target populations, youth and young adults ages 12-20?			
Service Expectations			
2. Demonstrate in sufficient detail how the bidder will utilize effective and evidence-based social marketing principles to middle, high school and college students, and out-of-school youth to educate them about the effects of alcohol use and binge drinking?			
3. Include detailed descriptions of activities and strategies that will be used to complete Objective 2 and required outcomes?			
4. Identify which Institute of Medicine (IOM) categories will be utilized for activities directed toward youth and young adults ages 12-20 and how?			
5. Utilize the Selected and Indicated Prevention Population categories of the IOM and demonstrate these groups will receive the tools specific to the needs of youth and young adults ages 12-20 (see SPP page 71 for more information on IOM categories)?			
6. Provide in sufficient detail the applicable Center for Substance Abuse Prevention (CSAP) strategies? (Environmental, Education, Information Dissemination, Alternatives and Community-based Process, see SPP page 68 for more information on CSAP Strategies).			
7. Is the associated Primary Activity for this Objective (see Logic Model at the end of Section III) addressed in a sufficient manner?			
8. Are there other activities also proposed (this is optional)?			
9. If so, are there sufficient details of those activities provided?			
10. Include in sufficient detail an implementation plan?			
11. Include in sufficient detail an evaluation plan?			
12. Address how the outcomes for Objective 2 will be met?			
13. Outline and demonstrate how the short-term outcomes will be met?			
14. Outline and demonstrate what evidence-based strategy(ies) will be utilized to meet the short-term outcomes?			
15. Demonstrate how the short-term outcomes will be measured?			
16. Outline and demonstrate how the intermediate-term outcomes will be met?			

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V. Scope of Work – Section III: Goal 1, Objective 3: Reduce Illicit Use of Prescription Painkillers Among Targeted High Use Youth (Exhibit D)			
Does the Bidder:	Yes	No	Partial
1. Demonstrate sensitivity to the target populations, youth and young adults ages 12-20 in targeted high use areas for prescription painkiller abuse?			
Service Expectations			
2. Demonstrate in sufficient detail how the bidder will identify and implement effective and evidence-based tools for parents, teachers, coaches, health professionals and other teen influencers in schools and communities regarding decreasing use?			
3. Include detailed descriptions of activities and strategies that will be used to complete Objective 3 and required outcomes?			
4. Identify which Institute of Medicine (IOM) categories will be utilized for activities directed toward youth and young adults ages 12-20 and how?			
5. Utilize the Selected and Indicated Prevention Population categories of the IOM and demonstrate these groups will receive the tools specific to the needs of youth and young adults ages 12-20 (see SPP page 71 for more information on IOM categories)?			
6. Provide in sufficient detail the applicable Center for Substance Abuse Prevention (CSAP) strategies? (Environmental, Education, Information Dissemination, Alternatives and Community-based Process, see SPP page 68 for more information on CSAP Strategies).			
7. Is the associated Primary Activity for this Objective (see Logic Model at the end of Section III) addressed in a sufficient manner?			
8. Are there other activities also proposed?			
9. If so, are there sufficient details of those activities provided?			
10. Include in sufficient detail an implementation plan?			
11. Include in sufficient detail an evaluation plan?			
12. Address how the outcomes for Objective 3 will be met?			
13. Outline and demonstrate how the short-term outcomes will be met?			
14. Outline and demonstrate what evidence-based strategy(ies) will be utilized to meet the short-term outcomes?			
15. Demonstrate how the short-term outcomes will be measured?			
16. Outline and demonstrate how the intermediate-term outcomes will be met?			

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VI. Scope of Work – Section IV: Goal 2: By June 30, 2015, a Downward Trend will Emerge in AOD Use Among Targeted Non-Traditional Students (Exhibit D)			
Does the Bidder:	Yes	No	Partial
1. Demonstrate sensitivity to the target population of non-traditional students and students with detention, referrals to qualified services, suspensions, citations from law enforcement and/or showing a history of school violence, and at other pre-entry points to enrollment in a non-traditional school?			
Service Expectations			
2. Demonstrate in sufficient detail how the bidder will identify and implement effective and evidence-based strategies/models that may include, but are not limited to, classroom or community-based services, innovative programs, youth-led, or youth development programming?			
3. Include in sufficient detail an implementation plan?			
4. Include in sufficient detail an evaluation plan?			
5. Include detailed descriptions of activities and strategies that will be used to complete Goal 2?			
6. Utilize the Selected and Indicated Prevention Population categories of the IOM and demonstrate these groups will receive the tools specific to the needs of non-traditional students (see SPP page 71 for more information on IOM categories)?			
7. For Activity A, provide in detail the strategies that will be utilized to establish relationships with appropriate school personnel and law enforcement in order to identify appropriate non-traditional school pre-entry points?			
8. Demonstrate how benchmark data will be collected to assist with the efforts to appropriately target students to receive the proposed services?			
9. Include details on how the pre-tests and post-tests will include the same wording as the benchmark data that was gathered by DBH-SAS during the SPP process?			
10. Identify in sufficient detail what activities and strategies will be used to assist with appropriate data collection?			
11. Describe how relationships with school personnel and law enforcement will be established and maintained throughout each Agreement term?			
12. Provide in sufficient detail the applicable Center for Substance Abuse Prevention (CSAP) strategies (Problem Identification and Referral and Community-based Process, see SPP page 68 for more information on CSAP Strategies)?			
13. For Activity B, provide in sufficient detail how the bidder will identify and develop effective, evidence-based harm reduction strategies for the target population?			

14. Provide in sufficient detail how the bidder will identify and develop effective, evidence-based resistance skill building strategies for the target population?			
15. Provide in sufficient detail how the bidder will identify and develop effective, evidence-based peer-led strategies for the target population?			
16. Provide in sufficient detail how the bidder will identify and develop effective, evidence-based alternative strategies for the target population?			
17. Provide in sufficient detail the applicable Center for Substance Abuse Prevention (CSAP) strategies (Education and Alternatives, see SPP page 68 for more information on CSAP Strategies)?			
18. For Activity C, provide sufficient detail how the actions identified in Activity B will be implemented and at what appropriate pre-entry points each evidence-based strategy be utilized?			
19. Provide in their response each step that will be taken to implement effective harm reduction, resistance skill building, peer-led and alternative activities?			
20. Provide what it will entail and how it will be applied to the harm reduction, resistance skill building, peer-led and alternative activities that are proposed?			
21. Provide in sufficient detail the applicable Center for Substance Abuse Prevention (CSAP) strategies (Education and Alternatives, see SPP page 68 for more information on CSAP Strategies)?			
22. Are there other activities also proposed (this is optional)?			
23. If so, are there sufficient details of those activities provided?			
24. Address how the outcomes for Goal 2 will be met?			
25. Outline and demonstrate how the short-term outcomes will be met?			
26. Outline and demonstrate what evidence-based strategy(ies) will be utilized to meet the short-term outcomes?			
27. Demonstrate how the short-term outcomes will be measured?			
28. Outline and demonstrate how the intermediate-term outcomes will be met?			
29. Outline and demonstrate what evidence-based strategy(ies) will be utilized to meet the intermediate-term outcomes?			
30. Demonstrate how the intermediate-term outcomes will be measured?			
31. Outline and demonstrate how the long-term outcomes will be met?			
32. Outline and demonstrate what evidence-based strategy(ies) will be utilized to meet the long-term outcomes?			
33. Demonstrate how the long-term outcomes will be measured?			

Please rate as follows: ***excellent, good, fair, poor, insufficient***

Overall Rating of Goal 2 Requirements:

Comments:

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VII. Scope of Work – Section V: California Friday Night Live / Club Live (FNL/CL) Program Administration (Exhibit D)			
Does the Bidder:	Yes	No	Partial
1. Demonstrate sensitivity to the target population of middle and high school-age youth?			
Service Expectations			
2. Demonstrate knowledge of strategies and proven AOD prevention programs?			
3. Demonstrate in sufficient detail how the bidder will establish FNL/CL programs for middle and high school-age youth residing in Fresno County?			
4. Does the proposal include the following key elements:			
a. Be youth driven and led			
b. Help young people develop skills and resilient traits (e.g., foster a sense of power and autonomy)			
c. Build community partnerships to support youth			
d. Provide meaningful and caring relationships among youth and with adults			
e. Promote belief in youths' capacity to contribute			
f. Provide safe, healthy, fun, and supportive places for youth to be			
g. Be culturally competent			
h. Have clearly defined and measurable outcomes, based on research and objective data			
i. Support and train adults to work effectively with youth			
j. Evaluate program periodically to assess progress and refine, improve, and strengthen the program's effectiveness			
Component One: Chapters			
5. Provide a detailed and feasible plan to create local FNL/CL chapters?			
6. Do the Chapters provide Skill Development, Opportunities and Outreach through local ongoing partnerships and local sites?			
7. Are proposed locations for FNL/CL chapters included?			
8. Are the proposed locations appropriate for the services being requested?			

Component Two: Outreach			
9. Provide sufficient detail and demonstrate the ability to engage through outreach youth, adults and systems in building partnerships that create positive and healthy youth development?			
10. Include in the proposal how to involve young people, from different backgrounds, communities and environments?			
11. Include non-traditional leaders to youth in recovery, from multiple ethnic and cultural communities and beyond?			
12. Extend outreach to adults and community partners that can contribute to and participate in FNL partnerships?			
13. Outreach activities do more than simply increasing membership numbers, do the activities enhance the quality of FNL partnerships by making efforts to be as inclusive and complete as possible?			
Do the outreach activities include the following Facets of Outreach:			
14. Building Relationships: seeking ways to bring more and more people into FNL partnerships?			
15. Opening Doors: making FNL opportunities available to the widest range of youth and adults?			
16. Understanding Other Cultures: working to be inclusive and welcoming of all young people?			
17. Educating Partners and Systems: getting the word out about positive youth development?			
18. Articulating the FNL/CL Mission: learning to effectively communicate the ideas and purpose of all FNL programs?			
Component 3: Skill Development			
19. Demonstrate in sufficient detail purposeful activities and opportunities that promote or result in building skills, mastery, resiliency, and core competencies?			
Are the following Competency Categories included in the proposal:			
20. Creative and Cognitive Skills: <ul style="list-style-type: none"> Problem-solving and action planning Creative expression; linking creativity to action 			
21. Vocational and Job Skills: <ul style="list-style-type: none"> Job and career options Youth philanthropy and entrepreneurship 			
22. Personal and Social Skills: <ul style="list-style-type: none"> Conflict resolution, refusal skills, peer mediation, coping skills, facilitation skills, action planning, and navigational skills 			
23. Civics and Citizenship: <ul style="list-style-type: none"> Understanding national, racial, historical, socioeconomic, ethnic, and ethical issues Being accountable to the larger society Contributing to others 			
24. Health and Physical Well-being: <ul style="list-style-type: none"> Consequences of risky behavior Information and knowledge about nutrition, exercise, hygiene 			
Component 4: Opportunities			
25. Describe in sufficient detail opportunities (any safe environment or			

[illegible]

VIII. General Agreement Requirements

Yes

No

Partial

1. Does the proposal identify any provisions as not acceptable?

2. If any of the language is unacceptable, is there alternative language proposed?

Please rate as follows: **excellent, good, fair, poor, insufficient**

Overall Rating of General Agreement Requirements:

Comments:

[illegible]

[illegible]

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XI. Cost Proposal – GOAL 1, OBJECTIVE 3			
Bidders should demonstrate:	Yes	No	Partial
Did the bidder utilize the budget template for the line item budget and narrative/justification?			
Is each budget line item completed as directed?			
Is there a detailed 12 month budget?			
Is the compensation amount \$240,000 or less?			
Summary of proposed staff with salary rates and percentage of time commitments by position?			
Is there a summary of qualifications for each position? Job description?			
Are administrative costs 15% or less of total budget? Are they explained and justified?			
Are benefit costs 20% or less of total salaries?			
Please rate as follows: excellent, good, fair, poor, insufficient:			
Overall Rating of Cost Proposal:			
Comments:			

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XII. Cost Proposal – GOAL 2, OBJECTIVE 1			
Bidders should demonstrate:	Yes	No	Partial
Did the bidder utilize the budget template for the line item budget and narrative/justification?			
Is each budget line item completed as directed?			
Is there a detailed 12 month budget?			
Is the compensation amount \$240,000 or less?			
Summary of proposed staff with salary rates and percentage of time commitments by position?			
Is there a summary of qualifications for each position? Job description?			
Are administrative costs 15% or less of total budget? Are they explained and justified?			
Are benefit costs 20% or less of total salaries?			
Please rate as follows: excellent, good, fair, poor, insufficient:			
Overall Rating of Cost Proposal:			
Comments:			

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XV. Agency's Strengths & Weaknesses
1. In your opinion, what are the strong and weak points of this proposal? Please summarize below:
2. What is your overall assessment of the proposed program? Please summarize below:
3. Do you recommend funding for this proposal? Yes No
Additional Comments: