

NERDY TALK:

State Nerds Talk Contracts

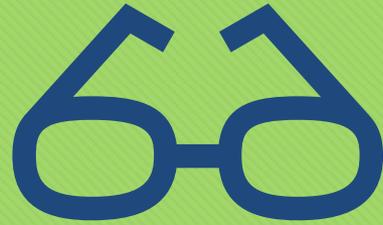
The first and nerdiest step in our orientation process so we can
Turn ME into WE!



Your Loveable State Nerds:

So, contracts aren't fun. They're confusing and long, even to us state nerds. And we write them! Thankfully, however, your loveable and eager-to-help ODMHSAS nerds have prepared this presentation to explain and demystify your state contract! You may pay us in pocket protectors.





Nerdy Joke:
A mushroom walks into a restaurant. The maître d' says, "We don't serve your kind here." The mushroom says, "Oh, come on! I'm a fungi!"

What's in Your Contract?

A

Section A: General Provisions

NerdSpeak for: how we give out contracts, how you get a contract, how to keep/lose your contract

B

Section B: Special Provisions

NerdSpeak for: contract information, contract requirements, contract definitions, invoicing/payment. Some of it is general language that goes in all contracts, so it might sound weird. Some of it is specific to your contract. Also, more stuff about how to keep your contract.

C

Section C: Solicitation Specifications

NerdSpeak for: Pay attention to me! This is where you find the meat of your project-specific work.

D

Section D: Evaluation

NerdSpeak for: How the bid was reviewed.

E+

Section E and everything after: Instructions to the Supplier...

NerdSpeak for: What you needed to submit with your written response to the RFP.



Section A: General Provisions

Subheadings from this section: Definitions, Bid Submission, Solicitation Amendments, Bid Change, Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Bid Opening, Open Bid/Open Record, Late Bids, Legal Contract, Pricing, Manufacturers' Name and Approved Equivalents, Negotiations, Rejection of Bid, Award of Contract, Contract Modification, Delivery, Inspection and Acceptance, Invoicing and Payment, Tax Exemption, Audit and Records Clause, Non-Appropriation Clause, Choice of Law, Choice of Venue, Termination for Cause, Termination for Convenience, Insurance, Employment Relationship, Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007, Compliance with Applicable Laws, Special Provisions

Key Points



Invoicing and Payment

More on this later...



Insurance



Audit



Termination of Contract



Section B: Special Provisions

Subheadings from this section: Contract Period, Extension of Contract, Definitions, Access to Records, Advance Payments Prohibited, Affirmation, Amendments/Contract Modifications, Assignments and Delegation, Audit-Type Certification, Budget Revisions, Cancellation Clause, Contract Compliance, Monitoring, Contractor's Relation to ODMHSAS, Drug-Free Workplace, Invoicing Fixed Rate (FR) Services, Invoicing Non-Fixed Rate Services, Equipment and Other Purchases, Event of Default, Failure to Comply Statement, Financial Audit, Confidentiality, Indemnification, Influence, Immediate Cancellation, No Grant Authority, No Other Agreement, Non-Discrimination, Notices, Other Certifications, Open Meeting Law, Performance Suspension, Procurement Integrity, Promotional or Incentive Items, Recognition of Department Support, Reports, Severability, Specialized Services, Surveys, Technical Assistance, Tobacco, Unavailability of Funding, Understanding of Terms, Waiver of Breach, Worker's Compensation and Employer's Liability, Breach of Contract, Minor Deficiencies or Informalities, and Disclose Regarding Lobbyist

Key Points



Contract Period

RPC: July 1, 2015 – June 30, 2016 with the option to renew for four additional one year periods through June 30, 2020. Renewal based on availability of funding, ODMHSAS need, and meeting RFP requirements

PFS: January 1, 2015 to June 30, 2016. The four subsequent and renewable contract periods will be July 1 through June 30 of each year through September 29, 2019.



Invoice/Purchasing

More on this later...



Some policies/practices you need to document

- Confidentiality
- drug free workplace
- tobacco policy
- events supported by the agency are tobacco free
- provide information on cessation service



Definitions

Project Terms. The 5 A's to Technical Assistance.



Section C: Solicitation Specifications - RPC

Subheadings from this section: Introduction, Expectations

Key Points



Purpose

Aligned with the vision, mission, and goals of the state's strategic prevention plan to create prevention-capable communities in order to:

- Prevent the onset and reduce the progression of substance abuse;
- Reduce the problems/consequences related to substance abuse; and
- Increase prevention capacity and prevention infrastructure at the community level.



Oklahoma's Approach to Prevention

- We focus on environmental-level change
- We try to change causal factors
- We use a public health approach
- We use the SPF
- Oklahoma's ATOD consumption poses a serious public health risk



Expectations

- Assess needs based on epidemiological data
- Build Community Px Capacity
- Develop strategic plans(s) and work plan(s)
- Implement effective community prevention



Statement of Work

More on this later, but this is a biggie!



Section C: Solicitation Specifications - PFS

Subheadings from this section: Introduction, Expectations

Key Points

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Expectations and Requirements

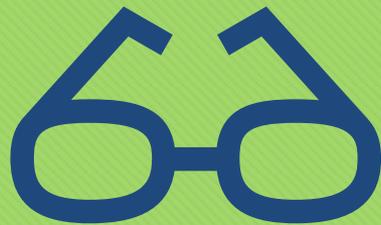
- Evidence Based Practices
- Strategic Prevention Framework
- Data Collection and Evaluation

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Statement of Work

- Supplier Branding
- Staff Requirements
- Needs Assessment
- Community Data Workgroup
- MOU with Coalition
- Capacity Building
 - Coalition Capacity Assessment
- Strategic Plan and Work plans
- Community Readiness





Nerdy Joke:
There's a band called
1023MB. They haven't had
any gigs yet.

More on Financials...

Invoices

- Invoices will be paid in arrears
- Submitted within 60 days
- Uploaded to OKPROs
- Use invoice template
- Do not need to submit documentation, but must keep records for possible review

Budgets

- Indirect Cost
- Budget Modifications
- You can have 3 per contract year
- There are no more one time 10% move



Even More on Financials...

Direct Costs

- Personnel and Fringe
- Travel
- Equipment
- Supplies
- Contractual
- Other

Indirect Costs

These are not program specific and are classified within two broad categories:

- Facilities
- Administration

Unallowable

- Any activity that is not directly related to the facilitation or goal of the project
- Meals (except when paid as per diem to staff)
- Acquisition costs of real property, as well as construction costs
- Entertainment costs for amusement and diversion
- Advocacy efforts that involve hiring of lobbyists or travel for the purpose of lobbying
- Fund raising expenses incurred solely to raise capital or obtain contributions, including staff time for the purpose of fund raising
- Project proposal development costs

Nerd Alert: Things Requiring Prior Approval from ODMHSAS



Paid Media Considerations

- Is it consistent with work plan?
- Was the process strategic?
- Is message/outlet appropriate for the focus audience?
- Demographics
- Paid media must mention Funding Source

Travel

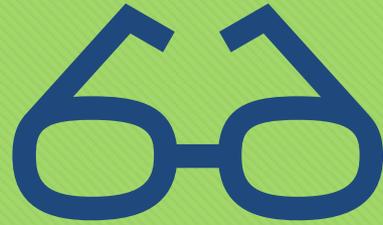
- Name of conference
- Connection to work plan
- 1 out of State Travel per funded project staff per fiscal year
- MOU for coalition members
- On Course with contract deliverables

Equipment

- Quote
- Purpose
- Time appropriate

Incentive Items

- Quote
- Design Proof
- Purpose
- Work plan



Nerdy Joke:
What do you get when you
cross a joke with a rhetorical
question?

Block Grant Priorities

Construct	Indicator/Measure
Underage Drinking	Current, 30-day alcohol use among youth under age 21
	Current, 30-day binge drinking among youth under age 21
	Current, 30-day drinking and driving among youth under age 21
Adult Binge Drinking	Current, 30-day binge drinking among adults age 18 and older
	Current, 30-day drinking and driving among adults age 18 and older
Nonmedical Use of Prescription Drugs	Adults > 18 years old use of prescription drugs without a prescription in their lifetime
	Adults > 18 years old non-medical use of prescription drugs in the past 30 days
	Current, 30-day use of prescription drugs among 6, 8, 10, and 12 graders
Methamphetamine	Current, 30-day methamphetamine use among 6, 8, 10 and 12 graders
Marijuana Use	Current 30-day marijuana use among 6, 8, 10 and 12 graders
	Current, 30-day marijuana use among adults age 18-25 and > 26 years old
Alcohol Use During Pregnancy	Any alcoholic drinks during last 3 months of pregnancy
	Alcohol use during pregnancy

PFS Priorities

Construct	Indicator/Measure
Nonmedical Use of Prescription Drugs	Non-Medical use of prescription pain relievers in the past month among persons aged 12-25
	Opioid Overdose Deaths per 100,000 population among persons aged 12-15

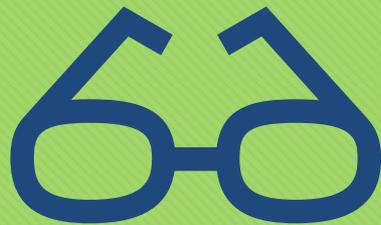
Funding Sources

Block Grant

Funding Source
Substance Abuse and Mental Health Services Administration (SAMHSA), Substance Abuse Prevention and Treatment Block Grant (CFDA Number 93.959)
State appropriated prevention funds

Partnership for Success

Funding Source	Scope of Service
Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) Strategic Prevention Framework Partnerships For Success (SPF-PFS) cooperative agreement (CFDA Number 93.243)	SPF-PFS Services
Oklahoma State Prescription Drug Abuse Prevention Appropriation	SPF-PFS Services



Nerdy Joke:
Knock Knock.
Who's There?
To.
To Who?
No, To Whom.

Section C: Statement of Work - RPC

- General Requirements
 - Supplier Branding
 - Prevention Message and Sponsorship
 - Service Location
 - Staff Requirements
 - ODMHSAS Training/Meetings
 - Program Participant Protection
 - Revision and Change Request
- Services
 - Needs Assessment
 - Epi Profile(years 1, 3, and 5)
 - Needs Assessment
 - Planning
 - Work plans
 - Capacity
 - Implementation
 - Evaluation
 - Prevention Coordination Services
 - Training and Technical Assistance
 - Performance Monitoring



Section C: Strategic Plan vs. Work plan



Strategic Plan

- Needs Assessment
- Strategy Selection
- Regional Epidemiological Profile
- Readiness Assessment
 - Coalition
 - Organizational
 - Community
- Logic Models
- Signature from Coalition
- Due February 28th, 2016



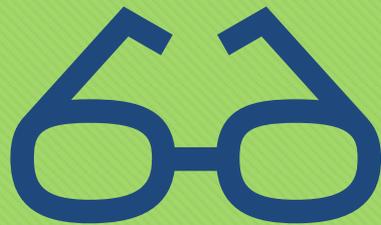
Workplan

- Goals
- Measurable Objectives
- Task
- Timelines
- Components: Capacity, Policy, Enforcement, Media, Data
- Evaluation
- Cultural Competency
- Sustainability
- Signature from Coalition
- Due April 30th, 2016

Section C: Needs Assessment

- REOW and CDW
- RPC
 - Identification of priority constructs and indicators
 - Identify partner coalitions and plan to advance readiness, capacity, and partnership
 - Identify and justify intermediate variables
 - Regional Epi Profile
- PFS
 - Identify partner coalitions and plan to advance readiness, capacity, and partnership
 - Identify and justify intermediate variables
 - Community Epi Profile





Nerdy Joke:
C, E Flat and G Walk into a
bar. The Bartender says,
“Sorry, No Minors.”
(The bartender had taken
RBSS Training!)

Section C: Prevention Coordinated Services - RPC



Regional Strategic Plan/Workplan Coordination

Responsible for coordinating the implementation of the regional strategic plan and accompanying workplans. Coordination shall include providing and organizing the resources, expertise, and training necessary to implement the regional strategic plan/work plan(s) and document progress/outcomes.



Earned Media Outputs

- Minimum of one unduplicated per month
- 6 Must be in non-priority counties
- Must demonstrate appropriate call to action
- Mention ODMHSAS and RPC
- Social Media can be used for a max of 2
- alcohol enforcement media does NOT count
-



Information Dissemination

- Respond to public requests for information related to substance abuse prevention in the service region with priority given to those requests directly related to the regional strategic plan
- Primarily utilize the ODMHSAS Prevention Resource Center online clearinghouse for material fulfillment.



Publish OPNA Results

- Must publish in every county
- Not part of the 12 earned media



Alcohol Enforcement Plan

- Due April 30th
- At minimum, should address youth access to alcohol.
- ODMHSAS will send out a tool kit
- MOUs shall be established in each high-need location



RBSS

- offer RBSS training to 100% of alcohol retailers in the service region
- Supplier shall respond to all requests for training.
- Supplier shall secure a written policy by a minimum of one retail outlet (per contract year) to conduct mandatory RBSS training for

Section C: Prevention Coordinated Services (cont.)



Risk Assessments

- conducted in all retail locations corresponding to an offense date appearing more than one time in a six-month period on the Place of Last Drink (POLD) survey
- Supplier shall ensure a risk assessment is conducted at a minimum of two special events where alcohol is sold/served each contract year



2M2L

- Active Involvement
- make direct contact with 100% of all established 2M2L/SADD clubs each quarter and assist in the development of new clubs
- engage youth leaders beyond ACCS
- Collaborate with 2M2L Regional Coordinator assigned to the service region.



Statewide Media Campaigns

- participate in statewide media campaigns when requested by the ODMHSAS.



Take as Prescribed/Social Host

- brand prescription drug misuse/abuse projects and initiatives with the "Take As Prescribed" campaign materials
- If Supplier implements paid or earned media around the Oklahoma Social Host law, Supplier shall solely use the ODMHSAS generated campaign materials and report process measures and outputs in a format prescribed by the ODMHSAS.



Training and TA

- TTA on the SPF and evidence-based prevention strategies to community coalitions within the service region
- minimum of two trainings on evidence-based prevention strategies
- Written partnership with two youth leadership coalitions
- TTA to a minimum of 2 youth leadership coalitions



OPNA

- Primary responsibility for recruiting and securing agreements
- Expects participation from all schools in service region
- Requires at least 70% response rate within community of focus

Section C: Facilitation Plan

What your contract says: Supplier shall submit a facilitation plan to the ODMHSAS outlining the methods and processes that will be used to drive coalition decision-making within the parameters of the contract. The plan should ensure the inclusion of members of focus populations as decision-makers. Documentation of the facilitation process shall be kept. This documentation is subject to random audits by the ODMHSAS throughout the fiscal year.

NerdSpeak for: The problem and solution are truly owned by the community.

Who needs it: RPC Contracts: Required; PFS Contracts: Suggested

Things to Consider

01 Who should be decision-makers?

RPC Contracts: Required

PFS Contracts: Suggested

02 How will we get those people to the table?

Focus population

Doers

Diverse

Non-PH-professionals

03 What are framing/communication issues we need to address?

How do we frame the RPCs role?

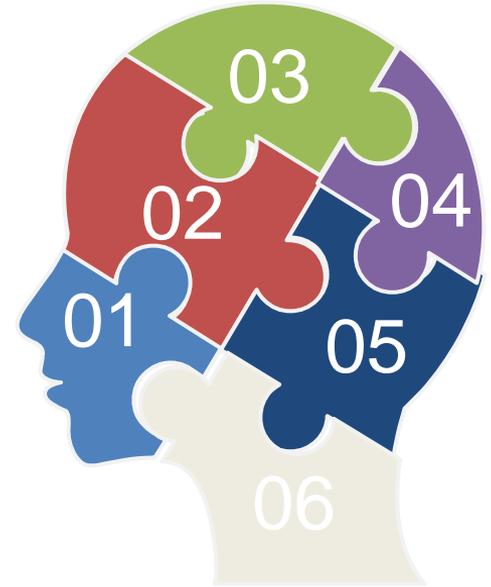
How do we frame the coalition's role?

How do we deliver communication? (rural populations)

04 What decisions should our taskforce make?

05 Sustainability and Cultural Competency Considerations

06 Due August 30th, 2015



Section C: Evaluations

BLOCK GRANT

- Plan due May 30, 2015
- Evaluation report June 30th
- NOMs

PFS

- Evaluation Plan
- Bach Harrison
- County Data Group
- NOMS
- PEP-C
- Submit Quarterly Reports

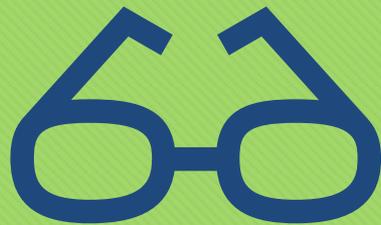
OKPROS

- Update every 30 days
- Budget/Invoices
- Service Hours
- Regional Core Services
- Media
- Coalition Progress

OPNA

- What does 70% mean?





Nerdy Joke:
There are 10 types of people
in this world – those that
understand binary and those
that do not.

Additional Highlights

BLOCK GRANT

- EPI Profile (year 1,3,6)
- Sustainability Plan (year 2)

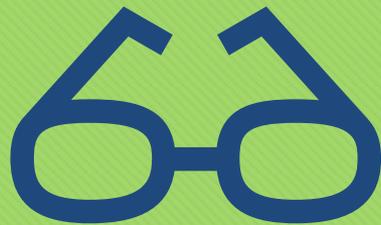
PFS

- Coalition Trainings
- CDW Orientation
- Community Readiness
- Coalition Capacity
- Sustainability Plan (year2)

TAKE AS PRESCRIBED

- Prescription drug misuse/abuse projects and initiatives must be brand w/ “Take As Prescribed” campaign materials
 - Use official fonts, colors, and logos
 - Send for approval
 - Exemptions require approval
- Materials being developed
 - Billboard templates
 - Brochures for doctor’s offices and ERs
 - Password protected material section on TAP





Nerdy Joke:
Helium walks into a
restaurant. The maître d'
says, "Sorry, we don't serve
noble gases here." Helium
doesn't react.

Due Dates

- Some dates in the contract were extended per the FY 2016 RPC and PFS Contract Memo. The Contract Memo dates are the new deadlines.



Questions?