



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT
128 – 10th Avenue SW • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

November 14, 2006

REQUEST FOR QUALIFICATIONS

County Policy Boards for the

Community Mobilization Against Substance Abuse and Violence Program

The Washington State Department of Community, Trade and Economic Development is soliciting Requests for Qualifications for local, countywide Policy Boards that can provide oversight for the county Community Mobilization Against Substance Abuse and Violence Program. This request is not intended to review the qualifications of the board's selected contractual/fiscal agent.

Title [IV of the No Child Left Behind Act](#) requires both a competitive process and a peer review for awarding federal dollars. The Community Mobilization Program is funded with both state and federal funds, and the Department further applies this process to the state funding. The total funding is not competitive as a statewide pool; instead, applicants from each county will be invited to apply to administer their countywide Community Mobilization Program. Applications for Policy Boards covering consortia of two or more counties will also be accepted.

This Request for Qualifications is to support applications for the six-year period of July 1, 2007 through June 30, 2013. Successful bidders will be allowed to select a contractual agent, and if approved, submit an application and work plan in April 2007 for specific services for the fiscal year 2008 (July 1, 2007-June 30, 2008). Successful bidders will also be allowed to submit a work plan for each subsequent year through fiscal year 2014 providing said applicant meets all contractual requirements from year to year. The Department reserves the right to call for qualifications at any time during the six-year period. This Request for Qualifications process does not bind the Department to contract with successful bidders.

What is Community Mobilization?

Community Mobilization is a countywide program in each county within Washington State. The purpose of the program is to support communities in developing targeted and coordinated strategies to reduce the impact and incidence of the abuse of alcohol, tobacco, other drugs, and violence. Community Mobilization brings together community members to build and support healthy individuals and families, and safe communities. The Department of Community, Trade and Economic Development administers the statewide Community Mobilization Program. Community Mobilization is authorized to address substance abuse and violence issues by Title IV of the Federal No Child Left Behind Act and Washington [RCW 43.270](#). Community

Mobilization addresses substance abuse and violence through comprehensive planning and coordinated community efforts. Prevention programs with a comprehensive strategy are most effective at combating substance abuse and violence issues. Education and awareness, community involvement, system approaches and evidence-based programs are key to such a strategy.

Successful Policy Boards and their selected contractual agents will administer their countywide Community Mobilization Program. Respondents must demonstrate that they:

- Are able to administer state and federal funds effectively.
- Use the federal [Principles of Effectiveness](#).
- Understand and use the risk and protective factor theory.
- Plan and implement strategies based upon the [Communities That Care[®]](#) Prevention Model, or alternatively, another comprehensive planning approach.
- Plan and implement prevention/intervention strategies based upon their county's 2007-2013 Six-Year Strategic Plan for Prevention, Intervention, Treatment, and Aftercare.
- Consider the needs of their entire county.
- Understand and use outcome and process evaluation methods.

Successful applicants may not:

- Fund treatment programs.

Successful bidders will be invited to submit work plans based on federal and state rules. The Department recommends that responses to this Request for Qualifications also consider the Community Mobilization program policies and procedures located at www.cted.wa.gov/site/940/default.aspx.

How is Funding Allocated?

Funding is allocated to each county's Community Mobilization Policy Board using a county-by-county funding formula recommended by the Community Mobilization Advisory Committee and adopted or modified by CTED. Consortia receive total funding for all counties included in their proposals. The current funding formula takes into account county population as well as base amounts. It is anticipated that approximately \$3 million will be allocated statewide, which is based on the [2006-2007 allocation](#). Actual funding will be announced during the application and work plan process that follows the Request for Qualifications process. The total available funding is not final until the legislature passes the state budget in the spring.

The policy board selects the contractual agent who will help administer the funds. After the conclusion of the Request for Qualifications process, and subsequent award notices, the awarded Policy Boards be given instructions for notifying the Department of their selected contractual agent and provide additional qualifying information for Department approval.

Where and When is the Bidders' Conference?

A Bidders' Conference will be held in Yakima on Monday, December 4, 2006 from 1:00 p.m.- 3:00 p.m. at Educational Services District 105, 33 S. Second Ave, Yakima, Washington 98902, in the Klickitat Room. All prospective bidders should attend; however, attendance is not mandatory. You may attend in person or use the call-in option.

To use the call-in option, follow these steps:

- Call (866) 325-0587.
- Enter the meeting number: *5505180* (preceded and followed by the * key).
- Participants will be placed on music hold until the conference begins.

Written questions may be submitted in advance to the Request for Qualifications coordinator. The agency shall be bound only to written answers to questions. Any oral responses given at the Bidders' Conference shall be considered unofficial. Questions arising at the bidders conference or in subsequent communication with the Request for Qualifications Coordinator will be documented and answered in written form. All questions and answers will be posted to the department website within five business days at www.cted.wa.gov/site/990/default.aspx.

When is my response due?

Responses must be received by the department by 4:00 p.m. on January 16, 2007 or postmarked no later than January 16, 2007. LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. NO TIME EXTENSIONS WILL BE GRANTED. Bidders assume the risk for the method of delivery chosen. The Department assumes no responsibility for delays caused by any delivery service. Responses are to be mailed or hand-delivered.

Submit by mail to:

ATTN: Suzanne Walker
CTED/LGD/SDFC
906 Columbia Street SW
PO Box 42525
Olympia, WA 98504-2525

Hand Deliver to:

Department of Community, Trade, and Economic Development
Davis Williams Building, First Floor
Safe and Drug-Free Communities Unit
Suzanne Walker
906 Columbia Street SW
Olympia, WA 98504

How Do I Submit My Response?

Please submit one copy with original signatures and two photocopies of all Requests for Qualification documents by January 16, 2007. The response should address all required sections (see scoring criteria) and should adhere to a 10-page maximum for the narrative portion of the response. Required attachments may be in addition to the narrative page maximum.

Please ensure that the following forms and documents are included in your response, in addition to your narrative.

- Signature Page (Page 8)
- Proposed Policy Board Membership List
- Proposed Policy Board Organizational Chart
- Proposed Policy Board By-laws
- Letters of Commitment from Partners

What Happens if the Request for Qualifications Needs to be Revised?

In the event it becomes necessary to revise any part of this Request for Qualifications, addenda will be provided via e-mail to all who requested the original document. Further, all addenda will be published on the CTED website at: www.cted.wa.gov/site/990/default.aspx. Requestors are responsible for providing their correct contact information when requesting the Request for Qualifications via the website. The department also reserves the right to cancel or reissue the Request for Qualifications in whole or in part at any time.

How Will My Response Be Reviewed?

First, Department staff will conduct a threshold review to determine the bidder's compliance with administrative requirements and instructions specified in this Request for Qualifications. This will ensure that responses meet minimum submittal requirements. Incomplete responses may result in either 1) fewer awarded points, or 2) will be deemed not meeting the threshold requirements and rejected as qualified bids. The Department reserves the right at its sole discretion to waive minor administrative irregularities. Responses must address the proposal requirements. Do not respond by referring to materials presented elsewhere. The proposal must be complete and stand on its own merits.

The threshold review will:

- Screen all sections and items for completion.
- Include an administrative review that will note any previous contract special conditions and any failure to meet previous contract terms.

Following the threshold review, Department staff will forward the eligible responses to the Peer Reviewers for scoring. The Peer Reviewers will review, evaluate, and score the responses.

Responses that do not pass the threshold review will not be included in the Peer Review process. The Department reserves the right to solicit additional Requests for Qualifications, if necessary.

Peer Reviewers will be comprised of individuals with experience in administering a locally based substance abuse and violence prevention program, or with substantial knowledge and experience in the prevention field. Reviews will result in a numerical scoring, which will then be used by Department staff to make Community Mobilization policy board selection recommendations to the director of the Department of Community, Trade and Economic Development. The director (or designee) will make final selection decisions. The decision of the director is final. The Department reserves the right to re-fund selected Community Mobilization policy boards in subsequent funding cycles.

The completed Requests for Qualification responses of successful county applicants will become a part of those counties' Community Mobilization Program funding applications for three biennia (2007-2009, 2009-2011, and 2011-2013). This response, subsequent selection and approval of a contractual agent, and subsequent funding application and approval will then be incorporated by reference into the Community Mobilization Program contract with the Department for each year of the Request for Qualifications period. The Department reserves the right to solicit additional Requests for Qualification at any point in this Request for Qualifications period.

How Will My Response Be Scored?

The Request for Qualifications response must address each of the sections and items outlined below. The Peer Reviewers will use that information for scoring purposes. See Community Mobilization Policies and Procedures at www.cted.wa.gov/site/940/default.aspx for in-depth detail on these requirements. The bidder should thoroughly address each of the questions.

The Request for Qualifications response will be scored using the following criteria:

- CM Policy Board 50 points
- Organizational Capacity 50 points
- Program Management 100 points

A. Community Mobilization Policy Board – 50 Points

1. Demonstrate that the proposed Community Mobilization Policy Board is community-based and meets minimum membership requirements (2 points for each required member, +2 points for going beyond) _____ **12 pts**
 - a. Education
 - b. Treatment
 - c. Local Government
 - d. Law Enforcement
 - e. Parent Representative
2. Demonstrate that the proposed policy board has Community Mobilization decision-making authority, determines program direction and strategies, and oversees operations. _____ **15 pts**
3. Demonstrate that the proposed policy board includes provisions for community process and

for including diverse feedback. _____ 7 pts

4. Demonstrate that the proposed policy board member responsibilities are clearly defined. _____ 4 pts

5. Demonstrate that the proposed policy board has an outreach plan to include diverse individuals—geographic, ethnic, community sector, etc. _____ 5 pts

6. Submit a proposed policy board organizational chart and a list of proposed policy board members; including names, titles, affiliations, and proposed policy board officers. _____ 2 pts

7. Submit appropriate bylaws for the proposed Policy Board. _____ 5 pts

B. Organizational Capacity – 50 points

1. Demonstrate the proposed policy board’s history of administering the Community Mobilization Program within the county or, alternatively, its history of implementing other broad, community-based program(s). _____ 20 pts

2. Demonstrate sufficient human resources, skills, and knowledge to administer state and federal funds. _____ 15 pts

3. Demonstrate community capacity to meet the 25 percent cash or in-kind match requirement, including letters from partners and/or local agencies indicating match commitment. _____ 15 pts

C. Program Management – 100 Points

1. Demonstrate use of the risk and protective factor framework and the *Communities That Care*[®] model or, alternatively, another comprehensive planning approach in implementing prevention strategies. _____ 15 pts

2. Demonstrate participation in and comprehensive planning based upon the county's Six-Year Strategic Planning process for Prevention, Intervention, Treatment, and Aftercare. _____ 15 pts

3. Demonstrates partnerships in prevention strategies and activities. _____ 15 pts

- a. Other relevant service delivery and community-based organizations.
- b. Other substance abuse and violence prevention programs.
- c. Key community leaders (sheriff, school superintendent, city and county council members, local DASA prevention provider, treatment providers, tobacco program providers, community network, faith groups, etc.).

4. Demonstrate use of community organizing as a prevention strategy, and demonstrate a plan for a minimum of .4 FTE to be dedicated to community organizing. _____ 10 pts

5. Demonstrates sufficient human resources for board and committee support, subcontracts, and programmatic oversight. _____ **15 pts**
6. Demonstrate capacity to collect, record, and submit required data. _____ **10 pts**
7. Demonstrate sufficient electronic resources to support web-based application and reporting requirements (such as: high speed internet, up-to-date computer, etc.) _____ **10 pts**
8. Demonstrate capacity to evaluate both outcomes and process, which includes the ability to conduct pre- and post-tests and focus groups. _____ **10 pts**

How Will I Know the Results of my Response?

After the Peer Reviewers have scored the responses and the Director has made the final bidder selection, a notification letter will be sent to each bidder. The letter will indicate whether the bidder will be allowed to submit an application/work plan or not. It will also include an opportunity to review your results.

Successful bidders will receive directions to select a contractual agent and to complete an application and work plan for the 2007-2008 fiscal year. Portions of the application and the work plan will be entered into the new Safe and Drug Free Schools and Communities web-based system.

For more information concerning this Request for Qualifications, or the Community Mobilization Against Substance Abuse and Violence Program, contact the Request for Qualifications Coordinator, Visudha de los Santos at (360) 725-3036; visudhad@cted.wa.gov.



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Signature Page

County Policy Boards for the
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County: _____

Submitted by (proposed Policy Board): _____

Proposed Policy Board Chair:

Name: _____

Signature: _____

Date: _____

Mailing Address:

Telephone: _____

Fax: _____

E-mail address: _____

Web address: _____