Questions that arise during the Bidder’s Conference should be written down on index cards. Post Bidder’s Conference, additional questions can be sent to Mallory Perrotti, mperrotti@buckscounty.org until 4:30 p.m. on Tuesday, January 28, 2020. All additional questions will be included in the FAQ and emailed to Bidder’s Conference attendees and posted to BCDAC, Inc.’s website, www.bcdac.org by Thursday, January 30, 2020.

1. **Question**: Referencing Responded Question Section- “List of organizations or counties with whom the bidder holds contracts. Include names of Executive Directors and phone numbers. These organizations may be contacted for references.” Is this requesting the list of organizations our agency hold “prevention related” contracts or is this requesting an exhaustive list of agencies with who we hold a contract?

   **Question**: We have lots of contracts with providers, etc. Do you just want the ones that would be relevant to this project or are D&A related? Or all of them?

   **Question**: Does this mean drug and alcohol prevention contracts or general prevention too?

   **Response**: Please include the list of organizations or counties with whom you hold prevention related contracts. This has been furthered clarified that we are asking agencies to list all organizations or counties with who they hold general prevention (including and beyond drug and alcohol).

2. **Question**: Are you looking to coordinate 1 large prevention effort with this RFP or several smaller efforts addressing the specific components listed in the RFP?

   **Question**: To how many providers are you anticipating awarding contracts?

   **Response**: We are open to both options, i.e. one or multiple providers. Our goal is to ensure county-wide coverage and for agencies to respond based on data-driven decisions, prioritization, and needs of the communities.

3. **Question**: How many school districts is each provider expected to cover/serve?

   **Response**: This is up to each respondent to define. Our goal is to have all 13 districts covered and do not have separately defined “regions.”

4. **Question**: What is the expected volume/capacity?

   **Response**: Our goal is to ensure county-wide coverage and for agencies to respond based on data-driven decisions, prioritization, and needs of the communities. We do not have a set number of program deliverables, we expect a provider to respond based on need within the parameters of the budget.

5. **Question**: Are there any expectations regarding ramp up?

   **Response**: Depending on which services are proposed, during the summer months there will be time spent on administrative tasks—outreach to schools, agencies, etc., setting up programs, staff training, etc. Non-school-based activities and services are expected to take place year round not just during the school year.
6. **Question:** Are you anticipating awarding the same provider for both RFPs?
   **Response:** We do not have an expectation to award the same provider with both RFPs. There is no expectation to respond to both RFPs.

7. **Question:** Is there an expectation that a provider apply for both?
   **Response:** There is no expectation that a provider applies for both RFPs.

8. **Question:** Is reimbursement FFS or Program Funded?
   **Response:** Prevention services are cost reimbursed.

9. **Question:** The requirement to include 3 letters of support from partnerships: Would this include school districts? If so, from district personnel or building administrators?
   **Response:** Yes, school districts can be included as letters of support. These letters of support can come from district personnel or building administrators.

10. **Question:** Under heading “Format of Proposal” what is the RFP Number?
    **Response:** Please use “2020-2021 SCA Prevention Targets” as the RFP Number.

11. **Question:** Under heading “Format of Proposal” what do you want within the intro of the “intro of the company”?
    **Response:** There is no specific format for the letter of introduction. A narrative that would describe your agency and its mission and any other pertinent information.

12. **Question:** Under heading “Format of Proposal” what do you want in the Prevention Proposal? Is this an explanation of our proposed objectives and the ensuing activities? Are there page limits?
    **Response:** To clarify, question #9 in “Question for Respondents” includes information about submitting your proposed plan. Given the SCA’s Prevention 2020-2021 Prevention Targets, please detail your agency’s respective response and plan. Proposals should include evaluation measures (maximum 3 pages). A maximum of three (3) pages which details your proposed plan—this should include which problem areas you will address, supporting data demonstrating community need, and provides details regarding the programs, activities, etc. you plan to implement.

13. **Question:** Under heading “Format of Proposal” Board of Director’s membership list I assuming this is our Advisory Council list since we don’t have a Board of Directors?
    **Response:** Yes, please list your Advisory Council.

14. **Question:** Under heading “Format of Proposal” what do you want in the Prevention Proposal? Is this an explanation of our proposed objectives and the ensuing activities? Are there page limits?
    **Response:** To clarify, question #9 in “Question for Respondents” includes information about submitting your proposed plan. Given the SCA’s Prevention 2020-2021 Prevention Targets, please detail your agency’s respective response and plan. Proposals should include evaluation measures (maximum 3 pages). A maximum of three (3) pages which details your proposed plan—this should include which problem areas you will address, supporting data demonstrating community need, and provides details regarding the programs, activities, etc. you plan to implement.
15. **Question:** Under heading “Questions for Respondents” briefly describe your experience with SAMHSA’s Strategic Prevention Framework. What is meant by “provide an overview of how you would continue through the framework for this initiative?”

**Response:** The Strategic Prevention Framework (SPF) is a planning process. The five steps and two guiding principles of the SPF offer prevention planners a comprehensive approach to understanding and addressing the substance misuse and related behavioral health problems facing their states and communities. As we utilized SPF during our recent Needs Assessment process, we encourage providers to utilize the SPF when working on their prevention plans and be able to demonstrate how their proposed services/activities relate to needs.


16. **Question:** Under heading “Questions for Respondents” please list the districts and the grade level where your agency has facilitated EBP’s and identify the services delivered with program fidelity. I can provide a list of EBP’s that we currently facilitate. However, they are not done in schools, is that a problem? Do you want the public locations listed where our EBP’s are delivered? Also I’m not clear on what you mean by “identify the services delivered with program fidelity”

**Response:** Yes, you may list current evidence-based programs you are implementing and where, even if they are not done in a school. Evidence-based programs should only be listed if they are being carried out to fidelity or with approved adaptations.

17. **Question:** Under heading “Supplemental Programs” what is meant by “captures activities necessary to implement or enhance evidence-based and evidence-informed programs?” (Page 14 of RFP).

**Response:** This information came directly from the DDAP Prevention Manual. Supplemental programs capture programs and activities that do not meet the definition of evidence-based or evidence-informed. These programs must be approved by DDAP and are then listed in WITS. Supplemental programs, such as speaking engagements, can be implemented as part of a more comprehensive prevention plan or to enhance other curricula.

18. **Question:** If the agency is doing a speaking engagement, can marketing be done by setting up tables and/or passing out literature in hopes to enroll client in agency therapy programs?

**Response:** Yes, marketing is allowable when implementing prevention programs. Therapy programs would not be considered prevention services.

19. **Question:** Can an agency pick one or two of the identified areas such as Youth problem 1 and Adult problem 4 or must all be addressed in the RFP?

**Response:** Yes, you can prioritize problem areas to address and there is no expectation you will respond to all 5 problem areas.

20. **Question:** May some prevention activities occur at the agency – not just out in the community?

**Response:** Yes, prevention services may occur at one’s agency, but it would not be expected that all services occur in one location.
21. **Question:** Can you please confirm on page 3, section C, under Contract Period the dates listed are correct (July 1, 2019 to June 30, 2020).
   **Response:** The RFP is for Fiscal Year 2020-2021, July 1, 2020- June 30, 2021. Please disregard any other years listed.

22. **Question:** In reference to the Medication Disposal Program, are you looking for someone to coordinate the program/committee or will the coordination continue through Drug & Alcohol?
   Question: Are you divesting your coordination responsibilities of the Take Back Program?
   **Response:** BCDAC, Inc. is not divesting our coordination responsibilities of the Take Back Program. Medication take back program and safe storage continue to be priorities.

23. **Question:** Have current providers been given a copy of results of the needs assessment?
   **Response:** Current providers have not been provided Needs Assessments documents in the past. There are a few current providers who were a part of the Needs Assessment Core Team and participated in the process. Current providers are aware of the 5 problem areas. The Needs Assessment documents included in the RFP, have not been provided elsewhere. There are no formal Needs Assessment “results”, we have action plans. The bulleted information listed under each problem area includes information from our Needs Assessment action plans. Attached you will find an outcome evaluation document from DDAP’s Needs Assessment.

24. **Question #14:** clarification- is the 3 page limit in this item for both plan and evaluation together?
   Question: the entire RFP is to equal 3 pages except for Title Page, Letter of Introduction, Company profile and the required attachments.
   **Response:** All submissions should include the following information:
   ➢ All components under “Format of Proposal” – this includes title page, introduction letter, etc.
   ➢ Answer “Questions for Respondents” – there is no page limit for these responses.
   ➢ Three page maximum for the proposed plan, this includes evaluation measures. It should be noted that outcome evaluation is one of the PA Department of Drug and Alcohol Programs (DDAP)’s focuses as well as a focus for our agency. Evaluation measures are mandatory for all proposed services not just evidence-based programs.

25. **Question:** I am only aware of the prevention services request for proposal yet today I heard of another. Was the other RFP for SAP?
   **Response:** Yes, the SAP RFP Bidder’s Conference took place at 9 a.m. on January 28, 2020.

26. **Question:** Money awarded for RFP can be applied to salary of staff that may need to be hired?
   **Response:** Yes. Please construct a budget proposal that includes any/all necessary start-up costs (hiring of staff, trainings, etc.) Please note that these costs will be inclusive in the awarded ceiling.

27. **Question:** What is the font and space requirement in the narrative?
   **Response:** All font should be single-spaced, size 12, Times New Roman
28. **Question**: If an organization submits multiple programs will they be reviewed and selected as a whole or could the BCDAC, Inc. select individual programs to fund within the proposal, all or nothing?
   **Response**: BCDAC, Inc. may select individual programs to fund within a proposal, or may select entire project.

29. **Question**: What type of services or items (give-a-ways, food, etc.) can be funded or not funded?
   **Response**: Please see the attached document from the PA Department of Drug and Alcohol Program’s Fiscal Manual, Part Four- Revenues and Expenditures for a listing of allowable and non-allowable expenses.

30. **Question**: Can the cost of additional curriculum be included under program expenses?
   **Response**: Yes, additional curricula purchase can be included as program expenses.

31. **Question**: Is there a plan to have the awarded contractor(s), collaborate with the community to make sure all needs are being met?
   **Response**: Yes, we expect there to be services throughout Bucks County and will work to ensure that there are services and activities within the boundaries of all 13 public school districts. This does not necessarily mean just school-based programming in every district, but there may be community-based programming in those communities.

32. **Question**: Would there be room for a Suicide Prevention evidence-based program called Signs of Suicide?
   **Response**: We will consider all evidence-based programs. The evidence-based programs listed as part of the problem areas are not inclusive of all programs we will accept. Signs of Suicide is recognized by DDAP as an allowable program to implement and would align with our prioritized risk and protective factors. As mentioned under the “priorities and strategies” section of the RFP, “proposals should take a holistic approach, meeting the needs of the whole person. This could include mental health, physical health, etc.”