



Scope of Work

Description of Activities

January 1, 2017 - June 30, 2017

The York District Public Health Council (YDPHC) is soliciting proposals from qualified vendors to assist with the expansion of public knowledge of available community resources for substance misuse prevention, treatment, and recovery. The goal of this initiative is to reduce substance use rates to protect the health, safety, and quality of life for all. This work is being done to address one priority of the York District Public Health Council's 2017-2019 District Public Health Improvement Plan. The period January – June, 2017 will focus on building capacity for and conducting analysis of existing resources. Continued funding for implementation and measurement will be awarded based on performance and availability of funds.

Objective 1: Increase awareness of available community resources for prevention, treatment, and recovery by 2020

Strategy 1.1: Complete inventory of existing community resources (211, asset map, SAMHS, etc.)

Strategy 1.2: Conduct gap analysis of community resources

Strategy 1.3: Increase public awareness and use of community resources by compiling information and developing an electronic resource guide

Duties and Responsibilities:

Deliverable: By June 15, 2017, in collaboration with 211, SAMHS and other community resources to develop the York County substance misuse community resource guide work plan, covering 6 month capacity building, and launch phase, and 18 month sustainability phase and measurement, and measurement phase. Measurements will include systems to track number of times resource is used.

Deliverable: Develop a list of existing community resources by March 30th, 2017.

Deliverable: Conduct gap analysis of community resources by April 15th, 2017.

Deliverable: Design survey tool to track public perception of community resources by June 15th, 2017.

Deliverable: Design and launch electronic resource guide by June 15th, 2017.

Deliverable: Provide written recommendations for YDPHC to continue to support and advance this resource by June 15th, 2017.to continue to support and advance this resource by June 15th, 2017.



Application and Scoring Process

Proposals should not exceed 5 pages, including implementation plan, not including attachments.

Proposals which fail to meet any of the pass/fail criteria will be rejected. Documentation supporting this decision is to be placed on the Bidder's Team Consensus Evaluation Notes form in the "Pass/Fail Criteria" section.

All application materials should be submitted to Laura Overton at loverton@une.edu by January 13, 2017. Please indicate the DPHIP PRIORITY in the subject line of the email.

1. Applicant is registered to conduct business in the State of Maine. (Pass/Fail)

Applicant shall furnish written or photocopied verification of the existence of such registration. Include as Attachment 1.

2. Applicant must demonstrate adequate liability coverage and submit tax ID number. (Pass/Fail)

The Applicant shall keep in force a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulation, Bureau of Insurance, which policy includes the activity to be covered by this Agreement with adequate liability coverage to protect itself and the Department from suits. Providers insured through a "risk retention group" insurer prior to July 1, 1991, may continue under that arrangement. The Applicant shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy. Include as Attachment 2

3. Ability to provide required services in York Public Health District (Maximum of 25 points)

Please describe your ability to perform the required scope of work across York District. Provide a narrative description of the proposed program and a detailed implementation plan, including specific activities, dates and person/organization responsible.

4. Experience administering grant-funded programs. (Maximum of 10 points)

In the template provided, please list 3 past performance references citing the funder and contact details, implementation dates, estimated budget amount and a brief summary of program objectives and results.

5. Budget and narrative. (Maximum of 15 points)

In template provided please include a budget not to exceed \$8,000. Please include cost justifications and supporting documentation as indicated on the budget template. Include as Attachment 3.

All questions related to this process and the 2017-2019 DPHIP should be directed to Maine CDC District Liaison, Adam Hartwig: Adam.Hartwig@maine.gov