

FUNCTIONAL PROPOSAL REQUIREMENTS

Section 1 – Substance Abuse and Mental Health Services Administration’s (SAMHSA) Substance Abuse Prevention and Treatment Block Grant (SABG) & discretionary grants	
<i>Maximum available points: 145</i>	
Question	Functionality to be Evaluated
1.	<p>Please provide a response to each of the following. Responses should be a maximum of 3 pages.</p> <ul style="list-style-type: none"> a) Describe the Bidder’s ability to gather data and build reports for prevention planning of priority substances (examples include but are not limited to alcohol, tobacco, marijuana etc.). <i>(Maximum available points: 21)</i> b) Describe the Bidder’s ability to gather data and build reports for the Center for Substance Abuse and Prevention (CSAP) types of prevention strategies (prevention education, problem identification and referral, information dissemination, environmental approaches, community based process, & alternative activities). <i>(Maximum available points: 21)</i> c) Describe the Bidder’s ability to gather data and build reports for the Prevention interventions classified by the Institute of Medicine (IOM) (Universal Direct, Universal Indirect, Selective & Indicated). <i>(Maximum available points: 21)</i> d) Describe the Bidder’s ability to track Charitable Choice (42 CFR Part 54), Notice to Beneficiaries, and referrals to alternative services. <i>(Maximum available points: 19)</i> e) Describe the Bidder’s ability to analyze performance measures of prevention plans and strategies delivered based on individuals’ demographics (examples include gender, ethnicity, military service, etc.). <i>(Maximum available points: 21)</i> f) Describe the Bidder’s ability to analyze performance measures of prevention plans and strategies based on subpopulations’ demographics (examples include socioeconomic status, literacy, etc.). <i>(Maximum available points: 21)</i> g) Describe the Bidder’s ability to track the total number of evidence-based programs that fall in the CSAP and IOM Categories. <i>(Maximum available points: 21)</i>

Section 2 – Planning Information	
<i>Maximum available points: 125</i>	
Question	Functionality to be Evaluated
1.	<p>Please provide a response, maximum of 4 pages, for each of the following:</p> <ul style="list-style-type: none"> a) Describe the Bidder’s ability to organize all data into a relationship that mimics Washington’s Prevention Logic Model template (see Appendix D). <i>(Maximum available points: 5)</i> b) Describe the Bidder’s ability to maintain several Washington Prevention Logic Models (each HCA Prevention Contractor completes their own). <i>(Maximum available points: 5)</i> c) Describe the Bidder’s ability for users to update their prevention logic model with appropriate options per area (example: entering intervening variables to

	<p>each corresponding identified prevention strategy from an established list of approved strategies by fund source.). <i>(Maximum available points: 5)</i></p> <p>d) Describe the Bidder's ability to track and display implementation fidelity of prevention programs (i.e. reconciling service entry with planned prevention program activity). <i>(Maximum available points: 4)</i></p> <p>e) Describe the Bidder's ability to accommodate the tracking of survey instruments assigned to measurable objectives for each intervening variable linked to a program in Washington's Prevention Logic Model. <i>(Maximum available points: 3)</i></p> <p>f) Describe the Bidder's ability to collect details of contractor and/or subcontractor hours for program service planning and delivery. (Examples include number of direct, indirect or training hours per step of action plan). <i>(Maximum available points: 3)</i></p> <p>g) Describe the Bidder's ability to analyze qualitative and quantitative data across the different HCA Prevention Contractor's Logic Models. <i>(Maximum available points: 3)</i></p> <p>h) Describe the Bidder's ability to analyze any part of the prevention logic model in relation to any other part that was originally planned (example; analyze all survey outcomes for a specific intervening variable). <i>(Maximum available points: 3)</i></p> <p>i) Describe the Bidder's ability to have data entry representative of the interconnectedness between goals, objectives, risk and protective factors, goals selected, pre and post-test (i.e. Service data entry would have filtered fields based on program specifications such as service type, CSAP service code, CSAP sub-category, IOM-category, etc.). <i>(Maximum available points: 3)</i></p>
2.	<p>Please answer only "Yes" or "No" for each of the following questions.</p> <p><u>Pre/Post-Test.</u></p> <p><u>Does the Bidder have the:</u></p> <p>a) Ability to document and administer pre and post-test to individuals? <i>(Maximum available points: 5)</i></p> <p>b) Ability to track individual data related to pre and post and separate from aggregate pre and post? <i>(Maximum available points: 5)</i></p> <p>c) Ability to document and administer pre and post-test by aggregate group? <i>(Maximum available points: 5)</i></p> <p>d) Ability to track aggregate data related to pre and post separate form individual prep and post data? <i>(Maximum available points: 6)</i></p> <p>e) Ability to submit surveys electronically with unique identifiers? <i>(Maximum available points: 6)</i></p> <p>f) Ability to correspond with participants of a program with the ability to provide system feedback of the results? <i>(Maximum available points: 6)</i></p> <p>g) Ability to have analytic outcome results derived from pre and post-test submissions? <i>(Maximum available points: 6)</i></p> <p>h) Ability for system to offer multiple pre and post-tests selections that can based on a filter? <i>(Maximum available points: 6)</i></p>

- i) Ability to save and/or print various standard reports, letters, worksheets and other document templates upon request? *(Maximum available points: 5)*
- j) *To be modified to read: Ability to reject submission and return the item to the sender such as submission of a program plan or budget?* *(Maximum available points: 5)*
- k) Ability for each analyst to initiate a future alert that will be sent via email on a specified date? *(Maximum available points: 6)*

Washington’s Prevention Logic Model Template:

Does the Bidder have the:

- a) Ability to connect/organize specific groups of data elements (forms, attachments, workflow/status trackers, etc.) to support the framework created by Washington’s Prevention Logic Model? *(Maximum available points: 5)*

Funds tracking:

Does the Bidder have the:

- a) Ability to input and budget multiple funding sources having different begin/end dates? *(Maximum available points: 5)*
- b) Ability to input and track funds allocated and utilized from each funding source to the type of prevention program or service (training is considered a type of service)? *(Maximum available points: 5)*
- c) Ability to budget funds out from each funding source based on planned services vs. delivered services for each contractor? *(Maximum available points: 5)*
- d) Ability to have built in billing system? *(Maximum available points: 5)*
- e) Ability with built in billing system to be able to track utilization for each funding source per entity, contract and at a higher level as needed? *(Maximum available points: 5)*

Section 3 – Service Data Entry

Maximum available points: 125

Question	Functionality to be Evaluated
1.	<p>Please answer only “Yes” or “No” for each of the following.</p> <p><u>Individual data and coalition data:</u></p> <p>Does the Bidder have the:</p> <ul style="list-style-type: none"> a) Ability to collect mentor/mentee matches, group activities, support activities? <i>(Maximum available points: 4)</i> b) Ability to collect mentoring program information (attendance)? <i>(Maximum</i>

available points: 4)

- c)** Ability to collect mentoring evaluations (pre/post outcomes)? *(Maximum available points: 4)*
- d)** Ability to collect other 1:1 type programming? *(Maximum available points: 4)*
- e)** Ability to track community coalition progress and development (example; determining if an organization has formal, written policies in place to address cultural competence) including:
 - 1.** Ability to track partners and staff involvement? *(Maximum available points: 3)*
 - 2.** Ability to document recurring and single services per participant? *(Maximum available points: 3)*
 - 3.** Ability to track first and last name? *(Maximum available points: 3)*
 - 4.** Ability to track job title (if part of 12 sector community coalition)? *(Maximum available points: 3)*
 - 5.** Ability to track lead or not (if part of 12 sector community coalition)? *(Maximum available points: 3)*
 - 6.** Ability to track date of birth? *(Maximum available points: 3)*
 - 7.** Ability to track zip code or nearest elementary school? *(Maximum available points: 3)*
 - 8.** Ability to track race? *(Maximum available points: 3)*
 - 9.** Ability to track ethnicity? *(Maximum available points: 3)*
 - 10.** Ability to track gender? *(Maximum available points: 3)*
 - 11.** Ability to track if English language spoken (very well, well, not well, not at all, unknown)? *(Maximum available points: 3)*
 - 12.** Ability to track if Spanish language spoken? *(Maximum available points: 3)*
 - 13.** Ability to track if languages other than English or Spanish? *(Maximum available points: 3)*
 - 14.** Ability to track Military service (individual)? *(Maximum available points: 3)*
 - 15.** Ability to track military service of family members? *(Maximum available points: 3)*
 - 16.** Ability to upload data into system to be seamlessly integrated as if entered manually? *(Maximum available points: 4)*

Aggregate data:

Does the Bidder have the:

- a)** Ability to document recurring and single services per summary information including:
 - 1.** Age breakdown of group? *(Maximum available points: 3)*
 - 2.** Gender breakdown of group? *(Maximum available points: 3)*
 - 3.** Race breakdown of group? *(Maximum available points: 3)*
 - 4.** Hispanic, Latino/Latina or Spanish breakdown of group? *(Maximum available points: 3)*
 - 5.** Transgender breakdown of group? *(Maximum available points: 3)*
 - 6.** Sexual Orientation breakdown of group? *(Maximum available points: 3)*
 - 7.** Language Spoken at Home breakdown of group? *(Maximum available points: 3)*
 - 8.** How well English Spoken at Home breakdown of group? *(Maximum available points: 3)*
 - 9.** Family economic breakdown of group? *(Maximum available points: 3)*
 - 10.** Military breakdown of group – Participant of parent of dependent participant? *(Maximum available points: 3)*
 - 11.** Ability to upload data into system to be seamlessly integrated as if entered manually? *(Maximum available points: 4)*

Population reach data:

Does the Bidder have the:

- a)** Ability to document population served based on zip code, county, school district city, and legislative and congressional district? *(Maximum available points: 4)*
- b)** Ability to document service population (i.e. General population, individuals living in poverty, parents/families, religious groups, etc.)? *(Maximum available points: 3)*
- c)** Ability to document age groups served? *(Maximum available points: 3)*

Environmental strategies:

- a)** Ability to document number of participants and associated aggregate data? *(Maximum available points: 3)*
- b)** Ability to document number of Elected Officials Reached? *(Maximum available points: 3)*
- c)** Ability to document number of people reached via multiple mediums (i.e. radio, TV, billboards, events, etc.)? *(Maximum available points: 3)*
- d)** Ability to demonstrate connectivity to additional statewide information dissemination campaigns being measured within system? *(Maximum available points: 3)*
- e)** Ability to upload data into system to be seamlessly integrated as if entered manually? *(Maximum available points: 4)*