Questions and Answers
from the Orientation for
RFP HTH 440-2ABCD
October 13, 2008

Question 1: If applying for more than one site in a county, do we submit more than one proposal?

Answer 1: It is not necessary to submit a separate proposal. Please do submit a separate Community Action Plan, however, for each site.

Question 2: If you already have a M.O.A. signed w/partner in year 2008 do you need a 2009 M.O.A.?

Answer 2: Fiscal year 2009 begins a new contract so it is advisable to sign a new Memorandum of Agreement (MOA) pertaining specifically to the new contact, especially if services differ from those implemented in fiscal year 2008. Partners may be facing changes in circumstances and may want to change the terms of the Memorandum of Agreement.

Question 3: If you have a branch board and contribute to programs, sp (sic) events and fundraisers does this account of (sic) your task force?

Answer 3: The lead agency's board should always be apprised of programs and special events and the need for fundraising. The board should certainly be a key member in the oversight of the community-based partnership. The partnership should not be limited just to its board but should also include other groups who can contribute to successful implementation of the program: businesses, schools, youth-serving organizations, faith community, etc.

Question 4: Who is on the County of Kauai's County Advisory Council? Are they the same as the 3 community coalitions?

Answer 4: The County Advisory Council is currently comprised of representatives from the Department of Education/Parent Community Networking Center, Na Lei Wili Area Health Center, Queen Liliuokalani Children's Center, Wave Riders Against Drugs, the County Liquor Department, the Mayor's Office, Hawaii Public Housing Authority, Kauai Drug Court, Kauai Economic Opportunity, Kauai District Health Office, KKIPC-Shattered Dreams, the Kauai Police Department, County of Kauai-Finance, and the Kauai Planning and Action Alliance. It is not the same as the three community coalitions, although members of the County Advisory Council may also be members of these community coalitions.

Question 5: Where in the proposal do we say that we will comply with the Certification Training RFP Page2A-9 Sec. III.B.1.? Can this be put on Attachment D-1?

Answer 5: This is an excellent suggestion and reduces the length of the narrative in the proposal. Items will be added to Attachment D-1, and a new Attachment D-1 will be made an addendum to the RFP and posted on the State Procurement Office website. The APPLICANT'S signature on Attachment D-1 will then acknowledge that the APPLICANT agrees to:

- assure that its workforce and that of any partnering organizations will meet the qualifications set forth by the organizations that employ them; and
- assure that the training and supervision of Certified Substance Abuse Prevention Specialist candidates shall be assigned to individuals who have a Certified Substance Abuse Prevention Specialist credential or a bachelors or masters degree and at least one year experience in substance abuse prevention.

Question 6: REQUEST FOR PROPOSALS
SUBSTANCE ABUSE PREVENTION SERVICES
HTH 440-2
How can I get a copy of this RFP?

Answer 6: To download or print a copy of the RFP, go the Hawaii State Procurement Office's website at www.spo.hawaii.gov/spoh. Under "Quicklinks," click on "The RFP Website." Midway down the next page, click on the link "To the RFPs." When the page opens, type HTH 440-2ABCD in the search box. A "Request for Proposals" page will open that lists the RFP number and service. Click on either the RFP No. "HTH 440-2ABCD" or the service "Substance Abuse Prevention Services." An "RFP Details" page will open. Scroll to the bottom of the RFP Details page to "Get the RFP." To open the RFP (and any addenda), left click on the appropriate links. You can print the RFP and addenda directly from these files after they show up on your monitor screen. You may want to download the RFP (be sure to include any addenda) to your computer. To do so, right click on the link and choose "Save Target As" from the dropdown menu. You can then save it to your computer and print out the RFP.

Question 7: The current 7 ADAD programs that (our organization) administers are 6 months in the second year. I thought that when ADAD procured this service it was 2 year and 2 year contract, meaning that ADAD would have the option to renew for another 2 years. Is this not the case? Sorry to bother you but it significantly impacts what schools we apply for.

Answer 7: Contracts currently funded by state general funds were procured for the period of a single term ($\leq$ 2 yrs.) The contract period was from 07/01/07 through 06/30/09.

The RFP stated that "…an option to extend for up to two (2) additional 12-month periods may be considered." ADAD has decided to issue a new RFP instead of extending existing contracts.

Question 8: Is that $100,000 per funding year?

Answer 8: Yes, it is $100,000 per funding year.

Question 9: Is it correct for me to interpret the statements referring to CSAPS to mean the following: APPLICANTS agree to engage program delivery staff in the necessary training/coursework needed to gain their CSAPS credential? AND APPLICANTS agree to engage program supervisor(s) in necessary training/coursework to be able to supervise these individuals pursuing their credential?

Answer 9: In order to raise the level of competence in the field of prevention and to sustain a competent workforce in the future, ADAD will be certifying Certified Substance Abuse Prevention Specialists in the near future (awaiting adoption of an amendment to the certification administrative rules). Hawaii is one of only a handful of states, territories, and jurisdictions that does not offer the credential. We are interested in enabling staff working with youth to be cognizant of prevention and of effective ways to prevent substance use and other anti-social behaviors. Candidates for certification must be supervised, and the supervisor must verify that the candidate has had experience in each of the prevention domains. We don't anticipate that this will be a major problem for our providers. Generally staff from Hawaii's providers already attend workshops that count toward the education hours prerequisite to certification, and their supervisors already provide oversight over their work. The change in supervision will be the documentation of the CSAPS candidate's experience in five domains of competence. ADAD through its RFP is asking for a commitment to further the professionalism of Hawaii's prevention providers.

Question 10: Are all program delivery staff required to obtain their credential? Will ADAD provide the financials to make that happen? And will ADAD provide financials to assure that supervisors are meeting requirements?

Answer 10: No, all program delivery staff are not required to obtain their credential. We would hope that it would be an aspiration for staff because it indicates to present and future employers that they are competent in the field of substance abuse prevention. The certification is an international certification, so if staff leave Hawaii their credential can follow them to the certification board in their new location. ADAD will (as long as the funds continue to be available) offer free or nominal cost trainings that can qualify staff for the credential. There will be other trainings that will be approved by ADAD as qualifying education, but which

might be conducted or sponsored by other entities. ADAD will not pay for trainings conducted or sponsored by other entities, so the provider should budget registration fees, etc. The cost (hence the provider's commitment) will be time/travel for trainings (especially off-island trainings), and possibly resource materials that can be made available for staff. Supervision of CSAPS candidates will be examined during monitoring visits.

The following question was expressed as a concern by a potential applicant. It is presented here because other potential applicants might have the same concern.

Question 11: Is the State of Hawaii, ADAD Division, moving in the direction that non-profit youth development agencies, like ourselves, will no longer be considered as viable candidates for funding doing what we do best. That is, providing a safe and positive environment for our youth in those critical non-school hours with quality program that keeps them off the street. All programming at (our organization) is PREVENTION!! Can we expect future ADAD proposals to be clinical in nature.

Answer 11: Evidence-based practices and safe, recreational activities for young people can co-exist. Youth serving organizations generally have the same vision and long term goals as ADAD and the community in general. We all want to produce young adults who are resilient, can make wise healthy decisions, and can be self-reliant. ADAD believes that it is possible to both provide a safe and positive environment for our youth during non-school hours and to equip young people with lifeskills to help them remain drug free and avoid involvement in risky and anti-social behaviors. The "quality program" offered during non-school hours may include evidence-based lifeskills-building curricula and evidence-based strategies such as alternative activities and community service. A lot of fun activities can be implemented through the alternative activities and good citizenship can be taught through community involvement. Yes, all programming of youth serving organizations <u>is</u> prevention. It is more a matter of organizations looking at what they do best and identifying the evidence-based programs, practices, and strategies that are probably already being used. It is also demonstrating that local "homegrown" programs can also be effective by collecting evidence to show the positive behavioral changes that have occurred.