



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)
INFORMAL REQUEST FOR QUOTATION (IRFQ) # R15-04
SPECIFICATIONS, TERMS & CONDITIONS
for
FRIDAY NIGHT LIVE (FNL)**

BHCS is pleased to announce the re-release of the IRFQ R15-04: Friday Night Live. It is the intent of these specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek proposals for the provision of the Friday Night Live program to promote healthy lifestyles free of alcohol, tobacco, or other substance abuse for high school-aged young people.

QUOTATIONS DUE

Friday, June 19, 2015

by 5:00 pm

to

IRFQ #R15-04 c/o Belinda Davis
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606

Quotations received after this date/time will NOT be accepted

Contact: Belinda Davis

Email: bdavis@acbhcs.org Phone: 510-383-2875

Friday Night Live Program Description, Requirements, Responsibilities and Application Criteria

Program Description: The Friday Night Live (FNL) program is designed for high school-aged young people. It is motivated by youth-adult partnerships that create essential and powerful opportunities that enhance and improve local communities. Community service, social action activities, participation in advocacy for safe and healthy environments, and promotion of healthy policies are organized by youth to appeal to youth. FNL's main focus is promoting healthy lifestyles free of alcohol, tobacco, or other substance abuse among youth. This program also focuses on traffic safety and underage gambling prevention.

The vision for FNL programs is to form youth/adult partnerships with young people, to provide programs rich in opportunities and support, so young people will be less likely to engage in problem behaviors, more likely to achieve in school, and more likely to attend higher education or secure a full-time job. FNL's vision is to work hand-in-hand with young people so they are both problem free and fully prepared. For more information on FNL go to: <http://www.fridaynightlive.org/about-us/cfnlp-overview/>.

Standards of Practice and Operating Principles:

The FNL system has identified a list of program outcomes that are important, achievable, and measurable. These outcomes include Standards of Practice and Operating Principles, which articulate what types of experiences they want young people to have in an FNL program. These Standards of Practice and Operating Principles include:

Standards of Practice

- A Safe Environment
- Opportunities for Community Engagement
- Opportunities for Leadership & Advocacy
- Opportunities to Build Caring and Meaningful Relationships with Peers and Adults
- Opportunities to Engage in Interesting and Relevant Skill Development Activities

Operating Principles

FNL Programming will:

- Be youth driven and led
- Help young people develop skills and resilient traits (e.g., foster a sense of power, and autonomy)
- Build community partnerships to support youth
- Provide meaningful and caring relationships among youth and with adults
- Promote belief in youths' capacity to contribute
- Provide safe, healthy, fun, and supportive places for youth to be
- Be culturally competent
- Have clearly defined and measurable goals, based on research and objective data
- Support and train adults to work effectively with youth

- Evaluate program periodically to assess progress and refine, improve, and strengthen the program's effectiveness

Program Budget: \$30,000 annually.

Programmatic Requirements:

- Implement at least 2 FNL Chapters, one of which must be a Roadmap Chapter (See Attachment A).
 - Chapters provide FNL programs with interactive opportunities to promote youth-led ideas and youth decision-making. Within a chapter, groups can take part in real community change that extends beyond the "chapter walls," beyond the school or site, and into the community at large. In a chapter, youth experience a sense of belonging to something larger than themselves and establish meaningful connections with their peers and adults.

Local chapter sites can be housed at a variety of places, such as: Schools, Community Centers, Churches, Juvenile Facilities, Recreation Centers, Youth Councils, Mentoring Programs, Youth Action Groups, and Foster/Group Homes.

- Develop an annual Action Plan to implement an alcohol and or other drug prevention project each year for the Roadmap Chapter that focuses on youth development and changing the environment around alcohol and or other drugs, including tobacco. This plan is due to the Friday Night Live (FNL) administrative staff each year on Sept. 30th. Click here to see examples of environmental prevention activities focused on alcohol: <http://www.fridaynightlive.org/areas-of-focus/alcohol/alcohol-overview/>.
 - The action plan needs to be based on the steps and activities listed in the FNL Roadmap Chapter Project Guide. For details on the roadmap Chapter Guide Book type in or click on this link <http://www.fridaynightlive.org/our-programs/friday-night-live/>.
- Enter all program activities into the State Department of Health Care Services web-based data collection system called Cal OMS Prevention (Pv).
 - Activities can include meetings, trainings for youth and staff, project development activities, youth led presentations, Roadmap chapter activities, etc.
 - Technical Assistance (TA) from the Tulare County Office of Education on data entry will be provided if needed.
- Identify Goals and Objectives from the BHCS Alcohol and Other Drug (AOD) Prevention Strategic Plan that the FNL program will work towards. The FNL program activities will need to be linked to at least one goal and objective in the current BHCS AOD Prevention Strategic Plan.
 - Once objectives are identified, BHCS staff will link your program with the identified goals and objectives in Cal OMS Pv.

- Complete BHCS annual report on progress/challenges and outcomes. The report template will be provided by BHCS and is due on July 30th of each year.
- Complete FNL Member in Good Standing (MIGS) Report each year. The report template is provided by the FNL administrative staff and is due June 30th of each year.
- Administer annual FNL Youth Development survey to Chapter members.
- Attend annual Leadership Development conference (youth leaders can also attend).
- Participate in monthly conference calls with other Bay Area FNL programs and coordinators.
- Participate in quarterly in-person TA trainings hosted by FNL administrative staff.

Contracting and Fiscal Requirements:

- Complete annual contract and with BHCS.
- Complete annual Cost Reconciliation/Settlement report.
 - This annual report reflects an organization's actual costs, revenues, and utilization for a specific contract period. The submission of this data is required by both the County and State Department of Health Care Services and represents the basis by which the County, and ultimately the State, determines final net reimbursement amounts. This report is typically due Mid-September for the previous fiscal year.
 - BHCS Fiscal Contract Manager will provide TA on this requirement.
- Develop and submit an annual budget for the FNL program.
- Invoice BHCS Network Office on a monthly basis for FNL costs. This can be included in the regular SUD Primary Prevention (PP) invoice.
 - Each invoice must also include the "service duration" report from Cal OMS Pv to serve as evidence that hours on the invoice match the hours listed in the Cal OMS database.
- Comply with all BHCS audit provisions.
 - Your BHCS Fiscal Contract Manager will provide additional TA on this item.

Application Eligibility and Criteria Requirements:

In order to apply for the FNL funding the applicant must:

- Be a current BHCS SUD Primary Prevention (PP) Provider or have five years experience implementing a FNL program;

- Be currently using the Center for Substance Abuse Prevention (CSAP) strategy of Environmental Prevention or provide a description of the organization's capacity to implement environmental prevention strategies;
- Have current or relatively recent (within past two years) youth development experience; and
- Provide a stand-alone budget and budget narrative for the \$30,000 or provide a FNL budget and budget narrative that's incorporated into the agency's existing BHCS SUD prevention contract.

Attachment A

FNL Roadmap

A Roadmap chapter engages at least 8 youth partners, utilizing youth development principles and practices as a platform, to implement a Roadmap project process. The Roadmap is a guide that takes youth and adult partners through a strategic prevention framework implementation process, over the course of 1-2 years. An example of each main component of the Roadmap process is outlined below.



During this phase, chapter members work together to learn about ways to improve their communities and the lives of their peers. Chapter members learn new skills, ideas, and strategies to help them with their work.



During this phase, chapter members will use their new skills to determine the root causes of the problems that they see in their community, so that they can choose solutions that will truly impact the problem. Sometimes it is easy to get caught up with the idea of a project that sounds fun or impressive, but if we don't do research to find out why the problem exists, we may not choose a project that will impact the problem we want to eliminate.



During the planning phase, chapter members will use the information and data that they came up with during the assessment phase to choose a solution that will not only address the problem, but also fit with interests and abilities of the chapter members. It is important that chapter members use a timeline to help with their planning process



During this phase, chapter members will implement the solution project that they identified during their planning phase, utilizing their timeline as a guide.



During this phase, chapter members will reflect upon the previous 5 phases to determine whether they achieved what they set out to do. As a team they will determine their successes, areas of improvement, and opportunities to expand their ideas.