

DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

Notice of Availability of Funds

Funding for Training, Technical Assistance, and Evaluation Support for Regional Prevention Coalitions

Take notice that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the Division of Mental Health and Addiction Services (DMHAS) hereby announces the availability of the following contract funds:

Name of program: Funding for Training, Technical Assistance, and Evaluation Support for Regional Prevention Coalitions

Purpose: DMHAS is seeking an experienced provider(s) to deliver coordinated training and technical assistance and evaluation support to 17 regionally-based prevention coalitions, their stakeholders, partners, and staff. Training/Technical Assistance and Evaluation Support constitute two distinct opportunities – the first for training and technical assistance services and the second for evaluation support. Funding for all services and activities described in this Request for Proposals (RFP) will be provided by Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funds and administered by DMHAS. Total funding available is approximately \$350,000. Funds are also available to develop and/or maintain the 17 coalitions. Information regarding this additional opportunity can be found in a separate RFP entitled, “Funding for Regional Coalitions to Utilize Environmental Strategies to Achieve Population-Level

Change”. Applicants may respond to both this Training/Technical Assistance and Evaluation Support RFP and the “Funding for Regional Coalitions to Utilize Environmental Strategies to Achieve Population-Level Change” RFP. However, an applicant cannot receive both coalition funding and funding to provide TA and/or Evaluation Support services. In the event that an applicant is recommended for funding under both RFPs, the applicant will be required to indicate which of the opportunities it will accept.

The successful Training/Technical Assistance applicant will increase the capacity of funded coalitions by providing comprehensive training and technical assistance on capacity building, implementation of environmental programs and strategies, cultural competence, coalition development and project sustainability.

Evaluation support will involve providing assistance and direction in the collection and analysis of epidemiological and social indicator data, identification of baseline measures and intervening variables, GIS mapping, outcome evaluation, and other relevant areas of coalition and project evaluation.

Applicants may apply to provide either Training and Technical Assistance services, or Evaluation Support services, or both. However, **separate proposals are required for each contract opportunity.**

Amount of funding available: The funding amounts available to provide these services are approximately \$350,000 annually; \$200,000 for Training and Technical Assistance services and \$150,000 for Evaluation Support services.

Applicants that have the capacity to meet both the administrative and programmatic criteria for funding should carefully review each of the opportunities in this RFP to determine which service(s) can best be achieved and delivered by the applicant organization.

All application and expenditure data pertaining to these contract funds must be independent of any other DMHAS or non-DMHAS funded program of the applicant/contractee. Awards under this RFP will be clustered separately from other existing components for contract application and reporting. Cost sharing is not required.

Actual funding levels will depend on the availability of funds. This will be a five-year contract that is annually renewable. Annual continuation and renewal are subject to availability of funds, satisfactory performance, as well as compliance and completion of all required/requested reports. The contract may be extended for two (2) additional periods of up to one (1) year each, by mutual written consent of the contractee and the Assistant Commissioner at the same terms, conditions, and pricing. The length of each extension shall be determined when the extension request is processed.

Organizations that may apply: The following eligibility criteria shall apply.

1. Have a minimum of five years experience in public health with particular experience in health promotion and disease prevention.
2. Have extensive demonstrated and verifiable experience in providing training and technical assistance in the effective use and evaluation of the Strategic Prevention Framework.

3. Have, at minimum, an MPH or closely related graduate degree with a focus on community health services.
4. Have an applied knowledge of epidemiological principles and processes.
5. Be skilled in data collection and analysis.
6. Have experience working with community based organizations.
7. Have experience in all aspects of coalition development and maintenance.
8. Have extensive experience in the delivery of training and technical assistance related to cultural and linguistic competence.
9. Demonstrate knowledge of substance abuse issues, systems and terms.
10. Possess strong writing skills.
11. Be knowledgeable and adept at using data analysis software (SPSS, SAS) and Microsoft Office.
12. Not be an employee, consultant or subcontractee of any DMHAS funded provider, or immediate relative of same.
13. Eligibility for contracts is limited to applicants who are either public or private non-profit agencies/organizations. Applicants to the companion RFP entitled, "Funding for Regional Coalitions to Utilize Environmental Strategies to Achieve Population-Level Change" are eligible to apply for the opportunities described herein, but may only be awarded one contract, even if recommended for funding for both contracts.
14. Applicants must have a New Jersey address and be able to conduct business from a facility located in New Jersey.
15. Non public applicants must demonstrate that they are incorporated through the

New Jersey Department of State, and provide documentation of their current non-profit status under Federal IRS 501(c) (3) regulations, as applicable.

16. All New Jersey and out of State Corporations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey.
17. Proof of valid business registration with the Division of Revenue, Department of the Treasury, State of New Jersey, shall be submitted by the bidder and, if applicable, by every subcontractor of the bidder, with the bidder's bid. No contract will be awarded without proof of business registration with the Division of Revenue. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG. can be filed online at www.state.nj.us/njbgs/services.html
18. Before performing work under the contract, all sub-contractors of the contractor must provide to the contractor proof of New Jersey business registration. The contractor shall forward the business registration documents on to the using agency.
19. Applicants must not be suspended or debarred by DMHAS or any other State or Federal entity from receiving funds.
20. An applicant that is a current DHS/DMHAS contractee must be in compliance with the terms and conditions of its current contract.
21. Applicants must have all Plans of Correction (PoC) for deficiencies submitted to DMHAS for approval prior to submission.
22. Applicants must have a governing body that provides oversight as is legally

permitted. No member of the Board of Directors can be employed as a consultant for the successful applicant.

NOTE: If, at the time of receipt of the proposal, the applicant does not comply with this standard, the applicant must submit evidence that it has begun to modify its structure and that the requirement will be met by the time the contract is executed. *If this required organizational structure is not in place before the start date, the contract will not be executed and the funding will be waived.*

23. Applicants must also attend the combination Mandatory Bidders' Conference/Training and Technical Assistance meeting from 9-5 on August 19, 2011 at the Hamilton Technology Center Auditorium located at 1200 Negrón Drive in Hamilton, NJ. (See directions attached in the RFP).

Qualifications needed by an applicant to be considered: To be considered for either opportunity, applicants must have extensive demonstrated and verifiable expertise in providing substantive training and technical assistance in the effective use of the Strategic Prevention Framework (SPF) and its evaluation.

Procedure to apply: Eligible and interested organizations may obtain the RFP and related materials from the Department of Human Services website at <http://www.state.nj.us/humanservices/providers/grants/rfprfi/>. Interested organizations may also contact:

Helen Staton at:

Addiction Services
PO Box 362
Trenton, NJ 08625-0362
609-633-8781

Send one original proposal package and seven copies via United States Postal

Service to:

Helen Staton
Addiction Services
P.O. Box 362
Trenton, NJ 08625

OR

For UPS, FedEx, other courier service or hand delivery, please address to:

Helen Staton
Addiction Services
120 South Stockton Street, 3rd floor
Trenton, NJ 08611

Please note that if you send your application package through United States Postal Service two-day priority mail delivery to the P.O. Box, your package may not arrive in

two days. In order to meet the deadline, please send your package earlier than two days before the deadline or use a private carrier's overnight delivery to street address.

Late proposals will not be reviewed. You will NOT be notified that your package has been received. If you require a telephone number for delivery, you may use (609) 633-8781.

Deadline by which all proposals must be submitted: Proposals must be submitted to and received at DMHAS by 5:00 P.M. on September 26, 2011.

Date by which applicants will be notified of intent to award or not award:

Applicants will be notified on or before October 31, 2011.

Jennifer Velez

Commissioner

Date