

**The State Education Resource Center  
(SERC) Request for Proposals  
Curriculum Designer for Opioid Prevention Curriculum Guide and Tools**

SERC RFP Number: \_\_\_\_\_

The State Education Resource Center (SERC)

Procurement Contact: Paquita Jarman-Smith

- RFP Issued/Posted on SERC website: March 13, 2019
- Receipt of Questions about RFP: March 14 – March 19, 2019 at 12:00 noon.
- Answers to questions will be posted as an addendum to the RFP on the SERC website: March 21, 2019.
- Proposal Due Date: No later than 4:00 p.m. on April 1, 2019
- Award announcement: April 5, 2019



**STATE EDUCATION RESOURCE CENTER**

*EQUITY | EXCELLENCE | EDUCATION*

The State Education Resource Center (SERC) is committed to a policy of equal opportunity/affirmative action for all qualified persons. SERC does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. SERC does not unlawfully discriminate in employment against qualified persons with a prior criminal conviction. Inquiries regarding SERC's nondiscrimination policies should be directed to:

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## Overview and Purpose

The State Education Resource Center (SERC) is seeking competitive proposals from qualified and interested organizations to create an evidence/research-based Substance Misuse Prevention Guiding Curriculum with a focus on opioids to support school districts serving students K-12, for a program funded by the CT Department of Mental Health and Addiction Services (DMHAS): “Transforming Approach to Opioid Prevention: Developing Systemic Change in Schools.” This RFP also includes the development of a Self-Assessment for districts to use and a resource guide of best practices in substance misuse focused on opioid prevention that is inclusive of the needs of schools, students, families and communities.

### **Program Goal - Transforming Approach to Opioid Prevention: Developing Systemic Change in Schools Project:**

The overarching goal of the Transforming Approach to Opioid Prevention is to provide district-wide professional learning and services that bring awareness directly into the classroom about the statewide efforts in reducing the overdose deaths involving opioids.

## About SERC

SERC was established 49 years ago as a “focal point of action and communication for special education personnel from throughout the state” (CT State Department of Education newsletter, October 1969). We have served local school districts, state-level policy makers, families, community agencies, and other stakeholders by facilitating professional learning, including technical assistance and training; providing resources, in part through a centralized library; and leading a range of other activities and supports over our nearly five decades in operation.

As we evolved, SERC was statutorily tasked to serve the State Board of Education and led the ongoing effort to integrate special and general education, historically divided systems, into a unified approach to education that promotes equitable policies, culturally relevant practices, and accessible structures that develop successful learning communities within schools. We became a state quasi-public agency in 2014, recognizing our unique position to work closely with communities across the state.

All of the agency’s efforts are designed to address educational equity and Connecticut’s opportunity gaps. SERC’s consultants and staff, in collaboration with our partners, build the capacity of educators, service providers, and families to meet the diverse needs of our student population.

SERC recognizes that to be effective in facilitating change that is systemic, effective, and enduring, all stakeholders must be included in the change process. Through partnerships with us, education systems shape their own transformation while SERC facilitates the process and customizes application of research and new thinking. SERC maintains many ongoing, years-long relationships with local education agencies and offers continued support to foster and sustain systemic change. Through this work, SERC is committed to our vision for and mission of equity, excellence, and education.

**Scope of proposed work: 2019-2020**

The date for completion of the project is September 2020, with the following estimated timeline:

- June 2019: Completion of draft curriculum
- Summer 2019: Incorporation of stakeholder feedback
- Fall 2019: Presentation of completed draft
- Fall 2019 – Winter 2020: Completion of final revisions
- Spring 2020 – September 2020: Graphic design and delivery of final product

Deliverables of this project are outlined below:

1. A guiding curriculum on Best Practices in Substance Misuse Prevention. This document will outline critical components of a research- and evidence-based prevention curriculum and provide specific information on opioids that is equitable and culturally responsive to the needs of the participating students, families and communities.
2. A substance misuse prevention self-assessment for districts to assess needs and action; and
3. A substance misuse prevention resource guide to support implementation of the curriculum

Upon completion of the project, SERC and DMHAS will retain ownership rights to the Guiding Curriculum, Self-Assessment and Resource Guide.

The selected bidder will be required to provide a detailed description, at a minimum, of the following critical project features.

Component	
A. Qualifications and experience	A description of qualifications and experience with substance misuse prevention/opioids for the components of the project.
B. Methodology/Deliverables: <ul style="list-style-type: none"> <li>• Substance misuse prevention self-assessment</li> <li>• Guiding curriculum on Best Practices in Substance Misuse Prevention (focus on opioids)</li> <li>• Substance Misuse Prevention Resource Guide</li> </ul>	A detailed description of the <b>methodology</b> , including a <b>timeline</b> for completing deliverables.
	Methodology for use of nationally recognized resources, evidence-based curriculum; gaining, using input and feedback for guiding curriculum from stakeholder groups which includes substance misuse professionals, school district personnel, students and families.
	<ul style="list-style-type: none"> <li>• Substance misuse prevention self-assessment: Design an equitable, culturally relevant self-assessment for districts to assess their practice and community connections in relation to substance abuse prevention and intervention;</li> </ul>
	<ul style="list-style-type: none"> <li>• Guiding curriculum on Best Practices in Substance Misuse Prevention: developing critical components of a substance abuse prevention curriculum that is age appropriate for students in Kindergarten through Grade 12;</li> </ul>
	<ul style="list-style-type: none"> <li>• Substance Misuse Prevention Resource Guide:</li> </ul>

	Identifying local and national resources for schools, students, families and communities.
C. Budget detail	Detailed budget
D. Organizational Structure	A detailed description of the firm's organizational information.

## Proposal Requirements

I. The proposal must include the required information in the following sections:

- A. Description of your firm's qualifications and experience;
- B. Detailed description of the methodology, including a timeline for completing the deliverables related to questions A-B;
- C. Detailed budget for entire project implementation, with separate costs for each identified line item; and
- D. Detailed description of the firm's organizational information.

II. Required format for proposals:

All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:

- Page Limit: 12 including cover page
- Page Size: 8 ½ x 11; portrait
- Font Size: 12
- Font Type: Times New Roman
- Double-spaced
- Margins: 1" minimum on the top, bottom, and sides of all pages
- All pages must be numbered and single-sided.
- Do not use material in proposals dependent on color distinctions, animated electronics, etc.
- Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
- Do not include attachments other than those requested or required by this RFP.

## Selection Criteria

A selection committee will review and score all proposals by April 5, 2019. Reviewers will consider the quality, thoroughness, and clarity of each bidder's response in reference to:

- A. The qualifications and experience of the bidder (35% of overall score);
- B. The methodology and timeline for the deliverables in questions A-B of the Scope of Work section (35% of overall score);
- C. Proposed budget of services related to deliverables in A-C in the Scope of Work section (20% of overall score); and
- D. The bidder's organizational information (10% of overall score).

## Proposal Schedule

Release of RFP by electronic means on the SERC website at <a href="http://ctserc.org">ctserc.org</a>	<b>March 13, 2019</b>
Receipt of questions	<b>By 12 p.m. on March 19, 2019</b>
Answers to questions will be posted as an Addendum on the SERC website	<b>By 4:00 p.m. on March 21, 2019</b>
Proposal due date	<b>By 4:00 p.m. on April 1, 2019,</b>
Award Announcement	<b>April 5, 2019</b>

## Instructions to Proposers

### I. Proposal Timeline

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of SERC for additional information except in writing directed to Paquita Jarman-Smith, SERC Consultant, at [jarmansmith@ctserc.org](mailto:jarmansmith@ctserc.org).

### II. Questions

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **12:00 p.m. on March 19, 2019**.

Questions must be emailed to Paquita Jarman-Smith, SERC Consultant, at [jarmansmith@ctserc.org](mailto:jarmansmith@ctserc.org).

Questions and responses will be posted as an "Addendum to the **Curriculum Designer for Opioid Prevention Curriculum Guide and Tools RFP**" by 4:00 p.m. on March 19, 2019. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

### III. Proposal Submission

All responses to this solicitation must be received by April 1, 2019, no later than 4:00 p.m. The attached cover page must bear an **original signature** of the **official authorized** to submit the proposal.

Paquita Jarman-Smith  
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[jarmansmith@ctserc.org](mailto:jarmansmith@ctserc.org)

## **General Information**

### **I. Contract Period**

The contract period shall begin on the day of approval through September 2020, SERC reserves the right to extend this contract.

### **II. Contract Award**

SERC reserves the right to award the contract in a manner deemed to be in the best interests of SERC.

### **III. Stability of Proposed Prices**

Any price offerings from proposers must be valid for a period of 30 days from the due date of the proposals.

### **IV. Amendment or Cancellation of the RFP**

SERC reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of SERC.

### **V. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by SERC. SERC, at its option, may seek proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

### **VI. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that SERC deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

### **VII. Proposer Demonstration of Proposed Services and or Products**

Proposers must be able to confirm their ability to provide all proposed services.

### **VIII. Erroneous Awards**

SERC reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a proposer and subsequently awarding the contract to a different proposer. Such action shall not constitute a breach of contract on the part of SERC because the contract with the initial proposer will be deemed voided as if no contract were ever in place.

### **IX. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required.

## **X. Ownership of Proposals**

All proposals shall become the property of SERC and will not be returned.

## **XI. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of SERC unless otherwise stated in the contract.

## **XII. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by proposers with SERC will be disregarded in any proposal evaluation or associated award.

## **XIII. Not a Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. SERC will pursue negotiations with the highest scoring proposal. If, for some reason, SERC and the initial proposer fail to reach consensus on the issues relative to a contract, then SERC may commence contract negotiations with other proposers. SERC may decide at any time to start the RFP process again.

The selected proposer will be required to sign a formal contract. The contract may include a liquidated damages clause at the discretion of SERC, in addition to other relevant clauses.

## **XIV. Subcontractors**

SERC must approve any and all subcontractors utilized by the successful proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of SERC and that the SERC Executive Director or designee may communicate directly with any subcontractor as SERC deems to be necessary or appropriate.

It is also understood that the successful proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful proposer to SERC upon request. The successful proposer must provide the majority of services described in the specifications.

## **XV. Accounting Procedures**

Generally accepted accounting principles (GAAP) or another acceptable accounting method must be utilized.