



KINGS COUNTY

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July 14, 2010

The Kings County Behavioral Health is extending the opportunity to the public to participate in an application process for contract services:

Request for Application #2011-01
Prevention Coalition Coordinator For
Prevention & Intervention Services

- A. **The application process will commence on July 19, 2010 and end on July 30, 2010.** Completed application materials must be delivered to the Kings County Purchasing Manager located at, 1400 West Lacey Blvd., Hanford, CA at or before **2:00 p.m. on Friday, July 30, 2010.** Faxes (facsimile copies) will **not** be accepted in this process.
- B. Qualified applicants will be chosen and scheduled for an interview during the week of August 9th, 2010.

The notice of contract award will be provided by August 16, 2010 to all applicants. The contract period for this program is Fiscal Year 2010-2011 (starting with the implementation of the contract and running through June 30, 2011).

The Prevention Coordinator contract award amount is **\$30,000** per year (625 hours per year or an average of 15.62 hrs per wk for 48 wks.)

Applicants must have the ability to pass a Department of Justice fingerprint screening to work with youth, as well as the ability and resources to travel within and outside the County. This contract may require the ability to work irregular hours, evenings, and weekends.

Contractor must have the ability to obtain and provide all required liability insurance and certifications.

- C. The successful applicant will demonstrate the necessary qualifications for this contract service by providing an original **letter and/or resume** and five (5) copies, which reflects the following:
1. Work Experience in coordinating meetings, public relations, organize activities, establish partnerships, and or similar work.
 2. Education
 3. List of Qualifications
 4. Business or educational references
 5. Photocopies of educational degrees, professional licenses or certificates
- D. Prevention Coordinator duties include but are not limited to:
- I. Provide administrative oversight to the Kings Partnership for Prevention Coalition (KPPF) by:
 - Representing the Coalition at Kings County community outreach activities.
 - Update the Coalition By-Laws to ensure they comply with the mission of KPPF.
 - Updating/modifying the KPPF Operating Policies and Procedures in collaboration with the KPPF.
 - Establishing, monitoring, and meeting organizations goals.
 - Developing and implementing an annual Prevention needs assessment in collaboration with the KPPF and Behavioral Health Administration.
 - Developing/updating a Coalition Strategic Plan based on the Prevention needs assessment.
 - Providing support and coordination to the KPPF Chair.
 - Assessing, recommending, and coordinating any identified training needs regarding the mission of KPPF.
 - Preparing and posting of the Coalition agenda.
 - Working in conjunction with sub-committees to ensure publication and dissemination of needed written tools such as newsletters, flyers, brochures, Public Service Announcements, and other media outreach. Follow branding guidelines set forth by Behavioral Health for materials funded by this department.
 - Assisting in designing, augmenting, and/or implementing fund development events and activities.
 - II. Represent the Coalition in tandem with Prevention Coordination activities at the following already assigned committees:
 - Meetings with Behavioral Health Administrator Director and Alcohol and Other Drug (AOD) Program Administrator (8 hours per year)
 - Corcoran Alcohol and Other Drug (AOD) Task Force (4 hours per year)

- Prevention Network with Kings County Office of Education (KCOE) (6 hours per year)
- Child Abuse Prevention Council (CAPCC) (4 hours per year)
- Behavioral Health Advisory Board (4 hours per year)

III. Monitoring and Reporting

- Provide verbal and written reports of KPFP activities to funding sources.
- Report to Coalition at scheduled meetings.
- Report to the Chair and Chair Elect of the KPFP.
- Contractor will act in the best interest of the Coalition at all times and will notify Coalition upon identification of potential problems that may be barriers to accomplishment of the KPFP mission.
- Submit CalOMS data submissions (weekly) for Prevention activities.
- Provide documents, recordkeeping, and reports to Behavioral Health Staff for quarterly and annual program monitoring.

IV. Technical Assistance, Training and Presentations

- Contractor shall provide the service of technical assistance (TA) for assigned projects, trainings, presentations and media releases scheduled throughout the year by KPFP:
- Recruit for prevention projects and providers to join the KPFP Coalition.
- Coordinate presenters and facilitate other professional development of the Coalition with educational materials, training opportunities, updated prevention information and resources.
- Work with the KPFP webmaster to ensure update information and resources are available on KPFP website.
- Support the Coalition sub-committees by providing information, direction, advice, guidance on procedural issues, and representation where applicable and possible

Submit Letter and/or Resume (including copies), marked with RFA title and number, at or before Friday, July 30, 2010 to:

**Dan Willhite, Purchasing Manager
County of Kings**

**1400 West Lacey Blvd. Bld 6, Hanford CA 93230
Phone (559) 582-3211 x2589**