

Request For Proposals (RFP)

POSTED DATE: November 5, 2021

DEADLINE: November 16, 2021, 1:00 pm



Grant Data Analysis, Evaluation, & Reporting (CDC – Drug Free Communities)

Project Introduction

Barton County is seeking grant data analysis, evaluation, and reporting services for our Drug-Free Communities Support Program Grant award from the Centers for Disease Control and Prevention. It is anticipated that the firm will provide contractual services throughout the project period of 09/30/2021 – 09/29/2026, and the contract will be updated annually upon approval of the budget period by the CDC.

The County pursues a contractual agreement for grant data analysis, evaluation, and reporting to meet the following Drug-Free Communities Support Program goals:

1. Establish and strengthen the collaboration among communities, public and private nonprofit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance abuse among youth (individuals 18 years of age and younger)
2. Reduce substance abuse among youth and, over time, reduce substance abuse among adults by addressing the factors in a community that increases the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

Responsibilities

The successful Contractor shall carry out grant monitoring, evaluation, and reporting activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the applicable Notice of Prime Award, and the Contractor agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. Responsibilities include but are not limited to:

- The Contractor shall cooperate fully with any reviews or audits of the activities under this Agreement by authorized representatives of Barton County, Awarding Agency, the US Government Accountability Office, or the Comptroller General of the United States and Subrecipient agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of this Agreement.
- The Contractor shall meet the Awarding Agency's Evaluation and Performance Measurement Strategies as identified in the Notice of Funding Opportunity (NOFO) CDC-RFA-CE21-2102, including the evaluation and performance measurement necessary to determine whether program strategies are scalable and effective at reaching the target or intended populations.
- The Contractor shall create a survey(s) and collect and evaluate data, in accordance with the DFC National Cross-Site Evaluation, intended to measure the effectiveness of the DFC Support Program in reducing youth substance use in Barton County. Further, they must analyze substance use prevalence, risk factors, and trends. The Subrecipient must be in compliance with the DFC National Cross-Site

Evaluation Requirements and provide data at least every two years on the following core measures for alcohol, tobacco, marijuana, and prescription drugs for at least three grades (6th-12th):

- Past 30-day use
- Perception of risk or harm related to use
- Perception of parental disapproval of the use
- Perception of peer disapproval of the use
- The Contractor shall create a survey(s) and collect and evaluate data intended to measure the effectiveness of the DFC Support Programing to strengthen the collaboration among communities, public and private nonprofit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance abuse among youth (individuals 18 years of age and younger).
- The Contractor shall create a Data Management Plan (DMP) as outlined in the Evaluation and Performance Measurement Section of the NOFO, including:
 - The data to be collected or generated in the proposed project
 - The standards to be used for the collected or generated data
 - Access to the data, including a description for protection of privacy, confidentiality, security, and intellectual property, or other rights
 - A statement of the use of data standards that ensure all documentation describes the method of collection, what the data represent, and plans for archiving and long-term preservation of the data or explaining why long-term preservation and access are not justified
- The Contractor shall assist Barton County with reports, participate in meetings, and provide the effectiveness of policies and practices pertaining to the programs.

Bidding Requirements

Please provide the following:

- Name, address, phone number, and email of the firm office which would be providing the service to Barton County as well as the location of the firm's home office if other than the above
- Former names (if any)
- Insurance coverage
- Annual cost of services
- Ability of staff and technology to successfully and securely deliver services
- Experience providing data analysis services to Drug-Free Community grant recipients (or other similar grant program)
- Integration with the Kansas Communities that Cares (or similar survey) that measures alcohol, tobacco, marijuana, and prescription drug among at least three grades from 6th – 12th.

Project Funding Source

This expenditure is supported by the Drug-Free Communities Support Program Grants, awarded to Barton County by the Centers for Disease Control and Prevention, Department of Health and Human Services, award number 1 NU17CE010086, and is contingent upon grant funding.

Project Timeline

The awarded Contractor shall be available to work with the Project Director by December 1, 2021.

Additional Evaluation Criteria

The Barton County Commission shall evaluate the proposals based on the criteria and weight as set forth below.

Evaluation Criteria	Maximum Score
Ability	5
Experience	5
Integration	5
Total Possible Points	15

Project Inquiries

Questions concerning the Request for Proposal must be submitted in writing via email or letter to:

Marissa J Woodmansee, Project Director
20th Judicial District Juvenile Services
1213 Baker, Great Bend, KS 67530
mwoodmansee@bartoncounty.org
(620) 793-1930

Submission Procedure

1. *Vendors may receive electronic notifications and submit proposals electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.*

OR

2. *Proposals may also be submitted via mail or courier to Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.*

Barton County will not consider any proposal not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. Proposals submitted after the closing date and time will be returned unopened. Proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Awarding Bids/Proposals/Contracts

Barton County reserves the right to reject any and all bids/proposals/contracts and award in the County's best interests. Barton County will award bids/proposals/contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.

Barton County cannot enter into contracts with entities that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a contractor is not excluded or disqualified by either:

- *Checking SAM (www.sam.gov);*
- *Collecting a certification from that Contractor; or*
- *Adding a clause or condition to the cover transaction with that Contractor.*

False or Misleading Statements

In the opinion of Barton County, if your proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of your company and the products and services outlined in your proposal, your proposal will be rejected.

Conflicts of Interest

Vendors must list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

Modification of Bids/Proposals/Contracts

Modifications to bids/proposals/contracts already submitted will be allowed if submitted in writing before the deadline. Modifications shall be submitted and shall not reveal the total amount of either the original or revised proposal.