

RFP No. 952-4934
 Marijuana Prevention Services for Youth
 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?			
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 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			
9. Include staffing patterns with Job Descriptions for each position?			
10. 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			
11. Agree to have one (1) representative of the agency attend the monthly County Alcohol and Drug Advisory Board?			
12. Agree to also attend the monthly Provider meeting and/or the quarterly Prevention Provider meeting?			
13. Agree to allow program staff to attend meetings and/or trainings as deemed mandatory by DBH-SAS?			
Data Gathering, Outcomes and Reports			
14. Demonstrate effectively how the agency will collect data to meet outcomes and work with Prevention Program Evaluator to develop and implement additional measurement tools?			
15. Provide sufficient detail on how the bidder will meet each stated outcome in the relevant section?			
16. Able to track number of participants as activities allow in accordance with the relevant section?			
17. Demonstrate the ability to input data in the CalOMS – Prevention system?			
Start of Services			
18. 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			
19. Demonstrate in detail how the agency intends to incorporate cultural sensitivity into its program to meet the needs of Fresno County’s diverse population?			
20. Does it also address the issues based on culture, ethnicity, gender and sexual orientation?			
21. Is this reflected in the proposed recruitment of program participants?			
22. Is this reflected in the agencies staff recruitment?			
23. Is this reflected in any proposed staff trainings?			
24. Is this reflected in the Program Activities?			
25. Is this reflected throughout the program design and implementation plan?			
26. Demonstrate sensitivity, knowledge and awareness of the unique needs of the populations being served?			
27. Include descriptions of any relevant experience in providing substance abuse services to those populations?			
28. Charitable Choice – Is a statement included that the section has been read and acknowledged?			
29. Guidance and Policy Statement of Religious Non-Discrimination in Proposal Eligibility and Service Delivery - Is a statement included that the section has been read and acknowledged?			

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III. Scope of Work – 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) 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. Address how the outcomes for Goal 1 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?			

