

Suicide Prevention in Higher Education Grant Program Pre-Proposal Orientation Video 9/17/18

Event

Presenter Name, Presenter Title

Date



WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS



- The Washington Student Achievement Council is referred to as WSAC.
- Have a copy of the Request for Proposals (RFP) in front of you as you watch this video.
- Write down questions to ask during the Pre-proposal Q&A webinar on Friday 9/21/18 from 11:00 a.m. – 12:30 p.m. Pacific Daylight Time.
- Write down suggestions for potential RFP revisions to discuss during the RFP Feedback webinar on Friday 9/21/18 from 2:30 p.m. – 4:00 p.m. Pacific Daylight Time.

Disclaimer: If there is a conflict between information in this presentation and information contained in the RFP, the information in the RFP prevails.



- To understand the grant program's **purpose** (the why).
- To understand the grant program's **competitive process** (the who, what, when, where, and how).





- 2015 - Mental Health and Suicide Prevention in Higher Education Task Force.
- 2016 - Task Force Report “Mental Health and Suicide Prevention in Higher Education.”
- 2018 - Substitute Senate Bill 6514, which implements several Task Force recommendations, becomes law. The bill has 3 main components: A statewide resource, centralized data collection, and a grant program.
- 2018 – State budget for fiscal year 2019 provides grant program funding through 6/30/19.



The fiscal year 2019 grant program's purpose is for resource-challenged postsecondary education institutions to create partnerships with health care entities to develop student suicide prevention programs.





Eligible partnerships - to be eligible for funding, a partnership must include, at a minimum, **2 required partners** and may include **any number of optional partners**.

- Required partners:

- A public or private postsecondary education institution that serves as a partnership's Lead Partner (and Bidder)
- A health care entity with which a postsecondary education institution creates a student suicide prevention partnership.



- Optional Partners:

- Community-based organizations.
- Additional postsecondary education institutions (In other words, a group of postsecondary education institutions may form a consortium to apply for a grant).
- Additional health care entities.
- Other partners that will enhance the ability of the partnership to develop and/or implement its project.

Who? – Required Partners – Postsecondary Education Institution Lead Partner



The required postsecondary education institution partner is the Lead Partner for the project. The Lead Partner is the Bidder, Fiscal Agent, and main contact with WSAC. It is also responsible for ensuring other partners:

- are aware of and follow all relevant general and program-specific legal and administrative requirements; and
- fully perform their roles in the project.





Process – What and When?

The competitive process estimated timeline involves several important dates:

- RFP issued – 9/10/18.
- Webinars – 9/21/18 (Q&A @ 11:00a-12:30p and Feedback @ 2:30p-4:00p).
- Notice of Intent due – 9/28/18 @ 5:00p.
- Q&A period ends and last proposal revision or addendum issued – 10/12/18.
- Bidder complaint period ends – 10/16/18.
- Proposals due – 10/23/18 @ 5:00p.
- Notification of proposal evaluation results – 12/18/18.
- Begin contract negotiations – 12/19/18.
- Debriefing (upon request) complete – 12/27/18.
- Begin contract (i.e. project) work 1/11/19.
- Complete project work 6/30/19 (may be extended up to one year).



The RFP is organized into 5 main Chapters:

- Chapter 1 – Introduction.
- Chapter 2 – General information for Bidders.
- Chapter 3 – Proposal Contents.
- Chapter 4 – Evaluation and Contract Award.
- Chapter 5 – RFP Exhibits.




What? – RFP Chapter 3 – Proposal Contents



Proposals must be submitted as a single PDF file containing the following components, in the following order:

1. Cover Sheet – See RFP Section 3.1 and Exhibit A Form 1.
2. Technical Proposal – See RFP Section 3.2.
3. Management Proposal – See RFP Section 3.3.
4. Cost Proposal – See RFP Section 3.4 and Exhibit A Form 2.
5. Attachments – See next slide and RFP Section 3.5.



5. Attachments (continued from previous slide).
 - a. Logic Model (See RFP Exhibit C and Sections 3.2.A.2.f and 3.5.A).
 - b. Letters of commitment (See RFP Sections 3.3.A.1.a and 3.5.B).
 - c. Key (named) project personnel  vitas or resumes (See RFP Sections 3.3.A.2.a and 3.5.C).
 - d. Signed Certifications and Assurances, and attachments (if any) to Certifications and Assurances (See RFP Section 3.5.D and Exhibit A Form 3).

What? – RFP Chapter 3 – Proposal Formatting



Proposals must follow the formatting instructions in RFP Chapter 3.

- Put components in the right order with the right headings.
- Number Technical and Management Proposal pages.
 - Technical Proposal (first page is page number 1).
 - Management Proposal (continue page numbering from Technical proposal).
 - Combined length of Technical and management proposals may not exceed 10 pages.
- Follow font and margin limits (currently found in the third paragraph on page 14—page number may change if RFP is revised).



The Evaluation and Contract Award Chapter includes:

- Evaluation Procedure (See RFP Section 4.1).
- Evaluation Weighting and Scoring (See RFP Section 4.2).
- Oral Presentations may be Required (See RFP Section 4.3).
- Notification to Bidders (See RFP Section 4.4).
- Complaint Procedure (See RFP Section 4.5).
- Debriefing of Unsuccessful Bidders (See RFP Section 4.6).



The RFP includes the following exhibits:

- Exhibit A Forms
 - Form 1 Cover Sheet
 - Form 2 Project Budget Form
 - Form 3 Certifications and Assurances
- Exhibit B Statewide Resource for Behavioral Health and Suicide Prevention
- Exhibit C Logic Model.
- Exhibit D Grant Agreement Template
- Exhibit E Interagency Agreement Template

Process – Where and How?



- Where - Statewide.
- How – WSAC specifies how the process works, but Bidders and their partners determine how to best address student suicide prevention needs consistent with the program purpose and the constraints outlined in the RFP.





- Participate in the Q&A and proposal feedback webinars on 9/21/18.
- Phone or email questions and answers to Mark Bergeson (markb@wsac.wa.gov; 360-753-7881). Q&A period ends 10/12/18.
- Check the Suicide Prevention Grant webpage at: <https://www.wsac.wa.gov/suicide-prevention-grant> for updates, including updates to the Q&A document.
- Submit Notice of Intent (NOI) by 5:00 p.m. 9/28/18 and proposal by 5:00 p.m. 10/23/18.