



**Request for Proposals
For**

Local Prevention Councils (LPC) and Youth Service Organizations

Prescription Drug Abuse Training for Coaches

Target audience: Youth ages 11- 18 (Middle and High School) and their parents/guardian

CASAC Region IVB

November 1, 2011 – June 1, 2012

Maximum Amount Available: \$300

Issued by

Capital Area Substance Abuse Council, Inc.

3 Barnard Lane, Suite 202

Bloomfield, CT 06002

Issued on: December 1, 2011

Due Date: January 1, 2012

Five awards of \$300 each

RFP Requirements

The Capital Area Substance Abuse Council (CASAC) has been subcontracted by NECASA, to provide prescription drug abuse training to coaches in schools or recreation leagues, to empower them to provide information and materials to parent/guardian on this issue. Interested parties are asked to submit a one page proposal with the following, specifically:

- Organize a training meeting for a **minimum of 15 coaches** to present the “Teen Influencer” curriculum presented by trainers from CASAC at **no cost** to the provider.
- Organizations ability and plan for coaches to present information provided in the curriculum to parents.
- The collection of parent/guardian attendance sheets, *to include email addresses*, for the purpose of gathering survey data **by May 1st 2012**.
- Provide access to facilities where training will occur.
- Only providers with fully organized and operational programs or leagues will be considered.

Reporting and contract payment

Selected provider agrees to all contract reporting requirements and will receive contract payment once all complete attendance sheets have been submitted.

Notification of Successful Respondents

It’s anticipated that notice of approved providers will be issued in writing, on or about January 15th, 2012.

Contract

If selected as a provider, you will be expected to sign a contract with CASAC and any subsequent amendments that may be required to address specific work or services as needed.

If you fail or refuse to sign the contract within 10 days of delivery to you, CASAC may cancel your selection and award the contract to another applicant.

Retraction of Solicitation

CASAC reserves the right to retract this solicitation in whole or in part, at any time without penalty.

Rejection of All Proposals

CASAC may reject any and all proposals submitted in response to this RFP.

CASAC Contact Person

Thomas Steen, CASAC Executive Director is the Project officer of this RFP. Any questions regarding this RFP should be directed to his attention.

Thomas Steen, Executive Director

tsteen@casac.org

This proposal will also be found on CASAC's website:

www.casac.org