

Andrew M. Cuomo
Governor

Arlene González-Sánchez
Commissioner

**New York City Alcohol and Substance Abuse
Prevention Services**

Request for Proposals

April 2014



NEW YORK STATE
OFFICE OF ALCOHOLISM & SUBSTANCE ABUSE SERVICES
Addiction Services for Prevention, Treatment, Recovery

**OASAS 2014 Request for Proposals:
New York City Alcohol and Substance Abuse Prevention Services
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**NEW YORK STATE
OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES**

New York City Alcohol and Substance Abuse Prevention Services RFP

Expected Timetable for Key Events:

Release Date	April 23, 2014
Letter of Intent MANDATORY	5:00 PM EST May 23, 2014
Bidder’s Conference.....	June 3, 2014
Closing Date for Submission of Bidder Inquiries.....	5:00 PM EST June 11, 2014
Answers to Bidder’s Inquiries on or about	June 20, 2014
Closing Date for Receipt of Bidder’s Proposals	5:00 PM EST July 7, 2014
Anticipated Evaluation and Selection.....	September 8, 2014

All Inquiries to:

Karen Stackrow
New York State Office of Alcoholism and Substance Abuse Services
1450 Western Avenue, 4th Floor
Albany, New York 12203-3526
procurements@oasas.ny.gov
Reference: “New York City Alcohol and Substance Abuse Prevention Services RFP”

Submission of Proposal to:

Karen Stackrow
New York State Office of Alcoholism and Substance Abuse Services
1450 Western Avenue
4th Floor
Albany, New York 12203-3526
Reference: “New York City Alcohol and Substance Abuse Prevention Services RFP”

Please be aware that any expenses your agency incurs in the preparation and submission of the proposal(s) will not be reimbursed by the State. Your agencies continued interest in providing services to the State of New York is appreciated.

- **FUNDING AVAILABLE:** Up to \$15.7 million is currently available annually. This amount may increase or decrease based on future State appropriations.

- **GEOGRAPHIC DISTRIBUTION:** Awards will be made to serve youth and communities in the five boroughs of New York City according to these maximum amounts per borough:

Kings	\$5,080,340
Queens	\$3,732,326
Bronx	\$3,212,482
Manhattan	\$2,533,970
Richmond	\$1,180,439

GRANT PARAMETERS:

The minimum amount of any award made under this RFP must cover the cost of employing at least three (3) direct service Full Time Equivalents (FTEs), as OASAS has determined that this is the minimum staffing level to adequately deliver a viable prevention program. The maximum amount of your proposal is one-half of the amount available in each borough (see above geographic distribution). **If proposing to deliver prevention services in more than one borough, applicants must complete and submit a separate application and budget for each borough.**

ELIGIBLE APPLICANTS:

Corporations organized or existing pursuant to the not-for-profit corporation law and, non-public schools in good standing (where applicable). All applicants must have completed the not-for-profit prequalification process. (See section II C. and H. for full details)

I. INTRODUCTION AND BACKGROUND

A. Purpose of Request for Proposals

The New York State Office of Alcoholism and Substance Abuse Services (OASAS) announces the availability of funds for alcohol and substance abuse prevention services to serve youth within the five boroughs of New York City (NYC). Alcohol and substance abuse prevention services in NYC, currently funded by OASAS through contracts that expire June 30, 2014, will now be awarded through a competitive Request for Proposal (RFP) process, with the exception of the prevention contract with the NYC Department of Education which receives a specific appropriation in the budget. This is in alignment with the Governor’s goal to make all state agencies’ procurement processes more transparent and competitive.

OASAS is the state agency responsible for planning, developing, and regulating one of the nation’s largest addiction service systems that includes prevention, treatment, and recovery services. OASAS defines alcohol and substance abuse prevention as a pro-active, research-

based, data-driven process utilizing effective strategies and programs to prevent and reduce alcohol and substance abuse in individuals, families, and communities. This prevention framework encompasses the identification of specific risk and protective factors at the local level that have been shown to either increase or reduce the likelihood of the development of alcohol and substance abuse among adolescents.

Identifying local risk and protective factors, and selecting Evidence-Based Programs and Strategies (EBPS) which are both appropriate and culturally relevant for addressing those risk and protective factors for specific target populations, fosters efficient resource management and increases the likelihood of positive outcomes in accomplishing the following goals, which are objectives of OASAS funded prevention services:

- Reduce the prevalence of alcohol and substance abuse in the NYS population;
- Delay the initiation of alcohol and substance abuse among youth as long as possible;
- Decrease the negative health, social, educational, and economic consequences and costs associated with alcohol and substance abuse; and
- Prevent the escalation of substance use behaviors to levels requiring treatment through early identification, brief intervention and referral to treatment.

Applicants should be familiar with the current OASAS Prevention Guidelines, and for assuring that their proposals are fully consistent with the requirements therein. The terms and requirements of these Guidelines will be incorporated into all contracts awarded under this RFP. The Prevention Guidelines are located on the OASAS website at: <http://www.oasas.ny.gov/prevention/index.cfm> The Prevention Guidelines define and describe acceptable prevention services, strategies, and activities, and provide minimum program performance standards in the areas of service availability/delivery, personnel and fiscal policies, recordkeeping and data reporting. Furthermore, all alcohol and substance abuse prevention services that can be delivered under this RFP are listed in the Prevention and Early Intervention Service Approaches and Activities Glossary, which is found in Appendix B.

B. Funding

Up to \$15.7 million is available annually for this initiative, to support alcohol and substance abuse prevention services for youth (ages 5-20) and communities in the five boroughs of New York City. There are no capital funds available through this RFP.

C. Availability of the RFP

The RFP will be available on the OASAS website. An announcement regarding the RFP will be e-mailed to all known potential eligible agencies and will be advertised in the NYS Contract Reporter. The RFP will also be available on NYS Grants Gateway Grant Opportunity Portal at: https://grantsgateway.ny.gov/Intelligrants_NYSSGG/module/nysgg/goportal.aspx

II. PROPOSALS AND SUBMISSIONS

A. Letters of Intent -- MANDATORY

Agencies interested in responding to the Request for Proposals are **required** to submit a non-binding Letter of Intent. The letter of intent to bid must be mailed, sent via delivery service or hand delivered by the organization or the organization's representative to the Designated Contact Agent. Letters that are mailed must be postmarked by May 23, 2014. Letters that are sent by delivery service or hand delivered must be received by 5:00 p.m., Eastern Standard Time May 23, 2014. The letter of intent to bid must include the vendor's name, mailing address, a valid electronic mail address, fax number, telephone number, a statement of intent to bid for the subject Request for Proposals, and an authorizing signature. Electronic mail and faxed letters of intent to bid will not be accepted. A letter of Intent to Bid form has been included for your convenience (Appendix F).

Any amendments to the RFP will be sent only to the designated contacts of organizations who timely submit a letter of intent to bid.

Please mail the Letter of Intent to:

Karen Stackrow
New York State Office of Alcoholism
and Substance Abuse Services
1450 Western Avenue,
4th Floor
Albany, New York 12203-3526
Attn: Letter of Intent -
New York City Alcohol and Substance Abuse Prevention Services RFP

B. Bidders Conference

A non-mandatory Bidders' Conference will be held on June 3, 2014 from 1:30 PM until 3:30 PM at OASAS' offices located at 501 7th Avenue, New York, New York 10018. **Only those applicants that submit a Letter of Intent by the deadline may attend the Bidders Conference.**

During this meeting, OASAS staff will provide an overview of the RFP and will be available to answer questions related to this RFP. If an applicant is unable to attend the meeting in person, OASAS will make arrangements for participation via conference call. Such applicants should contact the Designated Contact Agent below for details.

C. Prequalification Requirement for Not-for-profit Applicants - MANDATORY

The State of New York has implemented a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. All not-for-profit agencies seeking to do business with the State of New York are required to submit

commonly requested documents, answer frequently asked questions once and submit updates to this information periodically. The application requests organizational information about the agencies capacity, legal compliance, and integrity. Your pre-qualification status is valid for three years so long as all of your required documents on file are current and up to date. This includes your Form 990, charities registration and audit. If one of those or any other time-sensitive document expires and a new document or proof of request for an extension is not uploaded then your pre-qualification status will be placed under review and you will not be eligible to submit a response to this RFP.

Only those applicants that have completed the prequalification process are eligible to submit a proposal in response to this RFP. Following is a summary of the steps that must be undertaken in order for you to prequalify.

Go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The form must be signed and notarized by an authorized representative of your organization, and must be sent to the Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.

Upon submission of your Registration Form, you will be provided with a User ID allowing you to gain access to the Gateway. From there, please logon to the Gateway System and begin your Prequalification Application at:

(https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx)

Agencies who already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.

As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the “grantees” section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, contact your State agency program contact, or post your question to GrantsReform@Budget.ny.gov, and someone will get back to you quickly with a response.

Agencies are strongly encouraged to begin the process as soon as possible in order to participate in this RFP bid competition.

Failure to prequalify will serve as a bar to grant eligibility. If you have any questions about prequalification, please go to the Grants Reform website or contact the OASAS prequalification specialist, Karen Stackrow at procurements@oasas.ny.gov

D. Designated Contact Agent

OASAS has designated a Contact Agent who shall be the exclusive OASAS contact from the time of issuance of the RFP until the issuance of the Notice of Award (restricted time period). Applicants may not communicate with any other personnel of OASAS regarding this RFP during the restricted time period. The designated contact agent is:

Karen Stackrow
New York State Office of Alcoholism
and Substance Abuse Services
1450 Western Avenue
Albany, New York 12203-3526
procurements@oasas.ny.gov

E. Inquiries Related to the RFP

Any questions or requests for clarification about this RFP must be received in writing by 5:00 p.m. on June 11, 2014 and must be directed to the designated contact agent referenced above. All inquiries must be typed and include your name, organization, mailing address, email address, and fax number. Please reference the **New York City Prevention Services Alcohol and Substance Abuse RFP**. To the degree possible, each inquiry should cite the RFP section to which it refers. Inquiries may be submitted only by mail or e-mail. OASAS will not entertain inquiries via telephone, made to anyone other than the designated contact agent or received after the deadline date. Inquiries will not be answered on an individual basis. Written responses to inquiries submitted by the deadline date and all questions asked at the Bidders' Conference will be emailed to all potential posted on the OASAS website www.oasas.ny.gov on or about June 20, 2014.

F. Addenda to the RFP

In the event that it becomes necessary to revise any part of the RFP, an addendum will be posted on the OASAS website and emailed to those individuals that have submitted a timely Letter of Intent.

G. Key Events/Timeline

RFP Release Date	April 23, 2014
Mandatory Letter of Intent Due	May 23, 2014
Bidders Conference	June 3, 2014
Questions Due	June 11, 2014
Questions and Answers posted to website	June 20, 2014 (on or about)
Proposals Due	July 7, 2014

H. Eligible Applicants

OASAS is seeking funding proposals from corporations organized or existing pursuant to the not-for-profit corporation law and, non-public schools (private schools) organized or existing as not-for-profit Education Corporations authorized by the New York State Education Department that are **in good standing** (where applicable) and have completed the mandatory not-for-profit prequalification process.

Local Government Units and the New York City Department of Education are not eligible to apply.

For purposes of this solicitation the following definitions apply:

Local Governmental Unit: As defined in New York State Mental Hygiene Law, section 41.03 paragraph 5, local governmental unit “*means the unit of local government given authority in accordance with this chapter by local government to provide local services.*”

In good standing: Applies only to current OASAS certified or funded prevention agencies, this is defined as completion of a Program Performance Review (PPR) with no unresolved Management Plan within the prior two years. The PPR addresses provider compliance with the standards contained in the current OASAS Prevention Guidelines, credentialing requirements, fiscal viability, and timely submission of all required programmatic and fiscal reports.

Applicants are advised that OASAS certified or funded agencies must be in good standing to submit an application.

I. Format of Proposal and Instructions for Submission

Format

Applicants must submit a separate proposal for each borough identified in this RFP in which they propose to provide services. The proposal should be typed double-spaced on both sides of 8 ½" x 11" paper. Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Each proposal should contain:

1. Proposal Cover Letter
A Proposal Cover Letter will transmit the applicant agency’s Proposal Package to OASAS. It should be completed, signed, and dated by an authorized representative of the applicant agency. The letter should include a designated agency contact name, phone number and e-mail address.
2. Proposal Narrative
The Proposal Narrative should be concise (no more than 20 pages, not including attachments).
3. Resumes and/or Job Descriptions which detail qualifications for key staff as well as proposed salaries.
4. Organizational Chart indicating where the proposed prevention services will function within the agency’s structure.
5. Documentation regarding NYS Mandated Reporter.
6. Information regarding compliance with criminal background check provisions of the Justice Center legislation and Part 805 of the OASAS regulations.
7. Documentation demonstrating not-for-profit status.
8. Agency’s Conflict of Interest Policy.
9. Program Budget Form – Appendix A
10. Budget Narratives for Start-up and Fully Annualized Budgets

11. Most recent Financial Audit Report or Certified Financial Statement

Submission Process

ONE ORIGINAL AND FOUR COPIES in a sealed envelope of complete proposals must be mailed, sent via delivery service or hand delivered by the organization or the organization's representative to address below:

Karen Stackrow
New York State Office of Alcoholism
and Substance Abuse Services
1450 Western Avenue,
Albany, New York 12203-3526
Attn: Proposal -
New York City Alcohol and Substance Abuse Prevention Services RFP

The cover of the sealed envelope should be labeled “**New York City Alcohol and Substance Abuse Prevention Services RFP**”. **All applications must be received by 5 p.m. July 7, 2014.**

III. ADMINISTRATIVE INFORMATION

A. Vendor Responsibility

Pursuant to New York State Finance Law section 163(3) (a) (ii), State agencies are required to ensure that contracts are awarded to responsible vendors. A determination of responsibility includes, but is not limited to, an affirmative review of an applicant's qualifications, legal authority, financial stability, integrity and past contract performance. A vendor responsibility review, including completion of a vendor responsibility questionnaire, will be required of any successful applicant. OASAS requires a successful applicant to formally communicate any changes in its responsibility disclosure. Failure to disclose any changes provides OASAS with the right to terminate the contract for cause.

OASAS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://osc.state.ny.us/vendrep/documents/system/checklist.pdf> or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at (866) 370-4672 or (518) 408-4672 or email at ciohelpdesk@osc.state.ny.us.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at www.osc.state.ny.us/vendrep or via contacting OASAS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

B. Reserved Rights

OASAS reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Not make an award to any applicant who is not in good standing at the time a contract is awarded;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under this RFP in whole or in part;
- Make awards based on geographical or regional consideration in a culturally competent and ethnically diverse manner to best serve the interests of the State;
- Make multiple awards within a geographic area
- Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of this RFP;
- Seek clarifications and revisions of proposals;
- Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, amend the RFP to correct errors of oversights, or to supply additional information as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specification that cannot be met by all of the prospective bidders;
- Waive any requirement that is not material;

- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the proposals received;
- Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation.
- Cancel or modify contracts due to the insufficiency of appropriations.

C. Debriefing

A debriefing is available to any Applicant that submitted a proposal in response to this RFP ("*Bidder*"). Applicant will be accorded fair and equal treatment with respect to its opportunity for debriefing. A debriefing must be requested in writing by the unsuccessful Applicant within ten (10) business days of OASAS notifying the unsuccessful Applicant that another vendor was selected.

An unsuccessful Applicant must make a written request for a debriefing to the designated contact agent referenced above by electronic mail, or first class mail. The debriefing will be limited to only the evaluation results as they apply to the proposal of the Bidder receiving the debriefing. The debriefing may be in writing, by telephone, by videoconference or in person, at the sole discretion of OASAS.

D. Funding Availability and Awards

Applicants whose proposals receive an overall final score of 70 points or higher will be eligible to receive an award under this RFP. OASAS will select a successful applicant, in its sole discretion, based on consideration of a number of factors, including but not necessarily limited to the amount of available State appropriation authority. Awards will be made until the funds for this RFP are committed.

If an award is made pursuant to this RFP, only the acceptance in writing by the OASAS Associate Commissioner, Division of Fiscal Administration or a designated duly authorized representative, with the approval of the Attorney General and the Office of the State Comptroller, shall constitute a contract between a successful applicant and the State of New York.

This RFP, all information submitted in the successful applicant's proposal and any revisions thereto, any follow-up questions and answers, and any RFP addenda, amendments or clarification will be included as part of the successful applicant's contract.

Neither OASAS nor the State of New York is liable for any expenditure incurred or made by an applicant until a contract is signed and approved.

OASAS will provide written notification to the successful applicant(s) and all applicants not selected to receive funding under the RFP.

OASAS intends to enter into multiyear agreements with the initial agreement being for a period of up to five (5) years, subject to funding availability and appropriations.

IV. SCOPE OF WORK

A. Needs Assessment

A needs assessment is a systematic, rational process for collecting and analyzing data to describe the needs of a specific population with regards to substance abuse and related problems within that population. Data for needs assessment falls into four categories: population surveys; archival indicators; focus groups; and key informant interviews. The needs assessment allows the prevention provider to focus on the geographical area and the target population(s) where the most significant problems caused by substance abuse are, and to identify the risk and protective factors that are predictive of substance use and related problem behaviors. This information can then be used to inform policy and program selection with the goal of reducing those highest risk factors, while enhancing the lowest protective factors to positively impact the problem behavior. In addition, the data collected serves as a baseline for monitoring the effectiveness of policies and programs and community efforts to address the problem behaviors.

B. Target Population

The target population is the population who will receive the prevention services. The priority for the populations to be served as a result of this RFP will be those youth (ages 5-20) living within the five boroughs of New York City who are determined to be at the highest risk for chemical abuse or dependency. While all youth are considered to be at risk, limited resources dictate that priority be given to those populations at the highest risk.

Having multiple risk factors is most often a characteristic of a high risk, high priority target population, as well as prevalence rates for alcohol and/or other drug that are significantly above the city and/or state average. Needs assessment and target population data for NYC and the five boroughs can be found at <https://a816-healthpsi.nyc.gov/epiquery/>

C. Program Approach and Services

Prevention services under this RFP are intended to be delivered to youth ages 5 – 20. Adults (parents, caregivers, other professionals, community members, etc.) may be targeted if they are impactors on youth. Limited resources make it possible that not all high risk populations will be reached by indicated, selected and universal prevention strategies.

Awardees will be expected to furnish all necessary facilities, equipment, supplies and materials, travel, and other expenses for the duration of the contract term. OASAS places greater value on the delivery of multiple strategies that are mutually reinforcing to multiple populations, within

multiple settings in a community. Those applicants having a greater reach within communities, would maximize the impact of their resources.

Limited funding resources dictate that those applicants who can provide additional resources, (budgetary, program supports) would have the greater capacity to provide substance abuse prevention services.

OASAS funded prevention services fall into two (2) categories: “Primary Prevention Services” and “Other Prevention Services.” Primary Prevention is defined as a collaborative and community-focused process to prevent or delay substance use and abuse in individuals, families and communities. Primary prevention services may be either universal (targeting a general population without regard to levels of risk or protective factors) or selective (targeting subsets of a population deemed at higher risk for substance abuse by virtue of their membership in a particular population segment), and include the following prevention services:

- Prevention Education (EBP Education and Non-EBP Education)
- Environmental Strategies
- Community Capacity Building
- Information and Awareness
- Positive Alternatives

Applicants for this RFP must include prevention services from the “Primary Prevention” category.

In addition to delivering primary prevention services, applicants may also include prevention services that fall under “Other Prevention Services.” “Other Prevention Services” may be either selective or indicated (targeting individuals under age 21 who have begun to exhibit alcohol and substance use). Prevention services in this category are Prevention Counseling and Early Intervention.

Each proposal should aim to achieve the broadest geographic coverage feasible (within a borough), and deliver services to the greatest number of individuals

Prevention services in NYS can be classified into the following seven major service approaches: Prevention Education; Environmental Strategies; Community Capacity Building; Information and Awareness; Positive Alternatives; Prevention Counseling; and Early Intervention. Descriptions and requirements for these prevention service approaches can be found in the Prevention Guidelines. The proposed prevention service approaches to be funded under this RFP should be selected from Appendix B. Prevention and Early Intervention Service Approaches and Activities Glossary.

Evidence-based programs and strategies (EBPS) are backed by scientific research which demonstrates they are effective in preventing substance abuse and other youth problem behaviors. These EBPS include educational curricula, multi-component programs, early intervention programs and environmental strategies. A list of OASAS approved EBPS can be found in Appendix C. **Currently OASAS requires funded prevention providers to devote a**

minimum of 55% of their FTEs to the delivery of EBPS. This requirement increases incrementally over time (see OASAS Prevention Guidelines for specifics).

Fidelity of implementation occurs when implementers of a research-based program or intervention closely follow or adhere to the protocols and techniques that are defined as part of the intervention. For example, for a school-based prevention curriculum, fidelity would involve delivering the program to the proper grade levels and age groups, following the developer's recommendations for the number of sessions, sequencing multiple program components correctly, and conducting assessments and evaluations using the recommended or provided tools. Despite the documented relationship between fidelity and outcomes, some modifications may need to be made to a program due to: restrictions on delivery in a host setting, participant reaction, time restraints and other adaptations to local contexts. However, substantial deviations from the evidenced program's implementation may negatively impact achieving positive results.

D. Program Effectiveness

The proposal should explain how the applicant will measure the expected outcomes of the service strategies delivered upon the target populations selected. This would include methods of measuring changes and tracking performance over time. Propose a process to be used to account for unanticipated outcomes and course correction to improve outcomes.

E. Reporting Requirements

Successful applicants who receive funding under this RFP must agree to comply with the reporting requirements of the OASAS Prevention Activity and Results Information System (PARIS) database or any other specified reporting system. All awardees will be subject to OASAS monitoring visits and must operate according to all applicable OASAS laws, regulations, contract provisions, and guidelines.

V. EVALUATION FACTORS FOR AWARDS

A. Threshold Review Criteria

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to determine whether the application meets specific thresholds.

The following "threshold review criteria" will be rated either *yes* or *no*. **If any of the criteria are rated *no*, the application will be immediately disqualified from further consideration without exception.**

1. Was the application received by OASAS by the submission deadline date as set forth in the NYC Alcohol and Substance Abuse Prevention Services RFP?
2. Is the applicant entity eligible to apply as set forth in Section II H. Eligible Applicants of this RFP?
3. Is the Program Budget Form completed, signed, dated?

4. Did the applicant include documentation of having a designated staff NYS Mandated Reporter or agency documentation of intent to have a staff member trained to become a NYS Mandated Reporter upon receipt of award letter and understanding? OASAS will request documentation of a certified mandated reporter and agency policies and procedures of reporting to be on file as a contractual obligation.
5. Did the applicant include documentation of having a process in place for complying with the criminal background check provisions of the Justice Center legislation and Part 805 of the OASAS regulations?
6. Was the mandatory Letter of Intent received by OASAS by the stated deadline?
7. Does the proposal include a Budget for a “Primary Prevention” service?
8. Does the applicant request funding to support a minimum of three (3) direct service FTEs?
9. Does the proposal meet the minimum 55% of EBPS as documented by the [FTE Calculator](#)?

B. Geographic Distribution

Applicants will be funded to deliver alcohol and substance abuse prevention services to youth (ages 5-20) in one or more NYC borough. All funded applicants will be required to demonstrate that their proposed alcohol and substance abuse prevention services will serve those youth who are at risk for alcohol and substance abuse.

Boroughs will be judged separately. Awards will be based on the basis of highest Final Score in each Borough. If proposing to deliver services in more than one borough, applicants must complete and submit a separate proposal for each borough in which they propose to offer prevention services in. Listed below is the maximum amount of funding available in each borough:

Kings	\$5,080,340
Queens	\$3,732,326
Bronx	\$3,212,482
Manhattan	\$2,533,970
Richmond	\$1,180,439

C. Review Criteria

Proposals passing the Threshold Review will be reviewed, rated and ranked in order of highest score based on an evaluation of each applicant’s written submission. The evaluation will apply points in the following categories:

Demonstrated Successful Relevant Experience	15 points
Organizational Capacity	15 points
Program Approach and Services	35 points
Program Effectiveness	15 points
Program Budget	20 points

TOTAL POSSIBLE POINTS

100 POINTS

D. Method for Evaluating Proposals

Evaluation of proposals will be conducted in two parts: Program Evaluation and Fiscal Assessment. OASAS' review team, consisting of at least three evaluators, will review the program portion of each proposal and compute a program score. The Program Evaluation includes: Demonstrated Successful Relevant Experience, Organizational Capacity, Program Approach and Services, and Program Effectiveness. All of the program scores will be added together and averaged to arrive at a final program score. A fiscal assessment score will be computed separately based on the operating budget, and budget narrative. The final program and fiscal scores for each proposal will be added together, resulting in an overall final score for each borough.

In the event that two or more proposals have the same highest overall final score, the following tie breaker criteria will be applied to determine which proposal will be ranked highest:

- The proposal(s) with the highest total program evaluation score will be ranked highest
- If the program evaluation scores are tied, the proposal(s) with the highest program approach and services score will be ranked highest

VI. APPLICATION PROPOSAL

If you are planning to implement substance abuse prevention services in more than one borough, you must submit a separate application for each borough where you are proposing services.

Narrative

When submitting proposals for funding under this RFP, your narrative should be brief (no more than 20 pages, excluding attachments) and address all of the components listed below, in the following order:

Project Description

Provide a narrative which describes in full detail the substance abuse prevention services for youth that you propose to offer. Prevention services to be delivered must comply with the current OASAS Prevention Guidelines. Furthermore, all substance abuse prevention services to be delivered under this RFP should be from those listed in the Service Approaches and Activities Glossary found in Appendix B.

The narrative needs to include a rationale for how your organization is best suited to provide the prevention programs and strategies identified to the selected target populations.

Proposals will be evaluated based on the following areas:

A. Experience (15 points)

- Describe any information which demonstrates your experience delivering prevention services, including number of years of experience.
- Describe your experience delivering recognized evidence-based programs and strategies (EBPS), including number of years delivering such services. Please identify the EBPS you have delivered, and your ability to deliver others as needed (e.g. staff certified in specific EBP curriculum).
- Briefly describe your experience providing services to the age groups targeted by this RFP (youth aged 5 to 20), or the specific target populations identified in your proposal , e.g. what type of services, for how long, etc.
- Describe your prior experience providing alcohol and substance abuse prevention services to the age groups targeted by this RFP (youth aged 5 to 20), or the specific target populations identified in your proposal, including number of years delivering such services.
- Describe your knowledge of/experiences with the OASAS risk and protective factor model.

B. Organizational Capacity (15 points)

- Describe how your agency’s infrastructure, (e.g. physical setting, organizational/managerial staffing, staff development, etc.) will support the implementation of the proposed prevention services, and explain how the OASAS prevention goals fit into your agency’s mission. Attach an organizational chart.
- Describe the organizational capacity to collaborate with and partner with other community stakeholders, and integrate necessary services into the identified communities. Identify those partners and community stakeholder groups and include letters of support from each.
- Attach a staffing plan for your proposed prevention services, and for each key staff position, attach a job description of the qualifications and experience that will be required. Demonstrate how your staffing for the proposed prevention services meets the OASAS Prevention Guidelines staffing requirements, or will meet them within one year of program implementation. Indicate how many Credentialed Prevention Professionals (CPPs) and/or equivalents are currently on staff. Please note that for this RFP, OASAS has determined that a minimum of three (3) direct service FTEs is necessary for an agency to deliver a viable prevention program. If agencies intend to serve more than one borough and submit more than one proposal they must have at least 3 direct service FTEs for EACH proposal.

- Describe the process by which the agency will comply with the criminal background check provisions of the Justice Center legislation and Part 805 of the OASAS regulations as they relate to the hiring of new employees.
- Describe your organizational capacity and/or strategies that will allow your organization to provide prevention services to any identified cultural, religious and/or linguistic groups.

C. Program Approach and Services (35 points)

Proposals should present needs assessment data for each geographic area/community where the youth will be served, and identify the sources of those data. Needs assessment data can be broken into four major categories of data: 1) population surveys; 2) archival indicators, 3) focus groups and 4) key informant interviews. The needs assessment data should identify: the target population(s) who will receive the prevention services; the most significant problems caused by substance abuse in this population; and the elevated risk factors/low protective factors that are predictive of substance use and related problem behaviors.

Proposals should demonstrate that the target populations to be served are at high risk and high priority. Having multiple risk factors is most often a characteristic of a high risk, high priority population, as well as prevalence rates for alcohol and/or other drug that are significantly above the city and/or state average.

Each proposal should aim to achieve the broadest geographic coverage feasible and deliver services to the greatest number of individuals. Services are to be provided on a 12 month basis, in a culturally appropriate manner

- For each geographic area/community where you are proposing to deliver prevention services to youth, use your needs assessment data to explain your rationale for determining that the target population(s) selected in that geographic area/community is/are high risk, high priority.
 - a. Include the sources and dates of your data (e.g.name/date of population survey; name(s) of archival indicator(s); composition of any focus groups and when they were conducted; key informant interviews-“who and when”).
 - b. Identify the target populations selected (e.g. ages/grades; middle school students; youth under age 10 and their families; residents of xyz community or zip code; etc.), and the setting/location of each (e.g. ABC middle school; xyz community; etc.).
 - c. Explain why each target population was selected.

- d. If any target populations selected are located in schools, include Letters of Support from the school principals indicating access to those youth.
 - e. Identify the level of substance abuse (e.g. 30 day use) and related problem behaviors.
 - f. Identify the elevated risk factors and/or low protective factors.
- Describe any specific cultural, religious and/or linguistic groups in NYC you are proposing as target populations, and explain why those groups were selected for prevention services, if not supported by your needs assessment data.
 - For each target population in your proposal, identify the prevention services from the list in Appendix B that you propose to deliver. Follow the outline below for each service approach you've chosen for each target population, and limit this information to one page per target population. Each target population should be a separate page.
 - a. For each Educational EBPS proposed, identify the EBPS selected and explain why it was selected. Explain how your needs assessment data supports this selection. Describe the expected change (performance target) in the target population as a result of receiving this particular prevention service. Indicate the length and number of sessions, and how you will ensure that the program will be implemented with fidelity.
 - b. For each multi-component EBPS proposed, identify the program and each component to be delivered, along with the required service activities, and the number of sessions/occurrences allocated to each activity. Explain why this program was selected and how your needs assessment data supports this selection. Describe the expected change (performance target) in the target population as a result of receiving this particular program. Indicate how you will ensure that the program will be implemented with fidelity.
 - c. For each Educational non-EBPS selected, identify the proposed non-EBPS. Give a brief description of the non-EBPS, including what problem behaviors and/or what risk and/or protective factors the non-EBPS program is expected to impact; the length and number of sessions; and setting of the program (e.g. classroom, community center, youth center, etc.). Describe the expected change (performance target) in the target population as a result of receiving this particular program.
 - d. For each Environmental Prevention Strategy selected, identify the

proposed environmental strategy and activity. Explain why the environmental strategy/activity was selected and how your needs assessment data supports your selection. Identify relationships with and/or include any agreements you have with stakeholder groups that will support your environmental strategy efforts. Explain how the proposed environmental strategy selected meets the environmental strategy standards in the current OASAS Prevention Guidelines.

- e. For each Community Capacity Building Activity, Information Awareness Activity, and/or Positive Alternative Activity selected, identify the proposed activity, explain why the proposed activity was selected, and indicate how these activities will support the other prevention services you will be delivering.
- f. For Prevention Counseling, explain why Prevention Counseling was selected as a prevention service, and how your needs assessment data supports this selection. Describe the expected change (performance target) in the target population as a result of receiving this prevention service. Indicate if you are already certified by OASAS to provide prevention counseling services, and, if not, indicate your plan to become an OASAS certified prevention counseling provider.
- g. For each Early Intervention service proposed, identify the program Selected. Explain why it was selected as a prevention service, and how your needs assessment data supports your selection. Describe the expected change (performance target) in the target population as a result of receiving this prevention service. Indicate whether the staff who will be delivering the early intervention service are trained in it, and if not, describe plans to have staff trained. Describe you will ensure that the Early Intervention program will be implemented with fidelity.

Each proposal must demonstrate that a minimum of 55% of direct service FTEs are allocated to EBPS in the prevention services. The [FTE calculator spreadsheet](#) will assist you in calculating FTEs.

- Use the “[FTE Calculator](#)” in Appendix D and follow instructions there for completing the required information for each prevention service proposed for each target population.
- Attach a copy of the [FTE Calculator](#).

D. Program Effectiveness (15 points)

The proposal needs to describe the expected outcomes of selected service approaches, how they will be measured and tracked, and how those results will be used to change or improve programs.

- Describe your data collection methods for each of the performance targets you identified in the section above (educational EBPS; educational non-EBPS; prevention counseling; early intervention).
- Explain how you will use the data to determine program effectiveness. Describe how the data will be used to improve programs. Describe how the data will be used to inform trainings and report against contracted outcomes. Describe any processes you have in place to review the data and make recommendations for changes/improvements.

E. Program Budget (20 points)

OASAS places greater value on those applicants having a greater reach within communities, as this would maximize the impact of resources and return on investment. Limited funding resources dictate that those applicants which can provide additional resources, budget program, and/ or staff supports would have the greater capacity to provide substance abuse prevention services. Delivery of prevention services by full time direct service staff (FTEs) is valued as a cost effective means to achieve prevention goals.

OASAS currently funds two categories of prevention that require budgeting under two separate codes, and are defined in the OASAS Prevention Guidelines:

- 5520 Primary Prevention Services
- 5550 Other Prevention Services

Proposals need to clearly identify which of these two codes are applicable to the services proposed and align the budget appropriately to the proposed services. A separate budget is required for each code. **Applicants for this RFP must include prevention services from the “Primary Prevention” category.** Cost should be reasonable and necessary for service delivery. Prevention services and associated budgets proposed will be considered as part of one overall proposal for the purposes of funding award determinations.

Budgets must be divided into these major categories: personnel, fringe benefits, other than personnel services, equipment, property/space and agency administrative. The total agency administrative budget may not exceed 15% of the total program expenses. Each service category proposed must contain the expenses, revenues and deficit funding costs associated with that proposed service. Each budget must include the number of unique individuals to be served each year, the number of direct services FTEs needed to provide the service. Programs are reminded that they must have at least 3 direct service FTEs to be considered. For programs offering both Primary Prevention Services and Other Prevention Services, **a total of 3 FTEs for both programs is required** (Please make certain you do not duplicate FTEs on both budgets).

If applicable, include a start-up budget for each service, a timeline for program implementation and a narrative that justifies separate funding for initial program implementation. Start-up costs are for one-time expenses only. Cost must be reasonable and necessary for program implementation. The start-up budget is LIMITED to 1/12 of the full annual budget.

Please identify in the budget section, additional budgetary resources you are able to leverage to increase your own service capacity. Identify and include the source of revenue, the amount, and information from the other funding source documenting this level of support.

Program budget scores will be determined by awarding the maximum points to the most cost effective budget. Remaining budgets will be compared to the most cost effective budget and awarded points based on the percentage difference the cost is from the most cost effective budget. To determine cost effectiveness a cost per direct service FTE will be calculated by dividing the total OASAS State Aid funding requested by the total number of direct service FTE's identified on the budget. The lowest cost per direct service FTE will be the most cost effective budget. Budgets will be combined where providers submit 2 budgets – 1 for primary prevention services and 1 for other prevention services. A combined total for requested State Aid and total number of FTEs will be used to determine the budget score.

All fiscal policies and procedures of OASAS funded prevention providers must be in accordance with New York State Mental Hygiene Law; New York State Finance Law; the Not-for-Profit Corporation Law; Consolidated Budgeting Reporting and Claiming Manual; Consolidated Fiscal Reporting Manual: OASAS Funding Requirements; Contract Documents; Administrative and Fiscal Guidelines for Funded Providers; Local Services Bulletins; all other applicable Federal and State laws and regulations as well as local school/community agency board and/or County/LGU requirements and policies. Please see the [Administrative and Fiscal Guidelines for OASAS Funded Programs](#) as a reference source to all applicable fiscal requirements and Local Services Bulletins.

Instructions for Completing the Program Budget Form (PBF) (Start-up and Annual Operating Budgets)

PROVIDER INFORMATION

1. **Printed Legal Name of Applicant Entity** – Print the incorporated or legal name of the agency submitting the application on the PBF and on any additional pages that are attached. **Do not enter the common name or acronym.**
2. **Printed Name of County/Borough** – Print the complete name of the County or borough in the City of New York where services will be located and for which the application is submitted.
3. **Applicant's OASAS Provider Number** – Enter the unique five-digit number that identifies the agency and that is used for reporting purposes to OASAS. This number is the same as the **Agency Code** number used when submitting Consolidated Fiscal Report (CFR) documents.
- 4-6. **Applicant Address** – Enter the mailing address, including zip code, where the administrative office of the applicant entity is located.

7. **Date Prepared** – Enter the date the Program Budget Form (PBF) was prepared.
- 8-10. **Applicant Contact Person** – Enter the printed name and title, and the telephone number (including area code) of the person who can answer questions concerning the information provided on the PBF.

PART II – OPERATIONAL FUNDING REQUEST

1. **Date Initiative Expected to be Operational** – Enter the date, in the xx/xx/xxxx format, that the proposed initiative is expected to be operational and will require Aid to Localities funding from OASAS. During the implementation of the initiative, OASAS reserves the right to establish and approve an operational start date later than proposed by the successful applicant to accommodate available funding and capacity needs.

Please check only one box for either Program Code 5520 – Primary Prevention Services or Program Code 5550 – Other Prevention Services.

Requested Operating Budget for Proposal

Requested operating budget amounts must represent:

Column A - the **start-up, part year costs**, net deficit and OASAS State aid funding requested for one-time costs necessary to start the program effort. **Start-up is LIMITED to 1/12 of the annual operating budget.** Start-up costs include, but are not limited to the following: equipment; office supplies; furniture; rental deposits/securities; and staff recruitment.

Column B - the **12-month, full annual costs**, revenues, net deficit and OASAS State aid funding requested. Awards to the selected applicants will be prorated for the first fiscal period based on the initiative start date identified above. The full annual budget may be pro-rated based on the approved start date of the initiative.

ALL AMOUNTS REQUESTED FOR THE ADDITIONAL INITIATIVE FUNDING MUST BE ROUNDED TO THE NEAREST HUNDRED DOLLARS.

2. **Gross Expense Budget** – Applicants should refer to the Consolidated Fiscal Reporting (CFR) Manual for a more detailed general description of the following expense items which should be entered in Columns A and B:
 - Personal Services
 - Fringe Benefits
 - Non-Personal Services (i.e. Other than Personal Services (OTPS))
 - Equipment
 - Property/Space
 - Agency Administration
3. **Revenue Budget** – Applicants should refer to the CFR Manual for an explanation of each revenue category, and enter applicable start-up and annual projected amounts that they anticipate receiving to offset costs attributable to the initiative in Columns A and B.

If the applicant does not anticipate receiving any additional revenue to offset costs of its proposal it should so indicate by entering \$0 for each category in Columns A and B.

4. **Net Operating Cost** – Enter the amount obtained by subtracting **Total Revenue Budget** from **Total Gross Expense Budget in Column A and B**.
5. **OASAS State Aid Funding Requested** – Enter the amount of OASAS State aid funding being requested for the initiative in Columns A and B. This amount **should equal** the **Operating Budget Net Deficit** amount.
6. **Estimated Unique Persons Served per Year** – Enter the total number of participants you expect to deliver services to. The [FTE calculator](#) will total the expected number of participants for the different service approaches in the Target Populations you propose.
7. **Number of Direct Service Full-Time Equivalent (FTE) Staff** – Enter the total number of direct service FTE staff you will need to deliver the prevention services you propose. The [FTE calculator](#) will calculate a total number of FTEs based on the services you propose, and enter this number. A direct service FTE is defined as: 1,000 hours of direct prevention services = 1 FTE.
8. **Full-Time Equivalent (FTE) Staff Requested** – Enter the number of FTE's requested as part of this initiative in Columns A and B.

Applicant Official – Enter the printed name and title of the applicant agency representative submitting the PBF proposal.

Signature and Date – The PBF must be signed and dated by the applicant agency representative.

APPENDIX A.
PROGRAM BUDGET FORM (Start-up and Annual Operating Budgets)

1. Printed Legal Name of Applicant Entity:			
2. Printed Name of County/Borough			
3. Applicant's OASAS Provider Number:		4. Applicant's Street Address/P.O. Box:	
5. Applicant's City/Town/Village:		6. Postal Zip Code:	7. Date Prepared:
8. Printed Name of Applicant Contact Person:		9. Printed Title of Contact:	
10. Contact Telephone #:			

PART II – OPERATIONAL FUNDING REQUEST

1. Date Initiative expected to be operational: Check one BOX: <input type="checkbox"/> Program Code 5520 – Primary Prevention Services <input type="checkbox"/> Program Code 5550 – Other Prevention Services		
REQUESTED OPERATING BUDGET FOR PROPOSAL	(Column A) PROPOSED START-UP OPERATING BUDGET	(Column B) ANNUAL OPERATING BUDGET
2. Gross Expense Budget (see instructions for details): Round Amounts to the nearest \$100.		
Personal Services		
Fringe Benefits		
Non-Personal Services		
Equipment		
Property/Space		
Agency Administration		
TOTAL GROSS EXPENSE BUDGET		
3. Revenue Budget (see instructions for details): Round Amounts to the nearest \$100.		
Participant Fees		
Third Party Insurance/Private Pay		
Donations		
Local Tax: Specify:		
Other: Specify:		
Specify:		
TOTAL REVENUE BUDGET		
4. NET OPERATING COST		
5. OASAS State Aid Funding Requested		
6. Estimated Unique Persons Served per Year:		
7. Number of Direct Service Full-Time Equivalent (FTE) Staff:		
8. Full-Time Equivalent (FTE) Staff Requested:		
Applicant Official:		
Printed Name:		Printed Title:
Signature:		Date:

APPENDIX B

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Service Approach: Education

Substance abuse prevention educational activities aim to decrease risk factors and increase protective factors by improving pro-social attitudes, increasing understanding of the consequences of substance use, teaching critical social skills and improving substance use knowledge. Social skills may include: decision-making, goal setting, stress-management skills, communication skills, substance use refusal skills, and assertiveness skills. These educational curricula involve two-way communication and are distinguished from the Information Awareness Service Approach in that interaction between the educator and the participants is required for its success.

Classroom/Group Education

Curricula consisting of multiple (4 or more) sequential sessions, with a structured format and learning objective(s), delivered in either a classroom or community setting, to a fixed set of participants. May be Evidence-based or non Evidence-based.

Parenting/Family Management

Structured classes and programs intended to assist parents and families in addressing substance abuse risk factors, increasing protective factors and learning about the effects of substance abuse on individuals and families. Topics typically include parenting skills, supervision and monitoring, family communications, conflict resolution, family substance abuse knowledge, and family protective factors such as rewards for prosocial activities and family attachment.

Peer Leader/Helper Program

Structured, recurring prevention services that use peers (people of the same rank, ability, or standing) to provide guidance, support, and other risk reduction activities for youth.

Interactive Discussion Group

These groups use a structured setting with a fixed number of sessions and participants, focused on issues or themes common to the group's participants. Topics may range from identifying and resisting social and situational pressures to use substances; dealing with personal consequences of use; support for adopting healthy attitudes and behaviors, *etc.* This activity is should not be confused with Group Counseling sessions, which is for individuals admitted to prevention counseling services.

Service Approach: Positive Alternatives

Positive Alternatives provide target populations with opportunities to participate in constructive, pro-social, healthy activities that exclude alcohol, substance abuse, and gambling, and which convey a clear no-use message. Positive alternatives provide opportunities for prosocial bonding to positive role models who can influence attitudes toward a healthy life-style. See the Prevention Guidelines, Appendix F, for information on how Positive Alternatives can support and strengthen skills learned in EBPs.

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Fitness-Sports Activities

Social and recreational activities for youth that include physical exercise, sports, and other active recreational events.

Cultural-Multicultural Activities

These activities strengthen cultural awareness, ethnic identity, social bonding, and awareness of diversity as a strength for communities.

Arts Activities

Music, theatre, visual, movement, literature, and other arts provide opportunities for social skill building and social bonding in environments free of alcohol, tobacco, other drugs, and gambling.

Community Volunteer Activities

These activities build the protective factor of bonding and attachment with the community by involving youth in providing a variety of community services.

Other Pro-Social Activities

These activities provide other opportunities for pro-social involvement and increase social bonding. Activities include: Chess club, Debate Club, 4-H Club, Gaming Clubs, Technology Club, *etc.*

Service Approach: Information Awareness

Information awareness activities are characterized by one-way communication from the source to the targeted populations using a variety of media technologies. Information awareness activities increase public knowledge and attention to alcohol/substance abuse and addiction, problem gambling behavior, and the effects on individuals, families, and communities. The strategy may also be used to increase knowledge and awareness of available and effective prevention programs and services.

Audio/Visual Materials

Dissemination of prevention information materials including audio, videotapes, CD-ROM, DVD and films distributed to schools, libraries, other organizations.

Newsletters

A bulletin (paper or electronic) giving prevention news or information of interest to a particular group.

Public Service Announcements

A media message usually less than 5 minutes designed to inform and educate audiences concerning alcohol/substance abuse, problem gambling, and the effects on individuals, schools, families, and communities. In addition to television and radio PSAs, this category

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includes movie screen PSAs shown before a movie.

Resource Directories

A listing of alcohol/ substance abuse, problem gambling prevention, treatment and recovery programs and related services in a particular community, county, or state.

Other Printed Material

Printed materials designed to inform individuals, schools, families, and communities about the effects of alcohol/ substance abuse and problem gambling, and the available prevention approaches and services. This category includes: "table-tents" or placemats with prevention messages; prevention ads and messages in newspapers or local magazines; distribution of bumper stickers, posters, brochures, flyers, fact sheets, pamphlets; *etc.*

Telephone Information Services

This activity is designed to provide information about alcohol and other substance abuse prevention and problem gambling prevention and may include assisting the public in accessing addiction treatment services. These would include toll-free telephone information "hotlines" and/or service referral lines. It must not include all routine service delivery calls answered by prevention and treatment programs.

Walk-in Information Services

This service provides information to the public about substance abuse prevention and treatment issues and services as described above under ID07, but must include face-to-face contact. *This service does not include individual treatment problem assessment, screening, or prevention counseling assessment sessions.*

Health Promotion Event

An event for dissemination of information intended to raise the awareness and educate individuals, families, and communities about specific alcohol/substance abuse, problem gambling, and other health-related risks and to provide behavioral options that promote positive and healthy lifestyles.

Speaking Events

Speaking Events are intended to impart information and awareness of substance abuse issues to general or targeted audiences. They may be at large or small venues with public or private audiences but are always delivered live and in person.

Internet - Site Content

Use of the internet to increase public knowledge and bring attention to alcohol/substance abuse and addiction, problem gambling behavior, and the effects on individuals, families, and communities. The activity may also be used to increase knowledge and awareness of available and effective prevention programs and services.

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Internet - Social Media

Use of Internet social media (*e.g.*, Facebook, Twitter, blogs, podcasts, YouTube, *etc.*) for the purpose of informing the public (often youth) of specific issues related to alcohol, substance abuse, and problem gambling. The activity may also be used to increase knowledge and awareness of available and effective prevention programs and services.

Newspaper - Content

This activity involves contributing articles, letters to the editor, op-ed pieces, *etc.* to the local newspaper on specific topic areas to increase public knowledge and draw attention to alcohol/substance abuse and/or problem gambling issues. This activity may also be used to increase knowledge and awareness of available and effective prevention programs and services.

Television/Radio - Content

This activity involves personal appearances on television and/or radio to increase public knowledge and bring attention to alcohol/substance abuse and addiction, problem gambling behavior, and the effects on individuals, families, and communities. The activity may also be used to increase knowledge and awareness of available and effective prevention programs and services.

Service Approach: Community Capacity Building

Community capacity building aims to enhance the skills and ability of coalition members, volunteers, other impactors and community groups to more effectively collaborate to improve and integrate substance abuse prevention services within the community.

Community Coalition Building

Structured prevention activities intended to impart information and teach organizational development skills and mobilize community groups. Examples are: member recruitment, community needs and resource assessment, planning for community decision-makers, multicultural leadership mobilization activities, *etc.*

Other Impactor Training

Delivering structured substance abuse prevention training to develop the capacity of direct service providers or other impactors in delivering EBPS or in best practices to improve services. Content could include ATOD prevention knowledge, risk and protection concepts, evidence-based programs (Training of Trainers), effective prevention service delivery skills, *etc.* *It is not general public education, technical assistance or being a guest speaker at an event.*

Technical Assistance

Services provided by professional prevention staff intended to provide technical guidance

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to prevention programs, community organizations, coalition members and/or other impactors to conduct, strengthen, or enhance activities that improve prevention services. Activities should be viable technical assistance that will lead to a final product or enhanced service. Examples are: Addressing cultural competencies, developing an action plan/capacity building, conducting evaluations, program and service identification and selection, developing new resources, other organizational development. This activity cannot be used for Prevention Counseling case consultations, staff meetings, or other internal provider capacity building or management activities – it is a service provided externally to improve non-provider prevention efforts.

Service Approach: Environmental Strategies

Environmental Strategies are mutually reinforcing sets of evidence-based and promising activities that are designed to effect changes in community systems. These strategies aim to effect population-level reductions in substance abuse and problem gambling behaviors by reducing underage access to alcohol, other substances, and illegal gambling. Environmental strategies should be carefully selected based on a needs assessment and a data-driven logic model. These indirect systems change activities selected will complement the direct family and youth targeted services that improve individual's social development and healthy behaviors.

Research has identified three interrelated factors that drive substance abuse and problem gambling prevalence in a community and that can be modified through the use of reinforcing sets of environmental strategy types:

1. Policies, regulations, and laws that reduce substance abuse and problem gambling and the negative consequences associated with those behaviors;
2. Enforcement of those policies, laws, and regulations;
3. Media campaigns that improve the communities' social norms that support or thwart illegal substance use and problem gambling.

Strategy Type 1. Policy, Regulations, and Laws

This strategy type contains activities that aim to enact new or enhance existing local policies, regulations, laws, or ordinances that reduce access to and availability of alcohol for underage youth and other substances and underage gambling.

Public Advertising Restrictions

Policies to limit or eliminate the placement of alcohol/tobacco or gambling advertising, particularly those that expose youth to the messages. This could include limiting advertising within establishments licensed to sell alcohol (including product placement) or in the outside environment (including billboards and storefront advertising). For example: ordinances that restrict billboards advertising alcohol/tobacco within 100 yards of a school

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or daycare facility. Restrictions can be in the form of a local ordinance or can be implemented voluntarily.

Alcohol Sponsorship Restrictions at Public Events

Alcohol sponsorship restrictions of public events include any policies that limit or eliminate the sponsorship of public events by alcohol beverage companies. Restrictions can be in the form of local ordinance or can be implemented voluntarily.

Public Availability and Alcohol Use

Restriction of alcohol in public places controls the availability and use of alcohol at parks, beaches, and other public spaces. Restrictions can range from total bans on alcohol consumption to restrictions on the times or places at which alcohol can be consumed.

School Substance Use Policies

School policies should address education concerning alcohol, tobacco, and drugs and the procedures for managing incidents relating to these substances. Aspects of the policies may include random drug testing, searches of lockers and personal effects, anti-drug education, and punitive measures including expulsion and suspension.

Workplace Substance Use Policies

Workplace Substance Use policies address alcohol use (and other drugs) during work hours and off-hours. In general, these policies describe how substance use could affect the workplace, possible costs to a business, and how a business will address such issues.

Require Alcohol Outlet Server/Seller Training

Server/seller training refers to educating owners, managers, servers, and sellers at alcohol establishments about strategies to avoid illegally selling alcohol to underage youth or intoxicated patrons. Training can be required by local or state law, or a law/ordinance may provide incentives for businesses that undergo training. In addition, some individual establishments may voluntarily implement training policies in the absence of any legal requirements or incentives.

Alcohol Use Restrictions at Public Events

Community event alcohol-use regulations are concerned with how and when alcohol use is regulated and can be sold at community events. Examples include beer gardens, sale of tokens for purchase, limiting number of drinks purchased, container size, prohibiting free alcohol samples, *etc.*

Social Host Ordinance

Social host ordinances may be enacted by local governments to prohibit the permitting of the consumption of alcoholic beverages by persons under the age of twenty-one years. They stipulate that no person who is over the age of twenty-one years who owns, rents or controls a private residence shall permit the consumption of alcoholic beverages by any

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person under the age of twenty-one years who is present at any party, gathering, or event on the premises of such person.

Restrict AOD Merchandise Sales at Public Events

This involves any policies that limit or eliminate the sale of any merchandise that promotes alcohol, substance use, or gambling behavior and/or exposes young people to pro-use messages. Restrictions can be in the form of a local ordinance or can be implemented voluntarily by vendors.

Strategy Type 2. Enforcement/Compliance

This strategy type involves activities designed to improve law enforcement efforts and promote compliance with existing policies, regulations, and laws that have been shown to reduce substance availability, consumption, and gambling availability. These activities can directly reduce access to alcohol and other substances and can also send a normative message that underage sales and consumption of illegal substances will result in negative consequences.

Alcohol Outlet Compliance Checks (Off-Premise)

This activity identifies liquor stores, convenience stores, and supermarkets (or any other retailer where alcohol is purchased and then consumed in another location) that sell alcohol to underage youth. Compliance checks can be mandated by a local ordinance that outlines standards for conducting the checks, people or agencies responsible for conducting the compliance checks, and penalties for establishments and/or sellers who illegally sell alcohol to underage youth. Compliance checks can be voluntarily implemented by law enforcement or licensing authorities. Generally, compliance checks are implemented by the following procedures: (1) alcohol licensees are informed that compliance checks will occur at various times throughout the year and about potential penalties for selling alcohol to underage youth; (2) while an enforcement agent (police officer or other authorized person) waits outside the premises, a person under age 21 attempts to purchase alcohol; (3) if the alcohol establishment sells alcohol to the young person, the enforcement agent issues a citation either to the seller or to the establishment. A follow-up to the compliance checks may be publicizing or otherwise rewarding outlets that do not sell to minors.

Alcohol Outlet Compliance Checks (On-Premise)

Compliance checks (on-premise) identifies bars, taverns, and restaurants, *etc.* that sell and serve alcohol to underage youth. Compliance checks can be mandated by a local ordinance that outlines standards for conducting the checks, people or agencies responsible for conducting the compliance checks, and penalties for establishments and/or servers who illegally sell alcohol to underage youth. Compliance checks can be voluntarily implemented by law enforcement or licensing authorities. Generally, compliance checks are implemented by the following procedures: (1) alcohol licensees are informed that compliance checks will occur at various times throughout the year and about potential penalties for selling and

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NYS OASAS Prevention and Early Intervention Service Approaches and Activities Glossary

serving alcohol to underage youth; (2) while an enforcement agent (police officer or other authorized person) waits outside the premises, a person under age 21 attempts to purchase alcohol; (3) if the alcohol establishment sells and serves alcohol to the young person, the enforcement agent issues a citation either to the server or to the establishment. A follow-up to the compliance checks may be publicizing or otherwise rewarding outlets that do not sell to minors.

Alcohol Outlet Compliance Surveys (Off-Premise)

Compliance Surveys (off-premise) identify liquor stores, convenience stores, and supermarkets (or any other retailer where alcohol is purchased and then consumed in another location) that sell alcohol to minors. They are similar to compliance checks, but they typically use a young looking 21 years or older decoy. Thus, if a retailer sells to the decoy, no law is actually broken. Alcohol surveys are a way to educate retailers about their practices, without giving them a citation. Communities conduct alcohol surveys when communities want to educate rather than penalize establishments, or when they have difficulty gaining the cooperation of law enforcement. A follow-up to the compliance surveys may be publicizing or otherwise rewarding outlets that do not sell to minors.

Shoulder Tap Surveillance (Off-Premise)

Shoulder tap enforcement programs are similar to compliance check programs except that they target the non-commercial supplier. A young decoy approaches adults outside an alcohol outlet and requests that the adult purchase alcohol on the decoy's behalf. It targets the program to locales where problems have been reported and uses the same guidelines for the decoy's actions as in compliance checks.

Party Patrols

Party patrols involve surveillance of underage parties to inform local law enforcement of underage drinking and/or possible illegal drug activity.

Alcohol Outlet Server Training (On-Premise)

Training designed to educate the owners, managers, and servers of bars, restaurants, and clubs to reduce or avoid alcohol sales to minors and intoxicated adults. Best practices for this activity include policy development, skills development, and active learning. Programs should work with management on policy development and with staff on skills development and active learning.

Alcohol Outlet Server Training (Off-Premise)

Training designed to educate owners, managers, and sellers at alcohol retail sales outlets to reduce or avoid alcohol sales to minors and intoxicated adults.

Retail Outlet Compliance Reporting Hotlines

Telephone services established specifically and solely to report violations of minimum legal drinking age laws. Compliance reporting hotlines increase awareness and citizen use of

APPENDIX B

NYS OASAS Prevention and Early Intervention Service Approaches and Activities Glossary

toll-free tip phone hotlines to report establishments that sell alcohol to minors. *This activity is not for incidental calls received during day to day business.*

Underage Drinking Party Dispersal

A specific strategy that requires training for law enforcement and community members. The purpose is to safely contain the party participants, effectively control their release, and minimize liability. Enforcement is used as an education tool to: properly manage the incident; involve the parents; discourage future participation in underage drinking.

Strategy Type 3. Communication/Media Campaigns

This strategy category aims to influence behavior through the use of various media activities designed to affect the social norms of the entire community or selected target population. To be effective and considered an environmental strategy, the activities must be purposeful, targeted, and ongoing for a specific period of time. They should also be connected with and support either a policy or enforcement strategy.

Informational/Warning Sign Campaign (Outlets)

The purposeful display of notices, signs, or posters in retail establishments that provide information related to the legal, social, and health consequences of alcohol use, substance use, and/or problem gambling. Posters may be required by local ordinance, or used voluntarily by retail establishments. This strategy can include “Sticker Shock” campaigns.

Social Marketing Campaign

A specific media strategy that uses standard marketing techniques to promote healthier community norms and to persuade a targeted audience to reduce harmful behaviors and/or increase socially positive behaviors. It includes counter-advertising which directly addresses alcohol marketing (or other substances) by using media literacy efforts to raise public awareness of the advertising tactics employed by the industry marketers. The message includes alternative choices that invite a voluntary exchange of behaviors.

Media Advocacy Campaign

Media advocacy involves the use of unpaid media to highlight a community issue and to advocate for policy changes (*i.e.*, letters to the editor, newspaper articles, press releases, and radio talk shows). Even more so than the other media strategies, media advocacy **MUST BE USED** in conjunction with policy change and enforcement. *The whole point of media advocacy is to advocate for policy change and/or policy enforcement.*

Retail Outlet Recognition Campaign

Used as a follow-up to ongoing compliance checks, this ongoing campaign publicly acknowledges or otherwise rewards outlets that do not sell to minors.

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Social Norms Misperception Campaign

A very specific media strategy that aims to alter the perceptions that people have about how much their peers actually drink. Data must be collected about actual drinking and perceptions of drinking (whereby it is often found that people perceive there to be much higher levels of drinking than is actually reported). Media efforts are then implemented to educate people that their peers really do not drink as much as they think.

Service Approach: Prevention Counseling

Prevention Counseling is a problem-resolution focused activity that is designed to assess and improve the levels of youth and family risk and protective factors to prevent or reduce substance use, problem gambling, and the negative consequences of such behaviors. It is limited to individuals between five (5) and twenty (20) years of age.

Assessment

Includes activities intended to provide a risk assessment-screening and referral for placement in prevention counseling and/or to other appropriate services.

Individual Counseling

Service provided in accordance with an individualized services plan, on a one-to-one, face-to-face basis to those participants who meet the admission criteria in the providers' admission/participation/discharge procedure.

Family Counseling

A service provided in accordance with an individualized service plan which includes the parents/guardians/caregivers, and/or family members along with the admitted counseling participant for the purpose of discussing alcohol, tobacco, other drug use/abuse, or dysfunctional behavior that impacts adversely on the family system.

Group Counseling

Service provided in accordance with an individualized services plan to participants in ongoing groups dealing with specific problems and issues which contribute to patterns of behavior which are or could become dysfunctional.

Service Approach: Early Intervention

Early Intervention services are designed for individuals that meet the Institute of Medicine's (IOM) category of "Indicated" – already exhibiting symptoms and behaviors of substance use or gambling - but do not meet the criteria for a diagnosis of substance abuse or dependence, or pathological gambling. The aim is to not only reduce levels of substance use or gambling but also decrease the length of time the symptoms or behaviors continue and/or reduce the need to refer for treatment services.

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Teen Intervene

A specific evidence-based early intervention prevention program that targets youth between twelve (12) and nineteen (19) years of age.

BASICS

Brief Alcohol Screening and Intervention for College Students (BASICS) is an evidence-based early intervention prevention program for college students who drink alcohol heavily and have experienced or are at risk for alcohol-related problems. It is targeted for individuals between eighteen (18) and twenty-five (25) years of age.

APPENDIX C

OASAS Approved EBPS with Target Populations by Age/Grade Level and IOM Level

	Program Name	Recommended Age	Grade Level				IOM Level		
			Elem. School	Middle School	High School	Young Adult/ College	Universal	Selective	Indicated
	Across Ages	Ages 9 to 13	X	X				X	
	Active Parenting Now	Parents of youth ages 4 to 12				X	X		
	Active Parenting of Teens: Families in Action	Parents and Teens ages 13-17		X	X	X	X		
	All Stars	Ages 11 to 14	X	X			X	X	
	ATLAS	Males Ages 13 to 17		X	X			X	
	Big Brothers/Big Sisters of America	Ages 6 to 18	X	X	X		X		
	Brief Alcohol Screening and Intervention for College Students (BASICS)	Ages 18 to 25				X			X
	Building Skills	5th grade	X					X	
	Challenging College Alcohol Abuse	Ages 18 to 25				X	X		
	Class Action	Ages 13 to 17		X	X		X		
	Creating Lasting Family Connections	Families, Ages 6 to 17	X	X	X	X	X	X	X
	DARE to be You	Families, Ages 4 to 5	X			X	X	X	
	Early Risers "Skills for Success"	Families, Ages 6 to 12	X	X		X			X
	Families and Schools Together	Ages 6-12	X	X			X	X	X
	Family Matters	Ages 12-14		X			X		
	Guiding Good Choices	Families, Ages 6 to 17	X	X	X	X	X		

APPENDIX C

OASAS Approved EBPS with Target Populations by Age/Grade Level and IOM Level

	Program Name	Recommended Age	Grade Level				IOM Level		
			Elem. School	Middle School	High School	College / Adult	Universal	Selective	Indicated
	I Can Problem Solve	Ages 4 – 12	X				X		
	Incredible Years	Ages 4 to 12 and their parents and teachers.	X	X		X		X	X
	Keepin' It REAL	Ages 6 to 17	X	X	X		X	X	
	LifeSkills Training	Ages 6 to 15	X	X	X		X		
	Lions-Quest Skills for Adolescence	Ages 10 to 14	X	X			X		
	Olweus Bullying Prevention	Ages 6 to 15	X	X	X		X		
	Parenting Wisely	parents of youth ages 3 to 18				X	X	X	X
	Positive Action	Ages 6 to 18	X	X			X	X	
	Primary Project	Ages 4 to 9	X				X		
	Project ALERT	Ages 13 to 17		X	X		X	X	
	Project Northland	Ages 12 to 14		X			X		
	Project SUCCESS	Ages 12-18		X	X		X	X	X
	Project Toward No Drug Abuse	Ages 15-18			X		X	X	X
	Project Towards No Tobacco Use	Ages 10 to 14	X	X			X		

APPENDIX C

OASAS Approved EBPS with Target Populations by Age/Grade Level and IOM Level

	Program Name	Recommended Age	Grade Level				IOM Level		
			Elem. School	Middle School	High School	College / Adult	Universal	Selective	Indicated
	Project Venture	Native American Youth Ages 11 to 14	X	X			X	X	
	Promoting Alternative Thinking Strategies (PATHS)	Ages 5 to 12	X	X			X		
	Protecting You/Protecting Me ®	Ages 6 to 11 and Ages 16 to 18	X	X	X		X		
	Reconnecting Youth	Ages 14 to 19		X	X			X	X
	Residential Student Assistance Program	Ages 12 to 18 living in residential childcare facilities		X	X			X	X
	Responding in Peaceful and Positive Ways	Ages 12 to 14		X			X		
	Second Step	Ages 4 to 14	X	X			X		
	SPORT	Ages 13 to 17		X	X		X		
	Staying Connected with Your Teen	Parents of Youth Ages 12 to 17				X	X		
	Strengthening Families Program	Families & Ages 4 to 16	X	X	X	X	X	X	X
	Strengthening Families Program 10-14	Families & Ages 10 to 14	X	X	X	X	X		
	Students Managing Anger and Resolution Together (SMART) Team	Ages 11 to 15	X	X	X		X		
	Teen Intervene	Ages 12 to 19		X	X	X			X
	Too Good For Drugs	Ages 5 to 18	X	X	X		X		
	Too Good for Violence	Ages 5 to 18	X	X	X		X		
	Too Good for Drugs and Violence	Ages 13 to 18			X		X		

Appendix D. FTE Calculator/Instructions

Fill out a separate excel spreadsheet for each Target Population you propose in the RFP. Select and complete spreadsheet TP1 for Target Population 1, TP 2 for Target Population 2. The tabs at the bottom of the spreadsheet are labeled TP1, TP2, etc. Full time equivalent is abbreviated as FTE.

The Total spreadsheet will total all the individual spreadsheets (Target Populations). The Total [FTE Calculator Spreadsheet](#) will calculate the total: number of participant's proposed to be served; number of hours of direct services proposed, Number of Calculated "Primary" Prevention FTEs; the Number of Calculated "Other" Prevention FTEs and Calculated Percent (%) of EBPs.

The total number of direct service hours proposed will be used to calculate the total number of direct service FTEs. The total number of FTEs will then be used to calculate the personnel services costs in the budget. The Number of Calculated "Primary" Prevention FTEs and the Number of Calculated "Other" Prevention FTEs should be entered into the Appendix A - Program Budget Form.

OASAS has defined 1,000 hours of direct services as equaling 1 direct service full time equivalent (FTE). Based on the expectation that prevention services will be delivered over all 12 months (i.e. 52 weeks per year), and that the average work week will be 37.5 hours, this gives a total of 1950 hours. This total 1,950 is the potential number of hours that could be dedicated to providing direct service prevention services for 1 FTE per year. ($1000 \times 37.5 \times 52 = 1950$)

Instructions How to Fill Out Spreadsheets

- Applicants should insert data in highlighted fields. Other non-highlighted fields are used for calculations. Those other fields will be locked and you may not enter data.
- Do not count preparation time in your estimates.
- If you require more than 10 spreadsheets (more than 10 target populations), contact procurements@oasas.ny.gov.

1. Evidenced Based Program (EBP)

Enter:

- Name of the EBP*;
- Projected number of class/groups;
- Projected average number of participants per Class/Group;
- Number of sessions**; and
- Average length of sessions in staff hours***

*Name of the EBP must come from list of OASAS approved EBP curricula found in Appendix E.

** Number of minimum required sessions for EBP can be found in Appendix E.

***Some EBPs require more than one staff member, e.g. Strengthening Families Program. In those instances include the additional staff member in your calculations.

Appendix D. FTE Calculator/Instructions

Guidance

- Providers should use the length of sessions that are defined by the developer. If not defined by developer, provider should use their best judgment in estimating the average length of time for the sessions.
- If the EBP **does not have a defined number of sessions** or **is a multi-component EBP**, enter the information in the Multi-Component EBP section on the spreadsheet.

2. Multi-Component EBP

Enter

- Name of the EBP*;
- Projected number of Class/Groups;
- Projected average number of participants per Class/Group;
- Projected number of staff hours per Class/Group

*Name of the EBP must come from list of OASAS approved EBP in Appendix E.

Guidance

- Enter the projected number of participants that are expected to participate in the multi-component EBP. For example, Project SUCCESS has a Classroom Education component; Prevention Counseling component etc. Enter the projected number of youth in the Classroom Education component **plus** the projected number of youth to be assessed in Prevention Counseling, etc.
- Enter the projected number of staff hours needed to deliver the multi-component EBP. For example, Project SUCCESS has a classroom education component; Prevention Counseling component etc. Enter the projected number of staff hours needed for the Classroom Education component **plus** the total number of hours for the Prevention Counseling component, etc.
- There are some EBPs that do not have a defined number of sessions e.g. Olweus Bullying Program. In those instances use method above for entering information.

3. Non-EBP Education

Enter

- Name of the non-EBP;
- Projected number of class/groups;
- Projected average number of participants per Class/Group;
- Number of sessions; and
- Average length of sessions in staff hours

Appendix D. FTE Calculator/Instructions

4. Environmental Strategies

Environmental Strategies in this RFP follow the most current OASAS Prevention Guidelines and are classified into three strategy types: 1) Policy Regulation and Laws; 2) Enforcement/Compliance; and 3) Communication/Media Campaigns.

4a. Policy, Regulations and Laws

Enter

- Name of policy, regulations and laws activity *
- Total number of hours staff plan to work on this policy, regulation and/or law.

*Name of the policy, regulations and laws activity must come from OASAS approved list found in Appendix B.

4b. Enforcement/Compliance

Enter

- Name of the enforcement/compliance activity*
- Projected number of times expected to be conducted; and
- Average number of hours staff plan to work on this enforcement/compliance activity

*Name of the enforcement/compliance activity must come from OASAS approved list found in Appendix B.

4c. Communication/Media Campaigns

Enter

- Name of the communication/media campaign;*
- Projected number of times expected to deliver;
- Number of individuals expected to be exposed to communication/media campaign; and
- Average number of hours staff plan to work on this communication/media campaign.

*Name of the communication/media campaign must come from OASAS approved list found in Appendix B.

Guidance

- Proposed environmental strategies must meet OASAS performance requirement, i.e. if a Policy Regulations and Laws strategy or an Enforcement/Compliance strategy is proposed it should be supported by an appropriate Communication/Media Campaign strategy (see current OASAS Prevention Guidelines).

5. Community Capacity Building (CCB) Activity

Enter

- Name of CCB Activity;*
- Projected number of participants; and
- Projected number of hours

*Name of the CCB activity must come from OASAS approved list found in Appendix B.

Appendix D. FTE Calculator/Instructions

6. Information Awareness Activity (IAA)

Enter

- Name of IAA *
- Projected number of participants (if applicable); **
- Projected number of hours

*Name of the IAA must come from OASAS approved list found in Appendix B.

** Some IAAs do not have participants as recipients of the service, e.g. Audio/Visual Materials, other Printed Materials etc. In those instances do not enter any number for number of projected participants.

7. Positive Alternative Activities (PPA)

Enter

- Name of PPA*
- Projected number of deliveries;
- Average number of participants;
- Number of sessions
- Average length of sessions

*Name of the PPA must come from OASAS approved list found in Appendix B.

8. Prevention Counseling – Assessments and Counseling

Enter

- Projected number of participants receiving assessments
- Average number of assessments per participant
- Average length of assessments
- Projected number of admissions
- Average number of sessions per admitted participant
- Average length of counseling session

9. Early Intervention

Enter

- Name of Early Intervention*
- Projected number of participants
- Average number of sessions per individual
- Average length of session

*Name of the Early Intervention must come from OASAS approved list found in Appendix B.

APPENDIX E

Minimum Required Sessions for OASAS Approved Evidence-Based Programs

OASAS Approved EBPS	Minimum Required Sessions
Across Ages *	NA
Active Parenting Now	
Active Parenting of Teens	
All Stars	
All Stars -Core	13
All Stars -Booster	9
All Stars -Plus	12
ATLAS (Athletes Training and Learning to Avoid Steroids)	10
Big Brothers/Big Sisters *	
Brief Alcohol Screening and Intervention for College Students	2
Building Skills	
Challenging College Alcohol Abuse *	NA
Class Action	
Creating Lasting Family Connections (CLFC) *	18
DARE To Be You	
Early Risers Skills for Success	
Families and School Together (FAST) *	8
Family Matters	
Guiding Good Choices	
I Can Problem Solve	
Grades K-3	45
Grades 4-6	40
Incredible Years	
IY -Child Dinosaur	20
IY -School Age Parent	12
Keepin' It Real	
Life Skills Training (LST)	
LST Elem.	8
LST M. S.	15
LST M. S. – Level 2	10
LST M. S. – Level 3	5
LST Booster High School	10
Lions-Quest Skills for Adolescence	30
Olweus Bullying Prevention *	
Parenting Wisely	
Positive Action (PA)	
Positive Action Elem.	50
Positive Action M. S.	35
Primary Project *	
Project ALERT	
Project Alert M. S.	11
Project Alert Booster	3
* Denotes a multi-component program.	

APPENDIX E

Minimum Required Sessions for OASAS Approved Evidence-Based Programs

OASAS Approved EBPS	Minimum Required Sessions
Project Northland	
PN-Slick Tracy	5
PN-The Amazing	8
PN-Booster: Powerlines	8
Project SUCCESS *	8
Project Toward No Drug Abuse (TND)	12
Project Towards No Tobacco Use (TNT)	
TNT - Gr6-8	10
TNT - Gr6-8 Booster	2
Project Venture *	NA
Promoting Alternative Thinking Strategies (PATHS)	
PATHS Kindergarten	39
M d l PATHS Grade 1	40
PATHS Grade 2	40
PATHS Grade 3	40
PATHS Grade 4	35
PATHS Grade 5	32
PATHS Grade 6	32
Protecting You/Protecting Me	
Reconnecting Youth (RY)	
Residential Student Assistance Program (RSAP)	8
Responding in Peaceful and Positive Ways (RIPP)	16
Second Step	
Second Step Elem. -Gr K-5	20
Second Step M.S. Gr 6-9	13
Second Step M.S. - Gr6-9	8
Second Step M.S. - Gr6-9	8
SPORT *	NA
Staying Connected with Your Teen *	5
Strengthening Families Program (SFP)	14
Strengthening Families Program 10-14	
Strengthening Families 10-14	7
Strengthening Families 10-14 -	4
Students Managing Anger and Resolution Together (SMART)	8
Teen Intervene	
Too Good For Drugs (TGFD)	
TGFD -Elem.	10
TGFD -M.S.	10
Too Good for Violence (TGFV)	
TGFV -Elem.	7
TGFV -M.S.	9
Too Good for Drugs and Violence (TGFDV)	
TGFD&V -H.S.	10

* Denotes a multi-component program.

Appendix F

LETTER OF INTENT TO BID

(To be completed by the Bidder)

Date: _____

Karen Stackrow
New York State Office of Alcoholism
and Substance Abuse Services
1450 Western Avenue,
4th Floor
Albany, New York 12203-3526

RFP Reference:

**OASAS 2014 Request for Proposals:
New York City Alcohol and Substance Abuse Prevention Services**

Dear Ms. Stackrow:

This is to notify you of our non-binding intent to submit a bid response on the above noted RFP.

The individual to whom all information regarding this RFP (e.g. addenda) should be transmitted is:

Sincerely,

Name Title

Organization

Street Address City State Zip

(_____) _____ (_____) _____
Phone Fax

E-mail address: