 **Request for Contracts – Drug Free Communities Program**

1. **General**

Objective/PurposeThe Community Action Commission of Fayette County, on the behalf of the Fayette County Prevention Coalition, is requesting contracts for the purposes of the implementation of the Drug Free Communities Action Plan. After an internal review, it was determined that seeking outside expertise was needed because the agency has been working in prevention for two years at this point in time.

Key Dates  
This work should occur during the time period of the date of the official coalition approval of the contract and 9/25/19.

1. **Service/Work Requirements**

Expectations

* Providers will work collaboratively with the DFC Co-Directors
* Providers will not charge the coalition for attending coalition meetings
* At least one person will attend coalition meetings
* Providers will remain current on the DFC Action Plan
* Provider will confirm the number of staff needed to achieve action plan goals per deliverable

Mandatory Requirements

* Applicant providers will have expertise in substance abuse and prevention field and prevention staff will have or be working toward OCPSA certification.
* Providers will submit backup documentation and billing monthly.
* Providers will comply with the DFC Documentation Policy.
* Providers will utilize appropriate language on all materials created acknowledging funding:  
  “This [flyer/brochure/website/poster, etc.] was developed in part under a grant number SP080019 from the Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services. The views, policies, and opinions expressed are those of the authors and do not necessarily reflect those of ONDCP, SAMHSA, or HHS”

Requested Deliverables

**Provide Information**

* Informational Materials Created – the coalition needs the following: PowerPoint presentations on: youth use and its consequences (one for alcohol, marijuana, and opioids), signs of use in children, and substance abuse and its impact on the brain. Estimated time to complete – 60 hours. $3,000
* Direct Face to Face Information Sessions – 4 hours of meetings with the school district throughout the school year for planning and 1 hour to go over outcomes from EBP in schools. Estimated time to complete – 5 hours. $250
* Special Events – Attendance at health fair, school district events, community events, and sporting events to distribute information on the coalition, prevention, and early detection using the coalition’s tablecloth for brand recognition. Estimated time to complete – 50 hours. $2,500. Number of staff should be verified with Coordinator prior to the event.

**Enhance Skills**

* Substance abuse prevention education for county-wide youth coalition. One staff. Estimated time to complete – 3 hours. $150.
* Substance abuse prevention training for new Youth Coalition Coordinator – Estimated time to complete – 4 hours. $200.
* Staff to be made available for requested for speaking engagements. Estimated time to be requested over the next year – 20 hours. $1,000.

**Change Consequences**

* Alternatives to Suspension Program
  + $400 reimbursement for training costs
  + 16 hrs to attend training x 2 staff = $1,600
  + 40 sessions x 1 staff/session = $2,000.

**Reporting** – 20 hours. $1,000.

Maximum Amount to Be Billed: $12,100

Pricing  
Providers agree to bill the Community Action Commission of Fayette County at the maximum rate of $50/hour for up to a maximum of 242 hours.

1. **Submission Guidelines**

Prospective service providers should submit a contract to the Community Action Commission of Fayette County by no later than noon on October 26, 2018. A sample contract has been provided.