



John R. Kasich, Governor
Mary Taylor, Lieutenant Governor
Orman Hall, Director

February 12, 2013

Re: Invitation to Bid #ADA13-017
Ohio Strategic Prevention Framework State Incentive Grant (SPF/SIG) Infrastructure Conference

To Ohio Vendor:

The Ohio Department of Alcohol and Drug Addiction Services is accepting bids for an Ohio Vendor to provide conference planning and training services. Please see attached Request for Proposal form for contract deliverables and time frames.

To assure consideration, please submit your Intent to Bid by February 18, 2013 and your Request for Proposal by February 24, 2013. If you have any questions, please contact Duane Casto at 614-728-5463 or at duane.casto@ada.ohio.gov.

Thank you for your interest.

Sincerely,

Rosaland Gatewood-Tye, Chief Fiscal Officer
Ohio Department of Alcohol and Drug Addiction Services

ODADAS' Vision: "An addiction-free Ohio that promotes health, safety, and economic opportunity."

Ohio Department of Alcohol and Drug Addiction Services

Request for Proposal

Date: February 12, 2013

Bid #: ADA13-017

Notice of Intent to Bid Required By: February 18, 2013

***Intent to Bid letter must be received in order for bids to be considered.**

Bid Submission Required By: February 24, 2013

Vendor's Name: _____	
Vendor's Address: _____	
City: _____	State: _____ Zip Code: _____
Contact Person: _____	Phone Number: _____
Signature: _____	Federal Tax Id Number: _____

Project: Ohio Strategic Prevention Framework State Incentive Grant (SPF SIG) Infrastructure Conference

Projected time frame: March 1, 2013- June 30, 2013

Deliverable Description	Total Cost
Manage all aspects of SPF conference facility contracts, venue, online registration process, trainer fees & expenses and audiovisual equipment.	
Recruit speakers related to Prevention domains, and have strong experience with theories and science of environmental prevention strategies.	
Provide, manage and track continuing education for conference participants and outline prevention domains for RCH and CEUs.	
Develop all marketing materials for conference, website, signage, registration material, presentation and handouts.	
Provide all conference/training supplies, printing and postage for all mailings, email marketing and posting on website.	
Provide training and technical assistance to Evidence Based Practice Workgroup (EBP) that will support and sustain the selection and implementation of evidence based practices in Ohio.	
Grand Total	

Fax completed bid form and supporting documentation to Duane Casto at 614-644-9116.

Questions regarding bid, contact Duane Casto at 614-728-5463 or at duane.casto@ada.ohio.gov.

Ohio Department of Alcohol and Drug Addiction Services

30 West Spring St., 6th Floor

Columbus, Ohio 43215

Request for Proposal Number: ADA13-017

Request for Proposal Issued: February 12, 2013

Intent to Bid Letter Due: February 18, 2013

Request for Proposal Due: February 24, 2013

A. Project Overview

Ohio's Strategic Prevention Framework State Incentive Grant (SPF SIG) Initiative will enhance capacity of state and counties to build a sustainable, culturally and linguistically competent infrastructure focusing on delaying the onset of Alcohol and Other Drug (AOD) use and reducing substance-related problems. Ohio will utilize SPF principles and guidelines to develop a comprehensive plan for an infrastructure that supports the implementation of the most effective, culturally and linguistically competent, and sustainable alcohol and other drug prevention programs, policies, and strategies at the state and community levels. The target population for Ohio's SPF initiative is 18-25 year olds.

Ohio's Strategic Prevention Framework Goals

- decreases the number of 18-25 year olds engaged in high risk use of alcohol
- decreases the number of 18-25 year olds engaged in the use of illicit drugs
- decreases the number of 18-25 year olds misusing prescription medications

It is the expectation that sub-recipients will work with existing AOD Community Coalitions, AOD prevention providers or develop new AOD Community Coalitions to engage community sectors in the SPF process. However, Ohio is also expected to train all non SPF SIG sub-recipients and build capacity for an infrastructure that supports the implementation of the most effective, culturally and linguistically competent, and sustainable alcohol and other drug prevention programs, policies, and strategies at the state and community levels.

Workforce development is a challenge for prevention in Ohio. Recruitment is a significant problem for the substance abuse prevention profession because of a lack of standardized education pathways. Retention is also a concern because of the rate of turnover for substance abuse prevention professionals. Due to the economic times and limited dollars available for training and continuing education our workforce does not always have the opportunity to access resources to remain current in substance abuse prevention practices. Ohio's SPF-SIG Strategic Plan identifies workforce

development as a significant need for alcohol and other drug (AOD) prevention. The implementation of the SPF conference will allow Ohio's SPF-SIG sub-recipients to receive intensive 3- day training while simultaneously providing training to non-SPF SIG sub-recipients, statewide partners and collaborators as well as the Evidence Based Practice Workgroup (EBP) to build capacity on the local and state level.

The SPF conference will assist in providing training and education in areas where there are minimal resources, skills and knowledge. The contractor will work closely with ODADAS prevention staff to identify conference content that is evidence based.

B. Scope of Work

1. Manage all aspects of SPF conference facility contracts, venue, trainer fees/expenses and audiovisual equipment.
2. Recruit speakers related to Prevention domains, and have strong experience with theories and science of environmental prevention strategies.
3. Manage and track continuing education for conference participants and outline prevention domains for RCH and CEUs.
4. Develop all marketing materials for conference including website, signage, registration materials, presentation and handouts.
5. Provide all conference training supplies, printing and postage for all mailings and email marketing.
6. Provide training and technical assistance to Evidence Based Practice Workgroup (EBP) that will support and sustain the selection and implementation of evidence based practices in Ohio.

C. Vendor Requirements

1. Vendor must possess at least 5 years of experience, within the last 10 years, in the Prevention field including but not limited to direct service provision, training, community coalition work, etc.
2. Prefer Ohio Certified Prevention Specialist.
3. Vendor must be trained in the Strategic Prevention Framework (SPF) process and must have a working knowledge of Ohio's SPF project.
4. Vendor must have conference planning experience.

D. Evaluation of Proposals

1. Proposals will be scored and point values given to the following criteria.

Technical Criterion	Weight	Rating (0 – 5)	Technical Score
<p>Staff Capacity</p> <ol style="list-style-type: none"> 1. Staff years of experience in the field of Prevention. 2. Certified Staff 3. Staff Education 4. Years of experience delivering services as it relates to training development and implementation of prevention curriculum. 5. Years of experience in planning trainings, conferences, workshops, etc... 	4	25 Possible	100 Total
<p>Organizational Capacity</p> <ol style="list-style-type: none"> 1. Years of Agency Prevention work. 2. History of successfully managing other State and/ or Federal contracts and grants. 3. Experience with alcohol and other drug prevention technical assistance to communities. 4. Experience providing prevention related training to community groups. 5. Experience in planning trainings, conferences, workshops, etc... 	4	25 Possible	100 Total
Total Technical Score			200

E. Submission of Proposal

1. Intent to Bid Letter required by February 18, 2013. Request for Proposals received without an Intent to Bid Letter will not be reviewed.
2. Any questions regarding the Request for Proposal must be in writing by February 18, 2013. A list of all questions will be generated and the answers sent to all OhioVendors who submitted an Intent to Bid Letter.
3. Request for Proposals must include: vendor name, address, Federal Tax Identification Number, contact person, phone number, signature, total cost, documentation identifying vendor requirements, and documentation identifying experience relevant to proposal.
4. Request for Proposals are due by February 24, 2013. Those proposals received after the due date will not be reviewed. Fax Request for Proposals to Duane Casto at 614-644-9116.
5. Any questions regarding this Request for Proposal, contact Duane Casto at 614-728-5463 or at duane.casto@ada.ohio.gov.