

Milestone	RFP Excerpt	Deliverable	Deadline
C.3.1.1.5.1 - ODMHSAS/SPF SIG Trainings	Supplier shall attend all mandatory ODMHSAS and SPF SIG Prevention trainings. There will be approximately 6 trainings.	CEU Certificate/Certificate of Attendance	Orientation - 8/2/11 & 8/3/11 ↔
C.3.1.1.4.3 - Background Checks	Supplier shall ensure background checks on all staff and volunteers are conducted and shall maintain documentation of such checks. At a minimum, background checks shall search records from Oklahoma State Bureau of Investigations. All staff and volunteers working with minor children shall, at a minimum, meet the statutory requirements proscribed by Oklahoma State law and demonstrate said personnel has no felony convictions or crimes of moral turpitude. Additionally, staff and volunteers must have no alcohol or drug-related charges or arrests within the most recent 36-months and individuals with any previous alcohol or drug charges shall be required to satisfy a pre-employment drug test.	1. Satisfactory background checks 2. Satisfactory pre-employment drug test, if necessary	Prior to employee's or volunteer's start date ↔
C.3.1.2.1.1 - REOW convened	Supplier shall convene a REOW within 30 days of contract start to collect, analyze, and report on substance incidence, prevalence, and related data. Supplier shall coordinate with the ODMHSAS Regional Epidemiologist assigned to the service region.	Agenda/Minutes	30 days from start date 8/31/2011

C.3.1.1.4 - Project staff hired	<p>C.3.1.1.4.1 - Level of Effort: Supplier shall recruit, hire and maintain a minimum of two full time equivalency (FTE) staff, one of whom must be the RPC Director who must dedicate 100% of their time to this contract. The RPC Director's time may be divided between administrative and direct prevention service duties. Project staff shall be hired within 45 days of contract start. C.3.1.1.4.2 Experience and Qualifications: Staff shall have the knowledge and experience necessary in planning and implementing alcohol, tobacco and other drug prevention strategies. Supplier shall demonstrate evidence of the minimum range of experience and skills within the proposed program staffing. The RPC Director shall demonstrate a minimum of two years management experience and obtain certification as a Prevention Specialist (CPS) through the Oklahoma Drug and Alcohol Professional Counselor Association (ODAPCA) within 18 months of employment start date or contract start date, whichever is longer. All other positions shall require at least one year prevention or behavioral health related experience to include one or more prevention strategies and obtain CPS (Bachelor level staff) or Associate Prevention Specialist (APS) (non-degreed staff) within 18 months of employment start date or contract award, whichever is longer. Resumes shall be submitted for all positions. C.3.1.1.4.2.1 - All positions shall require knowledge of the underlying principles of the public health approach to alcohol, tobacco and/or other drug (ATOD) problems; knowledge of the underlying principles and application of environmental strategies that advance policy-based prevention approaches to reduce ATOD problems; knowledge and competency in organizing, developing and sustaining community-based collaborations aimed at achieving environmental change; knowledge of the underlying principles of the use of media advocacy to reduce ATOD problems; and knowledge of the purpose and function of multi-system collaboration to affect organizational and systems changes to reduce ATOD problems in communities.</p>	<p>1. Staff resumes 2. Job descriptions 3. Information entered into OKPROS</p>	<p>45 days from start date 9/15/2011</p>
C.3.1.1.4.5 - Signed Code of Conduct	<p>Supplier shall ensure all staff adhere to the Oklahoma Drug and Alcohol Professional Counselor Association's Preventionist Code of Ethics and maintain professional conduct and presentation at all times when executing the duties of the contract.</p>	<p>Signed Code of Ethics for each staff member</p>	<p>Staff's hire date</p>
C.3.1.1.5.2 - Provider meetings	<p>Supplier shall attend all provider meetings offered by ODMHSAS. There will be approximately 4 provider meetings.</p>	<p>Signature on sign-in sheet/Certificate of Attendance</p>	<p>1st Meeting - 10/5/11 ↔</p>
C.3.1.1.5.3 - Conference calls	<p>Supplier shall participate in all provider conference calls offered by ODMHSAS</p>	<p>Agency/Name on Meeting Minutes</p>	<p>1st Call - September 2012 ↔</p>
C.3.1.5.2 - Reports submitted	<p>Progress on each prioritized indicator/measure shall be reported quarterly in a format prescribed by the Department. Supplier shall submit the quarterly report within 30 days of the end of the quarter.</p>	<p>Information entered into OKPROS</p>	<p>10/31/2011 ↔</p>

C.3.1.3.3.3 - NOMS	Supplier shall report National Outcome Measures (NOMs) utilizing a data reporting system prescribed by the ODMHSAS.	Information entered into OKPROS	10/31/2011 ↔
C.3.1.2.2.2 - Coalitions identified w/agreements (Phase I)	Within four months of the contract start Supplier shall establish a Memorandum of Understanding with a minimum of two community coalitions in the service region (not including the SPF SIG coalition) for the entire contract period. The coalitions must be located in the priority communities and agree to: (1) allow the RPC to provide capacity building services for the coalition and the community; and (2) plan, implement, and evaluate prevention services related to the prioritized indicators identified in the assessment. If coalitions do not exist in the priority communities or are not the appropriate fit for the prioritized indicators, Supplier shall pursue development of a coalition.	Memorandum of Understanding for each coalition (minimum 2)	4 months from start date 11/30/2011
C.3.1.2.1.2 - Regional need assessment complete (Phase I)	Within eight months of contract start, Supplier shall complete a regional needs assessment to prioritize constructs/indicators, prioritize communities of focus, and determine causal factors. The needs assessment shall be conducted in collaboration with the REOW.	Regional level data	8 months from start date 12/31/2011*
C.3.1.2.1.3 - Regional epidemiological profile (Phase I)	Supplier shall support the REOW in the development of a preliminary regional epidemiological profile within eight months of contract start as part of the regional strategic plan and submit annual updates thereafter in a format prescribed by the ODMHSAS.	Preliminary regional epidemiological profile	8 months from start date 3/31/2012* ↔
C.3.1.2.2.3 - Coalition/Community readiness assessment (Phase I)	Supplier shall conduct baseline coalition/community readiness assessments with the minimum two coalitions within eight months of contract start and in regular intervals thereafter during the contract period. Supplier shall document coalitions' progress.	Readiness baseline data	8 months from start date 3/31/2012* ↔
C.3.1.2.2.4 - Coalition training (Phase I)	Supplier shall provide a minimum of two trainings on the SPF to each of the minimum two partner coalitions within eight months of award.	Agenda and Presentation for each training (minimum 4)	8 months from start date 3/31/2012*
C.3.1.2.3.1 - Regional strategic plan submitted (Phase I)	Within eight months of contract start Supplier shall develop a comprehensive strategic plan for regional prevention services that is data-driven and utilizes evidence-based approaches. Planning shall be conducted in collaboration with the partner coalitions.	Comprehensive regional strategic plan	8 months from start date 3/31/2012*
C.3.1.2.3.2 - Priority indicators (Phase I)	Supplier shall choose a minimum of two indicators from the State's list of priority indicators to address in the region in fiscal year 2012. Selection of indicators not listed on the State's list of priority indicators shall require written, data-driven justification.	Indicators identified in strategic plan	8 months from start date 3/31/2012* (Part of strategic plan)
C.3.1.4 - Required regional services	Supplier shall provide the following required prevention services [Prevention Coordination Services & Training and Technical Assistance Services] throughout the bid award regardless of the prioritized constructs and indicators/measures and targeted communities. Supplier shall include a plan to provide these required services in the regional strategic plan.	Plan for delivery stated in regional strategic plan	8 months from start date 3/31/2012* (Part of strategic plan)

C.3.1.2.3.3 (Phase I) & C.3.1.3.2.1 (Phase II) - Implementation commenced (except for those regional prevention services required in Section C.3.4)	C.3.1.2.3.3 - Implementation of services shall not commence until the ODMHSAS approves the strategic plan. The regional strategic plan shall be submitted in a format prescribed by the ODMHSAS and shall include: Needs assessment (epidemiological profile and causal factor assessment); Identification of priority indicators and communities/populations of focus; Identification of partner coalitions/constituents and plan to advance readiness, capacity and partnership; Identification of selected evidence-based practices; Goals, measurable objectives, tasks, timeline (shall include plan to achieve Required Regional Prevention Services outlined in Section C.3.4); Media advocacy plan; Sustainability plan; Cultural competency plan. C.3.1.3.2.1 - Supplier shall provide evidence-based prevention services consistent with the approved regional strategic plan. Implementation shall not commence until the regional strategic plan is approved (except for those regional prevention services required in Section C.3.4).	1. Delivery of services 2. Information entered into OKPROS 3. Approved strategic plan	No earlier than approval of strategic plan
C.3.1.3 - Phase II Services	Supplier shall initiate work on the following requirements [Phase II Services] upon completion of Phase I and upon ODMHSAS approval of the regional strategic plan.	1. Delivery of services 2. Information entered into OKPROS	No earlier than completion of Phase I and approval of strategic plan ↔
C.3.1.4.2.2 - Youth leadership development	Supplier shall enter into a written partnership agreement with a minimum of two youth leadership coalitions within 10 months of contract start. Partnership with the youth leadership coalitions must align with the regional strategic plan.	1. Written partnership agreement 2. Information entered into OKPROS 3. Documentation of coalition/strategic plan alignment	10 months from start date 5/31/2012*
C.3.1.3.3.2 - Evaluation plan submitted (Phase II)	Supplier shall develop a detailed evaluation plan by June 30, 2012 and document process and outcome measures associated with a minimum of one prioritized indicator in collaboration with the ODMHSAS contracted evaluator. The evaluation plan shall also include baselines and measures for youth retail access to alcohol and youth retail access to tobacco.	Detailed Evaluation Plan	6/30/2012
C.3.1.3.1.3 - Coalition training (Phase II)	Supplier shall provide a minimum of two trainings [evidence-based program, policy, or practice] (in addition to the trainings required during Phase One) to each of the minimum two partner coalitions on the SPF prior to June 30.	1. Agenda/sign-in sheet/presentation for each training (minimum 4) 2. Information entered into OKPROS	6/30/2012
C.3.1.5.3 - Final expenditure report	Supplier shall provide a final expenditure report, in a format prescribed by the Department, within 60 days of the end of fiscal year.	Expenditure report	9/30/2011

*Represents recommended timeframe

↔Represents tasks/strategies that are ongoing