



## **REQUEST FOR PROPOSALS (RFP)**

### **GRANT ADMINISTRATION SERVICES & COMMUNITY PREVENTION SPECIALIST SERVICES**

**for**

### **COMMUNITY PREVENTION GRANT**

**designed to prevent the use, misuse, or abuse of  
tobacco, alcohol, opioids or controlled substances  
and activities designed to prevent suicide**

***Carbon County Board of Commissioners***

*PO Box 6, Rawlins, WY 82301*

*Phone: (307) 328-2668 \* [www.carbonwy.com](http://www.carbonwy.com)*

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## I. Instructions to Respondents

- A. All responses to this RFP shall be sent to:  
Carbon County Board of Commissioners  
c/o Carbon County Clerk  
PO Box 6  
Rawlins, WY 82301
- B. Please place six (6) copies of your response in a sealed envelope and clearly label in the lower left hand corner "RFP – Prevention Grant Administrative Services". No faxed, e-mailed or telephone statements will be accepted.
- C. All responses shall be received by the date/time in Section III, Tim Schedule at which time they will be opened.
- D. Responses should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- E. Any questions concerning the County's specifications or RFP process shall be directed in writing to Gwynn Bartlett, Carbon County Clerk at [gwynnbartlett@carbonwy.com](mailto:gwynnbartlett@carbonwy.com) by Friday, December, 1 2023 at 12:00 p.m. MST.

## II. Award of Contract

The Carbon County Board of Commissioners will make the final decision and award the contract. The County reserves the right to reject any and all proposals submitted, to request clarification or additional information from competitors, and to waive any irregularity in the proposal. Formal interviews may be conducted.

The County also reserves the right to award a contract to the Contractor that presents the proposal which, in the sole judgment of the County best demonstrates the expertise desired by the County. This Request for Proposal does not represent a commitment on the part of the County to award a contract.

## III. Time Schedule

The following schedule is supplied as a guideline rather than a set of absolute deadlines. The County reserves the right to modify or alter the schedule as needed.

TIME SCHEDULE	DATE
Issue RFP	Monday, November 13, 2023
Proposal Submission Deadline	Thursday, December 14, 2023 at 2:00 p.m. MST
Evaluation of Proposals	Through January 10, 2023
Award Final Decision	Tuesday, January 16, 2024
Notify Vendor of Award	ASAP after decision

#### IV. Selection Criteria

The relevant experience of each assigned party of each Contractor will be evaluated as it relates to the Scope of Work. A committee will review the responses to the Request for Proposal and will make a selection recommendation to the Carbon County Board of Commissioners.

Proposals will be evaluated based on the criteria and scoring system shown below:

CRITERIA	WEIGHT GIVEN
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFP	10
Experience and qualifications for grant administration	20
Prevention experience including other Wyoming Department of Health grants	15
Capacity to complete scope of work	15
Current & expected workload July 2024-June 2026	10
Fees associated with grant administration if the project is funded	10
History of firm and staffing resources including the firm's and staff's familiarity and experience with Carbon County and its communities	20
Total	100

#### V. Terms and Conditions

- A. The County reserves the right to reject any and all RFP responses, and to waive minor irregularities in any response.
- B. The County reserves the right to request clarification of information submitted, and to request additional information from any Contractor.
- C. The County reserves the right to award any contract to the next most qualified Contractor, if the successful Contractor does not execute a contract within thirty (30) days after the selection of the contractor.
- D. Any response may be withdrawn up until the date and time set above for opening of the RFP responses. Any response not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the County the services described in the attached specifications, or until one or more of the responses have been approved by the County administration, whichever occurs first.
- E. The professional services contract resulting from acceptance of a response by the County shall be in a form supplied or approved by the County, and shall reflect the specifications in this RFP. The County reserves the right to reject any proposed agreement or contract that does not conform to

the specifications contained in this RFP, and which is not approved by the Carbon County Board of Commissioners.

- F. The County shall not be responsible for any costs incurred by the Vendor in preparing, submitting or presenting its response to the RFP.

## **VI. Scope of Work**

### **A. Grant Administration**

Services to include:

1. Prepare and submit the general grant application package and any later amendments to the appropriate agency. This shall include solicitation of applications for funding for the grant;
2. Provide the County with grant administration services necessary to carry out all requirements of the Grant Agreement and any necessary technical assistance to the county to implement the program. A copy of the current 2022-2024 Grant Agreement is available upon request for reference of requirements;
3. Provide reports to the County on progress and performance of grant budgets included in Grant Agreements or approved amendments;
4. Prepare and submit all required reports and reimbursement requests as outlined in Grant Agreements;
5. Prepare and retain all pertinent records and document sufficient to reflect all charges submitted, all correspondence and other related documents. Retain such records and documents for a period as required in the Grant Agreements and provide the county with an organized binder or file with all the information upon completion of the grant. If no such period is referenced maintain at least seven (7) years.
6. Carryout the entire scope of work of the grant agreement, Attachment A to this RFP, which is subject to change by the state. This can be either through a staff member of the Contractor or a subcontractor hired directly by the Contractor with county approval of that subcontractor to act as the "Service Provider". Responsibilities of the Service Provider are those in Attachment B.

## **VII. Proposal Requirements**

**Please answer each of the following in order in your response:**

- A. Grant Administration and Implementation Experience:
  1. Describe Contractor's experience administering and implementing Prevention grants and/or other federal funded program grants;
  2. Describe past performance that demonstrates ability to complete the project in a timely and cost-efficient manner;
  3. Describe proposed program management and recordkeeping systems;
  4. State the overall qualifications, duties and availability of project staff to be assigned to this contract.

**B. Budgets:**

1. Submit a cost schedule for all services necessary to complete the work described above. The proposal should specify the major components, the cost breakdown by major component or phase, and the amount of hours (by classification) necessary to complete each component based on the “Scope of Work”;
2. Provide a total proposed “not to exceed” cost of the services including a fee schedule describing all charges and hourly rates for services for your staff and/or a Subcontractor, if used;
  - a. Payment by the County for the services will only be made after the services have been performed, and itemized billing statement is submitted in the form specified by the State and County and approved by the appropriate County representative, which shall specifically set forth the services performed, the name of the person performing such services, and the charge rate for such person. Payment shall be made on a monthly basis, within thirty (30) days after receipt of such billing statement.

**C. Other**

1. Describe the applicable staff’s familiarity and experience with Carbon County communities, networks, general cultures, prevention history, workforce, demographics, and needs.
2. Describe your current and expected workload for the period January 2024 through June 2026. This is basically the application period through the grant period.
3. Describe what you see as the risk factors and needs of the community (county) as it relates to prevention.
4. How would you engage the community at large in all facets of prevention?

## **VIII. Contract Requirements**

Federal procurement standards mandate that the selected Contractor adhere to all Federal statutes and executive orders and their implementing regulations.

## **IX. Conflict of Interest**

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of any selection committee, any member of the Carbon County Board of Commissioners, or any employee of the Carbon County Board of Commissioners. Any party attempting to influence the Request for Proposal process through ex-parte contract may be subject to rejection of their proposal.

## ATTACHMENT A: STATEMENT OF WORK

### General Description

This document is intended as a Statement of Work (SOW) to identify and describe key milestones, deliverables for services, and products required, under the contract between Carbon County, Wyoming (County) and Greater Wyoming Big Brothers Big Sisters (Subcontractor) for community-based alcohol, tobacco, opioid, other drug, and suicide prevention in Carbon County. Services shall be provided to the entire county population as resources and capacity allow.

### Notification

To ensure coordination between the County and Subcontractor, the subcontractor shall timely notify the County of developments that have a significant impact on the Contract-supported deliverables. Notification within ten (10) business days shall be given to the County in the case of problems, delays, or adverse conditions which materially impair Subcontractor's ability to meet the deliverables of the Contract. This notification shall include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

All expenses must be reasonable; they must be allocable to the funding and deliverables; they must be given consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.

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Subcontractor agrees to:

Date

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### 1. Community Prevention Grant Personnel

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Subcontractor will appoint at least one (1) person to be responsible for grant administration, tracking, reporting and grant compliance.

Subcontract -funded personnel will be responsible for carrying out and meeting requirements of the Statement of Work.

Ongoing

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### 2. Work Plan

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2.a Utilize county-level data to assess needs and identify strategies for each focus area. Data must be from a reliable and verifiable source. Prior to work plan submission

2.b Through a collaborative effort with one (1) or more local prevention coalitions focused on substance abuse prevention and suicide prevention, complete a twenty-four (24) month work plan with an associated budget utilizing the strategic prevention framework model. The workplan must address each of the four (4) nationally recognized tobacco prevention and control goals. All strategies in the work plan must be evidence-based. It is recommended that the County reference the Wyoming State Alcohol Plan, the CDC Best Practices for Comprehensive Tobacco Control Programs, and the state suicide prevention plan, to include the national and state suicide prevention goals. The Agency will provide planning documents and technical assistance to aid with this process. The County will work with the Wyoming Department of Health to negotiate final approvals on behalf of the County. Strategies in the work plan must be culturally appropriate policy, systems, and environmental strategies and activities which seek to improve health equity. Prior to first payment

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### 3. Strategic Plan

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3.a Through a collaborative effort with one (1) or more local prevention coalitions, subcontractor shall prepare and submit a five (5) year strategic plan(s) to the County by June 15, 2022. A template will be provided by the Wyoming Department of Health and all information requested in the template will be required. When necessary, the Subcontractor and Wyoming Department of Health will work together and negotiate final approvals on behalf of the County. The Wyoming Department of Health will provide the previous county capacity assessment and assistance with this process. June 30, 2022

3.a.1 Required components of each strategic plan include: adult overconsumption, underage alcohol and youth marijuana use, tobacco prevention, opioid/prescription drug misuse/abuse and other drugs, suicide prevention, and a capacity enhancement and sustainability plan.

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<b>4. Implementation</b>		
4.a	Work with a local prevention coalition to implement the jointly approved work plan and strategic plan(s), with fidelity to the Strategic Prevention Framework model.	Following joint approval of plans.
4.b	Work with at least one (1) local prevention coalition or advisory council.	Ongoing
4.b.1	Membership should consist of a diverse and relevant stakeholder group. Local Prevention coalitions must include representation from the following groups: community stakeholders, community leaders, local public health, and multi-disciplinary and diverse community partners such as healthcare systems, housing, businesses, faith-based organizations, and education.	
4.b.2	Educate the local prevention coalition(s) and other stakeholders on the principles of the Strategic Prevention Framework model.	Ongoing
4.b.3	Keep and make available for public view, upon written request, agendas and minutes of local prevention coalition meetings, advisory council meetings, or other public meetings.	Ongoing
4.b.4	In collaboration with the WDH, the Subcontractor will create a memorandum of understanding to be signed by the County and the local prevention Coalition	December 1, 2020
4.c	Provide information to the WDH and WDH contractors for reporting, evaluation, and additional requests by the WDH as outlined in the Community Prevention Guidance documents, which are incorporated into the Agreement by this reference, including any future revisions.	Ongoing
4.c.1	On at least a monthly basis, update information within an WDH provided strategy management system.	Monthly
4.c.2	Monitor outcomes and information within the strategy management system in order to manage performance and make quality improvement adjustments as necessary.	Monthly
4.d	Utilize available technical assistance to ensure maximum outcomes.	Ongoing
<b>5. Professional Development</b>		
5.a	Ensure at least one (1) person attends one (1) statewide training, per Grant award year, at the discretion of the WDH. The WDH may suggest or help facilitate additional statewide or regional trainings.	June 30, 2022
5.b	Encourage and provide support to at least one subcontractor employee to be certified as a prevention professional through an approved credentialing organization.	Ongoing

5.c	Ensure appropriate Grant personnel or stakeholders attend the Substance Abuse Prevention Specialist Training within six (6) months of hire date. Encourage and provide support to personnel funded by the Grant to attend other trainings suggested by the WDH.	Ongoing
5.d	Specialized technical assistance will be provided regularly and as needed by the WDH or another contractor. Grant funding is allocated for technical assistance.	Ongoing
5.e	Request additional technical assistance when need is identified by subcontractor, county, or WDH	Ongoing
<b>6. Additional Provisions</b>		
6.a	Complete a monthly time study of Grant-funded personnel time and effort spent on adult overconsumption, underage alcohol and youth marijuana use, tobacco prevention, opioid/prescription drug misuse/abuse and other drugs, suicide prevention, and any other topics. All time studies shall be documented on the WDH provided reimbursement request. The Subcontractor, WDH, and County will work together to streamline this reporting as possible.	Ongoing
6.b	Prepare and complete for County a reimbursement request and supporting documentation on a template provided by the WDH for County approval and submission to WDH.	Ongoing
6.c	Notify the County, in writing, within ten (10) business days of any personnel change related to this Agreement.	Ongoing
6.d	Allow the County or its designee to conduct periodic on-site fiscal monitoring and evaluations of the services performed by the subcontractor under this Agreement.	Ongoing
6.e	Submit changes in writing (includes submission by email) to the WDH and County for work plans, strategic plans, or budget reallocations. The WDH, subcontractor, and County will work collaboratively to approve the final changes.	Ongoing
6.e.1	Subcontractor shall provide the County a written explanation of any changes. The County, Subcontractor, and WDH will work collaboratively to approve the changes within thirty (30) days of the submission date and execute a Contract amendment under Section 8.A of the Agreement.	
6.f	Subcontractor shall designate appropriate members to meet with the WDH on a monthly basis, as mutually agreed upon by the subcontractor, WDH and County to discuss deliverable performance, community success and barriers, system quality improvement, and other issues as necessary.	Ongoing
6.g	Ensure any individually identifiable health information or any data that constitutes protected health information under the Health Insurance Portability and Accountability Act (HIPAA) will not be collected, obtained, or shared directly or	Ongoing

	indirectly without written permission from the WDH and County. Exceptions to this may be granted at the discretion of the County.	
6.h	Ensure that funding provided under this Agreement will not be utilized by funded personnel to attempt to influence government officials or elected representatives in regard to appropriation(s), legislation, or legislative policy. Attempts to influence government officials includes, but is not limited to, requests for appropriations, or unsolicited opinions on legislative changes that affect the delivery of prevention programs using any means of communication. Education on the impact of tobacco, substance abuse and suicide at the community level is allowed. This restriction does not apply to elected county officials or their representatives not directly employed with Grant funding, and local prevention coalition members not directly employed with Grant funding, however, funding from this Grant may not be used to fund such activities.	Ongoing
6.i	Ensure funds are not used for restricted activities including, but not limited to: DUI education; substance abuse assessments; individual client services; capital construction projects or the purchase of buildings or other long-term capital investments unless otherwise specifically provided herein; endowment funding; religious purposes; grants to individuals; payment of deficits or retirement of debt; supplanting; programs or services that deny service based on sex, color, race, religion, national origin, sexual orientation, or disability; any program or organization with a direct conflict of interest.	Ongoing
6.j	To ensure coordinated statewide public information, subcontractor is encouraged to collaborate with WDH on their statewide media campaign. All media shall be in accordance with the media guidance provided in the Community Prevention Guidance Document. If subcontractor includes the WDH logo, the media must be pre-approved by the WDH. The WDH Public Information Officer is available to assist with media, as needed.	Ongoing

## 7. Budget

Budget amounts and payment schedule will follow the County's Grant Application, which is incorporated into the Agreement by this reference.

### 8.a Community Prevention Services Delivery

8.a.1 Includes salary and benefits, equipment and supplies, and operational support directly associated with the Agreement.

8.a.2 Operational supports include, but are not limited to, communication, internet, copies, fax, office supplies/equipment purchases and rentals, office space, utilities, and postage directly associated with the Agreement.

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8.a.3 Annual time and effort for each category should follow these funding allocations as determined in the County's work plan.

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8.b Community Prevention Services Implementation

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8.b.1 Allocation of funding for community development of education/information dissemination and implementation of work plan shall be used to support evidence-based strategies and implementation plans.

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8.b.2 Funding allocation for implementation activities in each category will be determined after completion of the work plan. The following is provided as allowable percentage allocation in each category: 22% - 28% Suicide Prevention; 20% - 26% Adult Overconsumption Prevention; 20% - 26% Underage Alcohol and Youth Marijuana Use Prevention; 22% - 28% Tobacco Prevention and 4%-10% Opioid/Prescription Drug and Other Drug Prevention.

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8.c Capacity Enhancement

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8.c.1 Allocation of funding for development of community and organizational capacity based on needs identified in the capacity evaluation completed by the contracted evaluator. Funding shall be used to support evidence-based strategies and implementation plan.

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8.d Technical Assistance

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8.d.1 Technical assistance is critical to the success of community programs. County may use Grant funds to pay invoiced costs for technical assistance initially provided by the Agency or its approved vendor.

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8.e Indirect

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8.e.1 County will forward indirect costs from the County Prevention Grant to subcontractor. Subcontractor shall be paid at a maximum of 10% of the County's Community Prevention Grant invoiced expenditures. Subcontractor must make request for indirect costs both in the approved budget and on reimbursement requests. Indirect expenses are payable to subcontractor for the cost of administering the Agreement.

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**ATTACHMENT B**  
**RESPONSIBILITIES OF SERVICE PROVIDER**

In conjunction with the Contractor, Service Provider shall:

- 1.1.** ACT AS THE COMMUNITY PREVENTION SPECIALIST IN CARBON COUNTY, WY.
- 1.2.** FACILITATE THE LOCAL PREVENTION COALITION MEETINGS ON AT LEAST A MONTHLY BASIS.
- 1.3.** KEEP AND MAKE AVAILABLE FOR PUBLIC VIEW, UPON WRITTEN REQUEST, AGENDAS AND MINUTES OF COALITION MEETINGS OR OTHER PUBLIC MEETINGS.
- 1.4.** ASSIST WITH BUILDING COALITION MEMBERSHIP.
- 1.5.** EFFORTS TO ENSURE THAT COALITION MEMBERSHIP CONSISTS OF A DIVERSE AND RELEVANT STAKEHOLDER GROUP WHICH INCLUDES LAW ENFORCEMENT, COMMUNITY AGENCIES, SCHOOL DISTRICT, HIGHER EDUCATION INSTITUTES, BUSINESS OWNERS, PUBLIC HEALTH, HOSPITAL PERSONNEL, ETC.
- 1.6.** DEVELOP COMMUNITY ENGAGEMENT ACTIVITIES AND PROVIDE EDUCATION/TRAINING FOR NEW COALITION MEMBERS AS NEEDED.
- 1.7.** MEET WITH THE WYOMING DEPARTMENT OF HEALTH-PUBLIC HEALTH DIVISION (WDH-PDH) AS REQUESTED.
- 1.8.** PROVIDE TECHNICAL ASSISTANCE FOR SUSTAINABILITY.
- 1.9.** ATTEND RELEVANT WDH-PDH MEETINGS, AS APPROVED BY CONTRACTOR.
- 1.10.** ASSIST WITH ONE-ON-ONE MEETINGS WITH POTENTIAL NEW COALITION MEMBERS.
- 1.11.** MEET ALL REPORTING REQUIREMENTS INCLUDING THOSE FOR STATE AND FEDERAL GRANTS.
- 1.12.** PROVIDER WILL FACILITATE THE PROCESS FOR IMPLEMENTING CARBON COUNTY'S APPROVED PREVENTION WORKPLAN, STRATEGIC PLAN(S), AND BUDGET FOR BIENNIUM, WITH FIDELITY TO THE STRATEGIC PREVENTION FRAMEWORK MODEL.

- 1.13.** ON AT LEAST A MONTHLY BASIS, UPDATE INFORMATION WITHIN THE WDH PROVIDED STRATEGY MANAGEMENT SYSTEM(S)
- 1.14.** MONITOR OUTCOMES AND INFORMATION WITHIN THE STRATEGY MANAGEMENT SYSTEM TO MANAGE PERFORMANCE AND MAKE QUALITY IMPROVEMENT ADJUSTMENTS AS NECESSARY.
- 1.15.** PROVIDE INFORMATION TO CONTRACTOR AND THE COUNTY FOR REPORTING, EVALUATION, AND ADDITIONAL REQUESTS BY WDH-PHD AS OUTLINED IN THE COMMUNITY PREVENTION GUIDANCE DOCUMENTS.
- 1.16.** SUBMIT MONTHLY INVOICES AND REPORTS TO THE CONTRACTOR SUMMARIZING THE AMOUNT OF TIME EXPENDED AND DESCRIBING ACTIVITIES UNDERTAKEN DURING THE PREVIOUS MONTH.
- 1.17.** ATTEND VARIOUS MEETINGS AS MAY BE REQUESTED OR REQUIRED.
- 1.18.** ENSURE ALL PREVENTION PLAN RELATED EXPENDITURES ARE APPROVED IN ADVANCE OF OBLIGATION BY CONTRACTOR. OPERATE WITHIN CONTRACTOR FISCAL POLICIES, ENSURING CONTRACTOR PROCEDURES, FORMS, AND PROCUREMENT PROCESSES ARE ADHERED TO WITHIN THE PERFORMANCE OF IMPLEMENTING THE PREVENTION WORKPLAN AND BUDGET.
- 1.19.** ENSURE CONTRACTOR RECEIVES ADVANCE PRIOR NOTICE AND PROVIDES APPROVAL FOR ALL CHARGES AND EXPENSES INCURRED IN RELATION TO THE APPROVED WORKPLAN AND BUDGET. ENSURE ALL TRAVEL, TRAINING, AND MEETING EXPENSES RECEIVED PRIOR APPROVAL FROM CONTRACTOR CEO OR CFO. ENSURE ANY AND ALL PROCUREMENT IS COMPLETED WITHIN THE REQUIREMENTS OF THE CONTRACTOR PROCUREMENT POLICIES.
- 1.20.** PERFORM OTHER RELATED DUTIES AS MAY BE ASSIGNED.