

# ANCHORAGE JOINT COALITIONS

## Request for Proposal

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| 1. Date of Issue:                | 11.10.14       |
| 2. Deadline to Submit Proposals: | 12.11.14, 4 PM |
| 3. Award to Successful Firm:     | 12.22.14       |

The Anchorage Joint Coalitions (AJC) is seeking a Contractor to conduct an assessment to evaluate behavioral health indicators and related demographic, social, economic, and environmental factors pertaining to youth and young adults aged 9-24 in Anchorage, Alaska. The Anchorage Joint Coalitions will use the findings of the Community Behavioral Health Assessment to determine behavioral health priorities for youth and young adults in Anchorage. Ultimately the AJC will use the findings to develop a logic model to provide targeted behavioral health prevention and early intervention actions through grants awarded to the coalitions of the AJC and other activities. The funding for this effort is through the State of Alaska Department of Health and Social Services (DHSS), Division of Behavioral Health (DBH).

Qualified, interested parties must submit a completed proposal, along with signed cover letter, electronically by 4:00 PM AKDT on December 11, 2014. **Completed proposals should be submitted to Marcia Howell at: [marcia.howell@alaska-ipc.org](mailto:marcia.howell@alaska-ipc.org).**

### About Anchorage Joint Coalitions

Anchorage Joint Coalitions is the collective name of three separate Anchorage based coalitions: Anchorage Youth Development Coalition (AYDC), Community's Mobilizing for Change on Alcohol (CMCA), and Spirit of Youth (SOY). Each coalition was separately awarded funding through the State of Alaska's DHSS, DBH Comprehensive and Behavioral Health Prevention and Early Intervention Services grants. In order to better serve the Anchorage community, the State asked AYDC, CMCA, and SOY to combine resources and work together through the grant implementation process. Together, AYDC, CMCA, and SOY are working as the Anchorage Joint Coalitions (AJC) to ultimately provide comprehensive behavioral health prevention and early intervention actions pursuant to a data-driven logic model. Accordingly, prior to planning and implementing any intervention(s), the AJC must gather data and information pertaining to local behavioral health conditions.

The State of Alaska DHSS, DBH is requiring all grantees to use the five steps of the Strategic Prevention Framework (SPF): 1) Assessment, 2) Capacity Building, 3) Planning, 4) Implementation, and 5) Evaluation throughout the life of the grant. The SPF places Cultural Competency and Sustainability at the core of this process. See Appendix 1 for a copy of the SPF. The SPF process is driven by coalition participation and decision-making. The Contractor will be assisting the AJC with the Assessment phase of the SPF process and will be expected to work cooperatively and collaboratively with the AJC.

## **Definitions**

### **Anchorage**

The Municipality of Anchorage to include Chugiak, Eagle River, Joint Base Elmendorf and Ft. Richardson (JBER), and communities on the Turnagain Arm.

### **Youth and Young Adults**

For the purposes of this RFP, the term “youth and young adults” refer to individuals between the ages of 9 and 24 years old.

### **Behavioral Health**

Behavioral health refers to the three behavioral health conditions of interest: mental health, substance use, and suicide.

### **Mental Health**

A state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.

### **Substance use**

Within this document, substance use refers to the use of psychotropic chemical substances that affect brain function resulting in changes to perception, mood, consciousness, cognition, and behavior.

### **Suicide**

In this document suicide may refer to suicide, suicide attempt, and suicidal ideation.

### **Secondary Data**

Secondary data is existing data that has been previously collected by an entity other than the user. This data may be qualitative or quantitative.

### **Primary Data**

Primary data is data that has been originally obtained through the efforts of the user. Primary data may be qualitative or quantitative.

### **Intermediate Variables**

Within this document, intermediate variables are risk and protective factors for the behavioral health conditions of interest. A risk factor is any attribute, characteristic or exposure of an individual that increases the likelihood of developing a negative health outcome. Protective factors are conditions or attributes in individuals, families, communities, or the larger society that help people deal more effectively with stressful events and mitigate or eliminate risk in families and communities.

### **Priority Area(s)**

The AJC Leadership Team, Assessment Workgroup, and coalition members will use the first report generated from this contract to narrow down the scope of their areas of interest and resulting intervention(s). The focus of AJC’s efforts is referred to as the priority area(s) in this document.

## Scope of Work

The AJC is looking for a Contractor to conduct a comprehensive Community Behavioral Health Assessment. The Community Behavioral Health Assessment is intended to serve as a tool to guide the AJC in making decisions about the behavioral health priorities for youth and young adults in Anchorage. The Contractor will first compile and analyze secondary data around the three behavioral health conditions. After reviewing the secondary data report, the AJC will propose the priority area(s). The Contractor will compile and analyze any additional secondary data specific to those priority area(s) for inclusion in the final report. After the priority area(s) have been identified, the Contractor will design primary data collection methods and analyze the data. The final report will reflect the findings of the secondary data report, as well as the additional secondary and primary data on the priority area(s). The AJC will use the findings from the final report to help the AJC develop a logic model and implement intervention(s) aimed to improve behavioral health outcomes for youth and young adults in Anchorage. The Contractor developing the Community Behavioral Health Assessment must:

- 1.) Design the Community Behavioral Health Assessment
- 2.) Compile and Analyze Secondary Data; Provide First Report
- 3.) Design Primary Data Collection and Analyze the Data
- 4.) Submit a Final Report

All steps will require working closely with the AJC. The Contractor will be required to meet the fidelity requirements as laid out by the State of Alaska DHSS, DBH (see Appendix 2). The AJC Leadership Team will be held responsible for ensuring that the AJC Assessment Workgroup, coalition members, and Contractor are on track to meet the grantor's requirements.

## Prior to submitting a proposal, offerors should consider the following:

### Funding Source

The funds available for this Assessment were secured through the State of Alaska Department of Health and Social Services, Division of Behavioral Health. As a result, the Anchorage Joint Coalitions will be holding the Contractor to the standards and requirements provided by the Grantor. This includes completing all items pertaining to assessment on the fidelity checklist (see Appendix 2) provided by the State of Alaska DHSS, DBH.

### Fidelity to the SPF and Coalition Involvement

Adherence to the Strategic Prevention Framework is essential to ensure fidelity. The SPF is driven by coalition involvement and decision-making. The Contractor will be required to work cooperatively with the AJC Leadership Team, Assessment Workgroup and coalition members and consider their input.

### Cultural Competence

The Strategic Prevention Framework places cultural competence at the center of the framework as a concept that must be incorporated into every step. Cultural competence refers to an ability to interact effectively with people of different cultures and socio-economic backgrounds. The Community Behavioral Health Assessment should reflect cultural competence.

## Deliverables

### Community Behavioral Health Assessment Design

- Work cooperatively with the AJC Assessment Workgroup and Leadership Team to identify all components needed to complete the health assessment.
- Develop a work plan for the Behavioral Health Assessment project including overall process for utilizing coalition resources (see Appendix 3), identifying variables, determining data sources, collecting data, and reporting results.
- Show documented methodology for obtaining data for each indicator.
- Outline the proposed layout of both the secondary data report and final report.

### Secondary Data Compilation and Analysis

- Select initial set of variables from secondary data sources to be considered for inclusion based on input from the AJC Assessment Workgroup and requirements from the State of Alaska DHSS, DBH.
- Identify and analyze common intermediate variables for substance use, suicide, and mental health.
- Compile and analyze data and review results with the AJC Assessment Workgroup, Leadership Team, and Coalitions.
- With input from the AJC, select secondary data for inclusion in the secondary data report.
- Submit a secondary data report with data and analysis on the three behavioral health conditions.
- Following production of the secondary data report, provide support to coalition in priority area(s) selection process.
- After the AJC chooses priority area(s), collect any additional secondary data related to the priority area(s). This will include data on intermediate variables and consequences specifically for the priority area(s). Present additional data to the AJC.
- Identify relevant data gaps.

### Primary Data Collection Design and Analysis

- Document potential variables pertaining to the selected priority area(s) to be collected as primary data based on data gaps from secondary data analysis.
- Identify a plan for addressing the IRB approval process as necessary.
- Develop primary data collection methods and any necessary instruments.
- Train AJC members on primary data collection and assessment principles and practice where appropriate.
- Collect primary data, potentially in partnership with coalition members.
- Analyze primary data.
- Participate in the AJC's efforts to assess community readiness and existing prevention resources.

### The Final Report

The final report will be an in depth examination of behavioral health indicators for mental health, substance use, and suicide, as well as related demographic, social, economic, and environmental factors pertaining to youth and young adults aged 9-24 in Anchorage, Alaska. The final report

will include findings from the Secondary Data Compilation and Analysis as well as the Primary Data Collection Analysis. The final report must be presented in written format complete with references. The narrative must be enhanced with graphs, charts, maps, and other visuals as necessary that will improve clarity and understanding. The final report's executive summary must be written in a lay-language style that is accessible for a diverse set of readers. Other specific requirements for the final written report will be negotiated between the Contractor, the AJC Assessment Workgroup, and the AJC Leadership Team.

## **Eligibility**

AJC is seeking professional services to design and conduct analysis for the Community Behavioral Health Assessment. The offeror must demonstrate:

- A capacity to conduct in-depth research projects;
- Ability to access and analyze secondary data;
- Appropriate analytical and statistical capacity to conduct the assessment;
- Ability to design the methodology for collecting and analyzing primary data;
- A general understanding of and commitment to the Strategic Prevention Framework

## **Proposal Format and Content**

Proposals must be submitted electronically as an email attachment to [marcia.howell@alaska-ipc.org](mailto:marcia.howell@alaska-ipc.org). Offerors are expected to include an introduction, methodology, management plan, timeline, experience and qualifications, and project budget and budget narrative within their offer. Each is detailed within this section.

### **Introduction**

Proposals must include the complete name and address of the Contractor's firm and the name, mailing address, and telephone number of the person AJC should contact regarding the proposal. Proposals must confirm that the Contractor will comply with all provisions in this RFP. Proposals must be signed by a company officer empowered to bind the company. A Contractor's failure to include these items in the proposals may cause the proposal to be determined non-responsive and the proposal may be rejected.

### **Methodology and Management Plan (40 POINTS)**

Offerors should provide a concise narrative statement that sets out the methodology they intend to employ if awarded the contract. This includes information about the overall processes to be used to design, develop, complete, and document the Community Behavioral Health Assessment. This section should address the methods that will be used for both secondary and primary data collection. The methodology should reflect evidence of valid and reliable research and analysis methods.

Offerors should provide a concise narrative statement that sets out the management plan they intend to follow, illustrating how this plan will serve to accomplish the work and meet the project schedule. The management plan will be evaluated on its quality.

### **Timeline (5 POINTS)**

Offerors must provide a proposed timeline for the project based on the deliverables. Offerors must be able to complete all deliverables by the completion of the contract on November 3, 2015. The evaluation committee will evaluate the timeline on the efficiency and feasibility of the project timeline.

### **Experience and Qualifications (50 POINTS)**

Offerors must provide the following:

- A brief narrative description of the organization
- Contractor information, including:
  - Names and titles of key personnel
  - Resumes of key personnel
  - Itemized estimate of costs
  - List of similar community health assessment efforts, if applicable
  - Evidence of Alaska Business License
- Comprehensive list of similar or relevant projects completed by your organization
- At least one sample of a relevant work product
- References and contact information for up to three professional contacts from similar projects the Contractor has completed.

Evaluation of experience will consider the following:

- Experience in conducting community health assessments.
- Quality of sample community health assessment report.
- Experience in accessing and analyzing secondary data sources specific to Alaska and Anchorage.
- Proficiency in timely, comprehensive oral and written communication to all parties involved in previous projects.
- Evidence of working effectively with community coalitions
- Experience in collecting and analyzing primary data
- Experience implementing electronic systems leveraging existing technology to improve ongoing access to and maintenance of the data.
- Demonstration of cultural competence as reflected in previous work.

### **Project Budget and Budget Narrative (5 POINTS)**

Project budget must include a line item budget of all direct and indirect costs associated with the performance of the contract, including, but not limited to total number of hours at various hourly rates, direct expenses, and supplies. For each cost, please provide a brief narrative explanation.

### **Evaluation Criteria**

All proposals will be reviewed for responsiveness. They will then be evaluated on the above categories. Individuals serving on the Assessment Workgroup and Leadership Team of the AJC will evaluate the proposals submitted in response to this RFP. The maximum score a proposal can earn is 100.

This evaluation will not be based on discrimination due to race, religion, color, national origin, gender, age, marital status, pregnancy, parenthood, disability, sexuality, or political affiliation of the offeror.

## **Budget**

The AJC has allocated \$200,000 to support the costs of the Community Behavioral Health Assessment.

## **Duration of Grant**

This RFP is for approximately a ten-month period, beginning December 22, 2014, and ending November 3, 2015.

## **Additional Information**

### **Terms of Agreement**

The Contractor must work cooperatively and collaboratively with the AJC Assessment Workgroup. The purpose of this relationship is to ensure involvement of AJC members in the assessment process.

### **State of Alaska DHSS Grant Regulations**

The Anchorage Joint Coalitions and Contractor will comply with State of Alaska Grant Regulations found at 7 AAC 78. Sections from 7 AAC 78 pertaining to this contract are posted below. The entire document may be downloaded at:

[http://dhss.alaska.gov/fms/grants/Documents/7%20AAC%2078\\_10-16-12.pdf](http://dhss.alaska.gov/fms/grants/Documents/7%20AAC%2078_10-16-12.pdf)

### **7 AAC 78.120 Equal employment opportunity**

- a) The grantee shall post in conspicuous places, accessible to employees and applicants for employment, at the locations of the grantee's grant project, notices setting out the provisions of AS 18.80.220.
- b) The grantee shall state, in solicitation or advertisements for employees to work on a grant project, that the grantee is an equal opportunity employer and that all qualified applicants will be considered for employment without regard to race, religion, color, national origin, age, physical or mental disability, gender, or any other status or condition described in AS 18.80.220 (a)(1).
- c) The grantee shall send to each labor union or representative of workers with which the grantee has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the grantee's commitments to equal employment opportunity and shall post copies of the notice in conspicuous places accessible to employees and applicants for employment, at the location of the grantee's grant project.

- d) The grantee shall include the requirements of this section in the grantee's contracts that are paid for, in whole or in part, with grant money and shall require compliance with the requirements of this section in contracts entered into by the grantee's subContractors.
- e) The grantee shall promptly comply with state directives as necessary to insure compliance with federal and state statutes and regulations relating to the prevention of discriminatory employment practices.

#### **7 AAC 78.180. Subcontracts**

- a) Subject to the requirements of 7 AAC 78.270 and 7 AAC 78.275, a grantee may enter into a subcontract for the performance of an activity required by the grant project only if the grantee
  - 1) remains administratively and financially responsible for the activity and is responsible for the performance of the subContractor;
  - 2) ensures that the subContractor's records are protected, preserved, and retained as required by this chapter;
  - 3) demonstrates that the method of procurement to be used to identify the subContractor for
    - A. operating grants is reasonably competitive;
    - B. meets or exceeds the requirements of AS 36.30 or substantially similar law of another jurisdiction; and
  - 4) obtains department approval before entering into a subcontract; however, if the grant received is an operating grant, the grantee must obtain department approval only before entering into a subcontract with a value of \$5,000 or more.
- b) The grantee shall ensure that a subcontract authorized under this section requires the subContractor to provide the department, the grantee, or a representative of the department or grantee with reasonable access to the subContractor's books, documents, papers, and records if the department or the grantee determines that access to this information is necessary. The subcontract must state that the department may, at any time, obtain and retain the originals of any records generated as a result of the grant project to which the subcontract applies.

#### **Location of Work**

The work is to be performed, completed, and managed at the Contractor's site and at locations where the AJC Assessment Workgroup and Leadership Team may convene. The AJC will not provide workspace for the Contractor.

#### **Right of Rejection**

Offerors must comply with all of the terms of the RFP, and all applicable local, state, and federal laws, codes, and regulations. AJC may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the AJC. If an offeror does, AJC may find the proposal to be a non-responsive counter-offer and reject the proposal. Minor informalities that do not affect responsiveness and/or change the meaning/scope of the RFP may be waived by the AJC. The AJC reserves the right to refrain from making an award if that is determined to be in the AJC's best interest.



### **Disclosure of Proposal Contents**

All proposals and other material submitted become the property of AJC and may be returned only at AJC's option. All proposal information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing and that AJC agree, in writing, to do so. Material considered confidential by the offeror must be clearly identified, and the offeror must include a brief statement that sets out the reasons for confidentiality.

### **Alaska Business License and Other Required Licenses**

At the time the proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Offerors must submit evidence of a valid Alaska business license with the proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal to be determined non-responsive.

### **Preparation Costs**

AJC will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

### **Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. AJC reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculations as to the objectivity of the program to be developed by the offeror. AJC's determination regarding any questions of conflict of interest shall be final.

### **Proposed Payment Procedures**

AJC will make payments based on a negotiated payment schedule.

### **Questions and Discussions with Offerors**

Questions regarding the goal of the assessment, the scope of work, budget, or the deliverables may be directed in writing to Marcia Howell at [Marcia.howell@alaska-ipc.org](mailto:Marcia.howell@alaska-ipc.org). Questions must be received no less than ten days before the deadline for receipt of proposals as to allow the AJC time to share any necessary amendments to all prospective Contractors.

## Appendix 1. Strategic Prevention Framework

The Contractor will be assisting the AJC with the Assessment phase of the Strategic Prevention Framework Process. For more information about the Strategic Prevention Framework, please visit: <http://captus.samhsa.gov/prevention-practice/strategic-prevention-framework>



## Appendix 2. State of Alaska DHSS, DBH Fidelity Checklist

The State of Alaska DHSS, DBH requires that the completed Behavioral Health Assessment include information on the listed fidelity areas.

Fidelity Areas	Data Type	Lead
<b>1. Behavioral Health Conditions – Behaviors and Attitudes</b>		
<b>a. Mental health baseline info</b>	Secondary	Contractor
<b>b. Substance use baseline info</b>	Secondary	Contractor
<b>c. Suicide prevention baseline info</b>	Secondary	Contractor
<b>2. Consequences of priority issue – Personal, family and societal loss</b>	Secondary	Contractor
<b>3. Target population / geographic differences (Anchorage Ages 12-24)</b>	Secondary	Contractor
<b>4. Intermediate variables (risk and protective factor indicators)</b>	Mainly secondary data. Primary data collection where there are gaps (e.g. perception, contributing factors, social norms)	Contractor with assistance from coalition
<b>5. Prevention resources</b>	Secondary	Coalition members with support from Contractor
<b>6. Community readiness</b>	Primary Data	Coalition members with support from Contractor

### Appendix 3. Anchorage Joint Coalitions' Subcontractors

<b>Subcontractors</b>	<b>Work/Role Description</b>	<b>Coalition</b>
<b>Anchorage League of Women Voters/Youth Vote</b>	Youth outreach for assessment/ Awareness building	SOY
<b>ANTHC</b>	Alaska Native data collection and analysis for assessment	AYDC
<b>Police &amp; Firemen Chaplains (Pending)</b>	Community outreach for assessment	SOY
<b>Power Teens</b>	Youth at risk outreach for assessment	AYDC
<b>Sheehy Media</b>	Media outreach when assessment is complete	
<b>Stone Soup Group/VFW/UAA students</b>	Focus groups	CMCA
<b>Tom Begich</b>	AJC project management duties	CMCA
<b>UAA Center for Behavioral Health Research &amp; Service</b>	Behavioral Health & Assessment Expertise	SOY
<b>UAA Dean of Students Office</b>	Student survey information regarding drug/alcohol use, perceptions of drug and alcohol use among college students	CMCA
<b>UAA Justice Center</b>	Anchorage Underage Drinking/ Other Survey (AUDS)	CMCA
<b>YWCA</b>	Cultural Responsiveness Review and Engagement	AYDC