

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

Questions and answers:

1. According to the RFP, the curriculum designer will deliver a “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.” A completion of this draft curriculum is due by June 2019. Can you please clarify what is meant by a “guiding curriculum,” and what deliverables are due by June 2019? For example, would SERC like to receive a full curriculum with new or adapted lessons plans, by grade, by this date, or a document outlining key components of a curriculum?

Answer: A Guiding Curriculum would outline the critical components/essential features of a substance misuse prevention curriculum, including opioids. It should outline a scope and sequence by grade. We are not looking for a full curriculum with lesson plans, but instead the key concepts and scope/sequence. By June 2019, SERC would like to receive a draft of this document to review and provide feedback.

2. Will any of the curriculum resources be housed online, and does the scope of work include creating any web-based materials or digital tools?

Answer: Housing curriculum resources online has not been determined at this time. We do need a resources section with links to evidence-based practices.

3. Would it be possible to include resumes for proposed staff as an allowed attachment that would be outside the 12-page limit of the proposal?

Answer: Yes! Please feel free to send attachments in addition to the 12-page limit.

4. Would it be possible to include examples of the types of resources our company has produced for funders as an approved appendix outside the 12-page limit of the proposal?

Answer: Yes, please feel free to send attachments in addition to the 12-page limit.

5. Can the detailed budget be an appendix and not included in the 12-page limit?

Answer: Yes, please feel free to send attachments in addition to the 12-page limit.

6. When developing timelines, sometimes it is appropriate to use a table to present the information. Can this type of table be single spaced at 10pt. font if included within the 12 pages of the proposal? We also ask if possible that the timeline be an approved appendix outside the 12-page limit of the proposal?

Answer: By all means change the table fonts. The timeline can be an appendix outside the 12-page limit.

7. Is it correct that proposals are to be mailed (hard-copy)? Digital submissions are not allowed?

Answer: Digital submissions are allowed and due by the deadline.

8. As a program developer, if we were to incorporate the youth opioid prevention program into the resource listings, would this be viewed as a disqualifier?

Answer: No, we are looking for specific resources that demonstrate an evidence-based curriculum that may already exist that schools could pull from or use to supplement their existing curriculum.

9. Are there any budget parameters for this scope of work?

Answer: We do not have any budget parameters, but suggest that the proposed budget outline the cost for each component.