PART IA: TECHNICAL PROPOSAL

Section I. Title Page

Part IA – Technical Proposal	
RFP Title:	Juvenile Services Evidenced Based Program Resource Center
RFP:	3502
Vendor Name:	***Board of Regents, NSHE, obo University of Nevada, Reno/CASAT***
Address:	***Office of Sponsored Projects*** ***1664 N Virginia Street*** ***204 Ross Hall/Mail Stop 325*** ***Reno, NV 89557-0325***
Opening Date:	November 1, 2017
Opening Time:	2:00 PM

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Section III. Vendor Information Sheet

V1	Company Name	***Board of Regents, NSHE, obo University of Nevada, Reno/CASAT***

V2	Street Address	***1664 North Virginia Street, Mail Stop 325***

V3	City, State, ZIP	***Reno, NV 89557-0325***

V4	Telephone Number		
	Area Code: ***775***	Number: ***784-4040***	Extension:

V5	Facsimile Number		
	Area Code: ***775***	Number: ***784-6680***	Extension:

V6	Toll Free Number		
	Area Code:	Number:	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: ***Charlene Hart***
	Title: ***AVP, Research Administration***
	Address: ***same as above***
	Email Address: ***ospadmin@unr.edu***

V8	Telephone Number for Contact Person		
	Area Code: ***775***	Number: ***784-4040***	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: ***775***	Number: ***784-6680***	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: ***Karen Smith***	Title: ***Manager, Pre-Award, OSPA***

V11	Signature ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)***	
	Signature:	Date: 10/31/2017

Section IV. State Documents

A. Signed Amendments

State of Nevada
Department Administration
Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Jeffrey Haag
Administrator

SUBJECT:	Amendment 01 to Request for Proposal 3502
RFP TITLE:	Juvenile Services Evidence Based Program Resource Center
DATE OF AMENDMENT:	October 17, 2017
DATE OF RFP RELEASE:	October 6, 2017
OPENING DATE:	November 1, 2017
OPENING TIME:	2:00 PM
CONTACT:	Gail Burchett, Purchasing Officer II

The following shall be a part of RFP ***3502.*** If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

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1. How much funding is available? Is there a funding cap?

   Max $144,567.00

2. What, if any, state funding (including any Federal pass through funds) might contribute to sustaining the evidence based resource center? Will any OJJDP JJDPA formula grant funds be used to support the evidence based resource center?

   The resource center could be eligible to apply for a number of state grants or funding; no additional sources have been identified at this time. No Formula Grant funding or other federal funding for the current grant cycle is available but applicant could apply for JJDPA pass through funding in the future.

3. Might there be an ongoing appropriation from the NV legislature?

   The next legislative session is 2019. Budget building for 2020/2021 has not yet begun.

4. Can funds from this award be used to seek supplemental funding for sustaining the resource center (development/fundraising activities)?

   Yes, the selected vendor can seek outside funding to assist with this project and use these funds to assist with that endeavor.

5. Is the vendor expected to complete all the tasks listed in 2.1.2.1 within 6 months?

   A. The vender at minimum should have an email and/or phone contact to assist jurisdictions and service providers within 6 months.
   B. Training plans have some flexibility, not necessarily within 6 months.
   C. Same as B.
   D. Same as B.
   E. The vender should establish an operating structure for the clearing house for evidence based resources by program area and provide access those resources within 6 months.
   F. Collaboration should begin once the clearing house is established, but there is some flexibility.
   G. This does not have to be completed within 6 months, but the vendor is expected to provide this service as part of the startup costs.
   H. Same as A.
   I. This should be immediate after contract initiation.

6. Have a set of evidence based programs already been identified for use in Nevada?

   No

7. Has the state determined the level of funding that needs to be raised for sustainability?"

   No – the state will work with the selected vendor to discuss sustainability options such as additional state funding, grant funding, private funding, or a combination of funding. The state has facilitated some donor funding meetings already.

8. Has the state identified any possible funding sources?

   Yes. One private contributor has pledged a contribution of $25,000.

9. Must information from existing resumes be transferred into the format provided in the RFP, or can current resumes that contain the information requested be used (but not in the format in attachment F)?

   Attachments may be in Word, Excel or PDF.

10. Is that applicant expected to use the RFP Word document when responding to section 2, Scope of Work? Or can the applicant repeat those questions/statements and provide our responses in our own formatting and not the indented format of the RFP?

The vendor can submit a word or PDF scope of work with answers to the questions/statements in the RFP. The vendor is expected to address every area in their attachment.

ALL ELSE REMAINS THE SAME FOR RFP 3502.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: Karen Smith

Authorized Signature: [signature]

Title: Manager, Pre-Award, OSPA Date: 10/31/2017

B. Attachment A: Confidentiality and Certification Indemnification

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES		NO	*X*
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES		NO	*X*
Justification for Confidential Status			

Board of Regents, NSHE, obo University of Nevada, Reno
Company Name

Signature

Karen Smith 10/31/2017
Print Name Date

C. Attachment B: Vendor Certifications

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Board of Regents, NSHE, obo University of Nevada, Reno

Vendor Company Name

Vendor Signature

Karen Smith

Print Name

10/31/2017

Date

D. Copies of Vendor Licensing Agreements and/or Hardware and Software Maintenance Agreements
Not Applicable

E. Copies of Applicable Certifications and/or Licenses
Not Applicable

Section V. Scope of Work

The University of Nevada, Reno's (UNR) Center for the Application of Substance Abuse Technologies (CASAT) is the applicant organization for RFP 3502: Juvenile Services Evidence-Based Program Resource Center. Through this funding opportunity, CASAT will provide technical assistance to the Division of Child and Family Services, each regional department of juvenile services, and treatment providers to support the implementation and operation of evidence-based programs and practices as described in the Scope of Work below.

5.1 Resource Center

5.1.1 ***CASAT will establish a resource center to house all of the evidence-based programs identified for use within the Nevada juvenile justice system and assist the State of Nevada, County agency staff, and the treatment provider community implement evidence-based programs and services.***

5.1.1.1 ***The Resource Center will be located at CASAT's offices on the UNR campus, with all materials housed on a virtual platform that will be accessible to individuals statewide.***

5.1.1.2 ***CASAT's physical location at UNR has the space available to house resources and provide onsite trainings/events. In addition, CASAT has the equipment and staff with expertise in providing web-based trainings and resources to expand access to individuals residing in rural/remote areas of the State through a virtual platform that will be accessible to all individuals in the State of Nevada, County agency, and treatment provider community.***

5.1.1.3 ***CASAT will use the money allocated to this project to cover the startup costs related to gathering materials related to the evidence-based programs identified for use within the Nevada juvenile justice system and assist the State of Nevada, County agency staff, and the treatment provider community implement evidence-based programs and services.***

5.1.1.4 ***If awarded, CASAT will secure other funding to assist in maintaining the Resource Center going forward (e.g., JJDPA). CASAT will work with the State to discuss sustainability options, such as additional funding from the State, grants, private contributors, or a combination of funding sources.***

5.1.2 ***CASAT will use the requested funding within six (6) months to establish the Juvenile Services Evidence-based Program Resource Center as outlined below.***

5.1.2.1 ***CASAT will:***

A. Provide technical assistance to the Division of Child and Family Services, each regional department of juvenile services, and treatment providers to support the implementation and operation of evidence-based programs and practices.

CASAT understands that using evidence-based programs increases provider and system accountability by directly linking services to treatment outcomes. To support the Division of Child and Family Services, each regional department of juvenile services, and treatment providers, CASAT will provide technical assistance to facilitate implementation and operation of evidence-based programs and practices. CASAT has been providing technical assistance for more than 24 years by developing, for example, training and implementation guides, tools to assess implementation readiness and measure program fidelity and

impact/outcomes, working with advisory boards and workgroups, and hosting networking meetings. These types of technical assistance have been used to assist CASAT's stakeholders successfully implement their evidence-based programs and practices. CASAT will apply this experience and expertise to creating the Resource Center and serving its consumers.

B. Provide various types of training to persons employed in the juvenile justice system.

With over 24 years of experience, CASAT has a positive track record for developing and implementing various types of trainings on evidence-based programs and practices. This expertise will be used to create trainings specific to the needs/requests of the Resource Center consumers. Examples of the types of trainings CASAT is capable of providing include:

• ***<u>In-person trainings</u> are most often offered on weekdays, starting at 8:30 AM and ending at 4:30 PM. During a typical training day, participants are afforded two 15-minute breaks and a 1.5-hour lunch break. This schedule allows trainers to deliver six hours of training content. CASAT owns eight LCD projectors, twelve laptop computers, two overhead projectors, a TV/VCR monitor, a video camera, and four flipchart stands. This equipment is available for use by all CASAT faculty, trainers, and consultants conducting in-person trainings.***

• ***<u>Webinars</u> enable individuals to participate in various training opportunities from their home or office computer. Each webinar participant interacts with the training via computer and videoconference/ teleconference. A webinar e-learning series is a practical way to present information to practitioners in a timely and cost effective manner.***

• ***<u>Hybrid trainings</u> incorporate both in-person and web-based learning formats. CASAT uses webinars to provide stand-alone trainings and also as a way to deliver skills-based trainings that enable participants to practice skills learned during a face-to-face training. For example, CASAT developed two hybrid Clinical Supervision trainings that used face-to-face training and webinar skills-based follow-up. The first is designed to prepare clinical supervisors to implement a supervision program that is mutually beneficial to the supervisor, supervisee, and ultimately the clients being served. The training consists of three components:***

1) ***successful completion of a nationally approved Clinical Supervision Foundations self-paced online course;***
2) ***successful completion of one 2-day face-to-face Advanced Clinical Supervision training;***
3) ***participation in two 2-hour "Tips for Clinical Supervisor" webinars.***

The second, a Clinical Supervision Coaching Academy, uses performance feedback and coaching activities to develop a cohort of 'expert' clinical supervisors that can coach other Clinical Supervisors, thereby assisting in the building of a viable clinical supervision infrastructure. The Academy is a four-part training series:

Part 1 – Advanced Training for Clinical Supervision Coaches (In-person);
Part 2 – Coaching Academy for Clinical Supervisors (In-person);
Part 3 – Clinical Supervision Coaching (Telephone coaching; Tape review; Clinical supervision Tips via email)
Part 4 – Clinical Supervision Webinar

• ***<u>Self-paced and online courses</u> increase accessibility to educational material for Nevada residents. Specifically, web-based self-paced courses can be accessed anytime and anywhere as long as the Internet is accessible. The participant registers online for the course, reads the course materials, and takes module quizzes. Passing the quizzes enables the participant to***

move through the course. Online courses run for a set period of time (usually 4-6 weeks) and participants complete homework and join in web bulletin board discussions on a weekly basis. Certificates are earned by completing all quizzes, homework assignments, and other participation requirements.

- ***Self-study training activities*** ***have been created from online courses and are available for download from CASAT's website.***

- ***Videoconferences*** ***are used for meetings as well as trainings***

- ***Webcasts*** ***(e.g., podcasts; vodcasts) are created from recordings of in-person trainings or audio recordings and can be watched/listened to at the individual's convenience.***

To view CASAT's in-person, self-paced, webinars, and online videos, as well as a calendar of upcoming training events, go to https://casat.org/training/.

C. Provide training in evidence-based programs and practices.

CASAT understands that evidence-based programs represent an approach to prevention or treatment that has been scientifically proven to result in better program outcomes. Examples of outcomes resulting from the use of evidence-based practices include: improved public safety due to reduced rates of re-arrest; improved family functioning and school performance; reduced rates of out-of-home placements of youth; fewer days in more costly and restrictive facilities; higher retention rates of participants with fewer program dropouts; decreased drug use and symptoms of mental illness; and cost effectiveness when compared to other interventions. All CASAT trainings are evidence-based and currently approved by the following Nevada State Boards:

- ***Alcohol, Drug, and Gambling Counselors;***
- ***Marriage and Family Therapists and Clinical Professional Counselors;***
- ***Nursing; and***
- ***Social Work.***

CASAT has developed in-person, webinar, and self-paced trainings and materials (e.g., handouts, training manuals, video demonstrations) on a variety of evidence-based programs and practices. Examples of those materials can be viewed by visiting http://www.nfarattc.org/; http://www.mpfasdpic.org/products/; and http://teachsbirt.org/resources/.

D. Provide training in the analysis of quality assurance protocols to ensure such programs meet the evidence-based standards.

CASAT's evaluation team has experience helping programs assess their quality assurance protocols through the use of a mixed method approach to ensure evidence-based standards are being met.

E. Act as a resource clearing house on evidence-based programs and practices.

In addition to housing its evidence-based trainings and products on the main CASAT website and grant-specific webpages, CASAT operates the NPRC (Nevada Prevention Resource Center) clearing house. Since 1998, the NPRC has housed the State Substance Abuse Reference Library collection at UNR. The collection grew from 50 videotapes in 1998 to over 5,000 pieces of materials available for checkout, including audio or video tapes, DVDs, books, CDs, journals, and educational kits. The NPRC is the longest continuously serving administrative information dissemination program in Nevada for alcohol, tobacco, and other

drug resources, and the database is searchable from anywhere in Nevada. The NPRC has also served as the Nevada RADAR Network State Center since 2001and provides coordination; orientation, technical assistance and leadership for six State Associate Center to assist prevention coalitions and other organizations/agencies provide a variety of services to their consumers.

To keep up with the demand for resources, the NPRC collaborated with CASAT's in-house information technology staff to develop an online Resource Ordering and Reporting (ROAR) system. Launched in February 2008, ROAR is user friendly and allows access to online and electronic resources to large numbers of users.

As part of CASAT, the NPRC will house all materials associated with the evidence-based programs and practices identified for use within the Nevada juvenile justice system. Annotated bibliographies and descriptive summaries of all materials will be generated by CASAT/NPRC staff and catalogued on the Resource Center website. The site will be user friendly and all materials will be downloadable, thereby facilitating easy access to resources by the State of Nevada, County agency staff, and treatment provider community. CASAT/NPRC will maintain the site and continuously update materials in order to stay relevant.

F. Facilitate collaboration among state and local agencies and treatment providers who serve the juvenile justice system.

CASAT will facilitate collaboration among state and local agencies and treatment providers through the use of a website that provides a training calendar, a 'blog'-type communication platform, and opportunities to form learning communities or similar topic-specific interest discussion groups.

G. Provide support for the assessment of the implementation of evidence-based standards by such state and local agencies.

CASAT's evaluation team has extensive experience assessing the implementation of and fidelity to providing evidence-based standards through it various grant-funded training programs. For example, CASAT is currently working with the nursing and social work programs at UNR to train students on conducting screening, brief intervention, and referral to treatment (SBIRT). That project includes developing the training materials, training the faculty and assessing fidelity to training the curriculum, administering pre/post/follow-up surveys to assess curriculum impact on student knowledge and attitudes, and observing student skills demonstrations to assess fidelity to conducting the evidence-based practice.

H. Develop and maintain a communication strategy in order to be accessible to the Division of Child and Family Services, each regional department of juvenile services, and treatment providers.

CASAT will create a jurisdiction and service provider data base that includes mailing address, email, and/or phone contact information to facilitate communication and collaboration related to trainings and clearing house materials. In addition, a website would be populated with a training calendar and also offer opportunities for learning communities to be formed if there is interest.

I. Develop and submit a staffing plan to deliver the required items in this Scope of Work.

CASAT has the in-house expertise to deliver the required items in this Scope of Work and, if funded, will work with the training, clearing house, evaluation, and media team leads to plan and coordinate the tasks associated with this project.

Section VI. Company Background and References

6.1 VENDOR INFORMATION

6.1.1 Vendors shall provide a company profile in the table format below.

Question	Response
Company name:	***Board of Regents, NSHE, obo University of Nevada, Reno/CASAT***
Ownership (sole proprietor, partnership, etc.):	***State of Nevada***
State of incorporation:	***Nevada***
Date of incorporation:	***UNR – 1874 / CASAT - 1993***
# of years in business:	***CASAT – 24 years***
List of top officers:	***UNR President Marc Johnson / CASAT Executive Director Nancy Roget***
Location of company headquarters, to include City and State:	***Reno, NV***
Location(s) of the office that shall provide the services described in this RFP:	***CASAT – UNR Main Campus, Reno, NV***
Number of employees locally with the expertise to support the requirements identified in this RFP:	***CASAT – 38 employees***
Number of employees nationally with the expertise to support the requirements in this RFP:	***CASAT – 2 employees***
Location(s) from which employees shall be assigned for this project:	***UNR Main Campus, Reno, NV***

6.1.2 A Nevada-based business may apply for a five percent (5%) preference on its proposal. This preference may apply if a business has its principal place of business within Nevada. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis. To claim this preference a business must submit a letter with its proposal showing that it qualifies for the preference.

6.1.3 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

6.1.4 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	***N/A***
Legal Entity Name:	***Board of Regents, NSHE, obo University of Nevada, Reno***

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes		No	***X***

If "No", provide explanation.
The applicant organization, Center for the Application of Substance Abuse Technologies (CASAT), is a unit within the School of Community Health Sciences at the University of Nevada, Reno (UNR) under the Board of Regents, Nevada System of Higher Education.

3.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	***X***	No	

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	Division of Public and Behavioral Health
State agency contact name:	Kyle Devine
Dates when services were performed:	2015 - Present
Type of duties performed:	Training, Marketing, Program Evaluation, Clearinghouse, Structural Analysis
Total dollar value of the contract:	Not to exceed $11M

6.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes	***X***	No	

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

The applicant organization, Center for the Application of Substance Abuse Technologies (CASAT), is a unit within the School of Community Health Sciences at the University of Nevada, Reno (UNR) under the Board of Regents, Nevada System of Higher Education umbrella. As such, all CASAT employees are State of Nevada employees through NSHE.

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

6.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	***X***

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	**Response**	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

6.1.8 Vendors shall review and provide if awarded a contract the insurance requirements as specified in ***Attachment D, Insurance Schedule for RFP 3502.***

6.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP.

The University of Nevada, Reno's (UNR) Center for the Application of Substance Abuse Technologies (CASAT) is the applicant organization for Request for Proposal 3502 for Juvenile Services Evidence-Based Program Resource Center (Proposal 3502). As a Center within the School of Community Health Sciences at UNR, CASAT's primary mission is to improve behavioral health, prevention, treatment, and wellness services for individuals by helping states, organizations, students, and the existing workforce apply research-based practices. This mission is achieved through: university coursework; clearinghouses and libraries; online courses/trainings; conferences and institutes; continuing education

workshops; product development and dissemination; web-based and electronic products and databases; and consultation and technical assistance. CASAT has a long history of providing culturally appropriate, innovative, state-of-the-art research-based training and technology transfer activities, as well as managing large multi-state, multi-organizational projects, and has been offering academic courses and training workshops throughout Nevada since 1993. CASAT currently houses several federal and state grants/contracts that bridge the gap between science and practice, with an annual budget of approximately $5 million. With over 24 years of experience, CASAT has the capacity, infrastructure, and expertise to successfully implement the Proposal 3502 scope of work for these services.

6.1.10 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

CASAT has been providing trainings to the behavioral health workforce throughout the State of Nevada since 1993. Over the past 24 years, CASAT's training program has expanded to include in-person trainings; webinars; self-paced and online courses; self-study trainings; webcasts (e.g., podcasts; vodcasts); and videoconferences (https://training.casat.org/). For example, CASAT has taken an innovative approach to providing trainings by creating a 'media series' format that combines web-based training with in-person skills training follow-up and online (e.g., email) peer coaching. This approach follows the principles of technology transfer by engaging participants in multiple training events that reinforce learning objectives and providing an opportunity to practice the skills being taught. CASAT uses skilled trainers; provides marketing services to advertise events; manages registration and on-site logistics; secures continuing education credits; and evaluates the trainings and uses participant feedback to improve its educational products.

In addition, CASAT has been managing, staffing, and operating the Nevada Prevention Training and Resource Center (NPRC) for the past 12 years. Access to this statewide resource center is available to all Nevadans. Funding through this opportunity will enable CASAT to enhance our digital library with evidence-based resources as outlined in AB 472.

Services currently provided through the NPRC include:

1. ***Access to educational material. The NPRC library holds over 5,000 materials. The NPRC maintains and provides access to catalogued substance abuse prevention, treatment, recovery, and related educational and training materials.***
    - ***Materials are shelved providing for reference use onsite, circulation throughout Nevada, and use of current technology to circulate library holdings.***
    - ***To ensure usefulness and effectiveness, the library collection is inventoried regularly.***
    - ***Lost, damaged, outdated, or obsolete materials are replaced, within budget, with more current materials, formats, and new topics as needs in the field change.***
    - ***The NPRC provides a listing of current Alcohol, Tobacco and Other Drugs (ATOD) serials to support a common information base among all substance abuse information dissemination partners in Nevada and providers in substance abuse and related fields.***
    - ***The NPRC provides lists of new books in the ATOD field, current bibliographic***

databases and current data and survey archives to assist those researching the substance abuse field or issues, to disseminate new ATOD information and assist grant writing efforts of constituents.

- ***Links to open access professional peer reviewed journals are provided when available.***
- ***The NPRC responds to research requests for copies of articles, either hard copy or electronic and provides bibliographies of substance abuse related titles available in the library holdings and/or the clearinghouse materials upon request.***

2. ***Information and Referral. The NPRC responds to online, telephone, fax, mail, e-mail and onsite inquiries and requests for training and educational materials, with a goal of a three business day turnaround.***
   - ***The NPRC provides appropriate materials as available for presenters of SAPTA-sponsored professional development training opportunities throughout the State as requested by presenters.***
   - ***Referral to Associate Centers, coalitions, State agencies, and other appropriate resources and dissemination partners on the local, state, and national level are provided as necessary and appropriate.***
3. ***Promotional Activities. The NPRC promotes local, state and national prevention, treatment and recovery initiatives or observances in Nevada, including Recovery Month in September; Alcohol Awareness Month and Alcohol Screening Day in April; and others as appropriate to substance abuse or addiction, with a goal of at least one observance or promotion per month. Support materials for promotions, including promotion-specific tagged or open-ended Public Service Announcements, webcasts, podcasts, DVDs, videotapes, or PowerPoint slides will be provided whenever available through targeted mailings of single copies to dissemination partners, and through the use of e-mail, website content, and links to materials.***
4. ***Information Outreach and Access. In order to promote the services offered by the NPRC, the web page [NevadaPRC.org] was developed. Information is provided to dissemination partners, the RADAR Network, through the use of the NPRC Update, NPRC website, NPRC Facebook page, NPRC Twitter account, and NPRC e-mail list about newly released research data, survey data, and hard copy and electronic resources and materials as they become available. A brochure publicizing available services and highlighting Nevada's RADAR Network is updated yearly and provided to subscribers of the list serv.***
5. ***Training, Educational, and Informational Materials and Resources. The NPRC works with local prevention, treatment, and recovery providers to determine educational and training needs. Free educational materials are often acquired and distributed through the Substance Abuse and Mental Health Services Administration (SAMHSA) and other appropriate local state and federal agency sources. Alternate free materials from credible sources will be located and reviewed and made available as appropriate.***

It is important to highlight that materials provided by CASAT through the NPRC are provided for diverse and non-English speaking populations and are screened for being evidence-based or produced through use of credible sources for content. In addition, all materials produced by the CASAT graphics and media department contain the appropriate funding agency

attribution statements. Copies of developed materials and project reports are provided to the funding agency quarterly.

As described above, CASAT has the expertise and years of experience to work with the Department/Division to successfully accomplish the scope of work for Proposal 3502.

6.1.11 Financial information and documentation to be included in accordance with *Section 8.5, Part III – Confidential Financial Information*.

Not applicable.

6.2 BUSINESS REFERENCES

Howard Padwa, PhD.
UCLA Integrated Substance Abuse Programs
hpadwa@ucla.edu
310- 794-0444

Misty Allen
Suicide Prevention Coordinator
Nevada Division of Public and Behavioral Health, Office of Suicide Prevention
9670 Gateway Drive, Suite 200
Reno, NV 89521
(775) 443-7843
mvallen@health.nv.gov

Robyn Feese, LCADC, CPC, NCC
Substance Abuse Program Director
Nevada Department of Corrections

702-879-6762
702-879-6606
702-879-1249

6.3 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

Does this proposal include the use of subcontractors?

Yes		No	***X***

Section VII. Attachment F: Proposed Staff Resume

A. ***CASAT proposed staff resumes can be found on the pages that follow.***

B. ***Subcontractor proposed staff resumes – Not applicable.***

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Michelle N. Berry***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Senior Project Manager***		
# of Years in Classification:	***12***	**# of Years with Firm:**	***12***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Michelle Berry has undergraduate and graduate degrees in business management. Ms. Berry has used her administrative expertise in her role as Project Manager for the University of Nevada Reno's Center for the Application of Substance Abuse Technologies (CASAT) for the past eight years, focusing on project and product development, grant and contract management, budget monitoring, logistics, facilitation and coordination of trainings and meetings, development of training materials, marketing and marketing research efforts, continuous process improvement measures, and grant writing.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2016 – Present Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV – Senior Project Manager

- Manage project development from initiation to closure
- Coordinate the development of grant products within the project scope of work (i.e. training curriculum, marketing materials, training catalogs)
- Act as a liaison between grant project and state and federal stakeholders
- Cultivate positive community support by providing educational/informal presentations
- Prepare reports for each project to submit to all stakeholders and funders (quarterly, bi-annual and annual reports)
- Monitor project budgets and meets financial objectives by forecasting requirements; preparing semi-annual and annual budgets; scheduling expenditures; analyzing variances; and initiating corrective actions
- Assist with the writing of grants and practice improvement policies
- Provide supervision for project staff
- Conduct staff evaluations, as necessary
- Coordinate continuing education trainings
- Coordinates regional level continuing education activities (in-person and webinar)

2009 – 2016 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Principle Investigator/Project Director for the *Substance Abuse Prevention and Treatment Agency – Training Grant*
Details of Project: The major goals for this project are to provide substance abuse prevention and treatment training to substance abuse professionals and allied health professionals in Nevada.

2011 – 2012 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Co-Principle Investigator/Project Director for the *Frontier Regional FASD Training Center*
Details of Project: Funded by a grant awarded by the CDC, the goals of the Frontier FASD RTC are to provide education and training activities to improve workforce capacity in the prevention, identification, and intervention of FASDs, and to increase the proportion of professionals and pre-service students who achieve core competencies related to FASDs

2011 – 2012 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Principle Investigator for the *Western Regional FASD Conference*
Details of Project: Funded through a conference grant mechanism by the CDC, the Western Regional FASD Conference provided learning tacks focusing on the following performance goals/priority areas set forth by the National Center on Birth Defects and Developmental Disabilities: Priority 1. Develop and implement comprehensive research-to-practice initiatives that promote early identification, referral, and intervention for prioritized health conditions; Priority 2. Identify major new factors leading to healthy birth outcomes; and Priority 3. Determine the natural history of secondary conditions throughout the lifespan to identify promising interventions.

2008 – 2011 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Co-Principle Investigator/Project Director for the *Frontier Regional FASD Training Center*
Details of Project: Funded by a grant awarded by the CDC, the goals of the Frontier FASD RTC are to provide education and training activities to improve workforce capacity in the prevention, identification, and intervention of FASDs, and to increase the proportion of professionals and pre-service students who achieve core competencies related to FASDs.

2006 – 2010 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Co-Principle Investigator/Project Director for the *NIDA Enters College Project (NECP)*
Details of Project: Funded by a the National Institute on Drug Abuse, the NIDA Enters College project was created for the purpose of introducing the neuroscience of addiction to students in helping profession academic programs (e.g., Counseling, Criminal Justice, Nursing, Psychology and Social Work) given that as professionals they will come into contact with individuals who use or abuse drugs/alcohol. The major goals for this project are to study the infusion of a neurobiology of addiction curriculum into undergraduate addiction counseling, criminal justice, nursing, and social work classes.

2007 – 2009 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Project Director, Substance Abuse Prevention and Treatment Agency – Training Grant
Details of Project: The major goals for this project are to provide substance abuse prevention and treatment training to substance abuse professionals and allied health professionals in Nevada.

2003-2006 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Project Manager for the *Woman's Alliance to Strengthen Treatment Access and Retention (WASTAR)*
Details of Project: Funded by a STAR grant by SAMSHA, WASTAR was a joint effort between the Center for the Application of Substance Abuse Technologies (CASAT) and STEP 2, a local women's non-profit treatment program, to improve access and retention of services through the application of process improvement techniques.

2006 – 2007 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Principle Investigator for the Women's Alliance to Strengthen Treatment Access and Retention Conference
Project Details: The major goals for this project are to promote the use of business improvement practices in women's substance abuse treatment programs in Nevada

2006 – 2007 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Project Director, Substance Abuse Prevention and Treatment Agency – Training Grant
Details of Project: The major goals for this project are to provide substance abuse prevention and treatment training to substance abuse professionals and allied health professionals in Nevada.

2004 – 2005 STEP 2 Inc., Reno, NV, Community Development Director

- Managed, planed, organized and coordinated the planning and development review functions of the agency
- Coordinated process improvement practices within the organization
- Responsible for the development and maintenance of effective public relations

2004 STEP 2 Inc., Reno, NV, Process Improvement Coordinator
Details of Position:

- Managed outcome data for the agency and provided monthly process improvement updates for the Board of Directors
- Ensured agency and grant compliance measures
- Submitted quarterly reports to granting agencies
- Conducted client focus groups
- Prepared and administered client and staff satisfaction surveys and analyzed results

2003 – 2004 STEP 2 Inc., Reno, NV, Service Team Coordinator

- Received and entered data for new and current patients and employee records
- Served as the point of contact for all interactions with clinical team members, administrative associates, referral sources and patients
- Ensured adherence to company policies associated with record establishment, retention, maintenance and confidentiality

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada, Reno, NV, *Master of Business Administration*, May 2006
University of Nevada, Reno, NV, *Marketing and Management*, 2002

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Social Media Marketing Certificate, May 2012
Project Management Essentials Certificate, *In Progress*

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Stephanie Woodard, Psy.D., DHHS Senior Advisor on Behavioral Health, State of Nevada, Division of Public and Behavioral Health Bureau of Behavioral Health, Prevention, and Wellness
Phone: 209-747-2486, swoodard@health.nv.gov

Diane Thorkildson, MPH, UCAN Clinic Manager, NvLEND Faculty
Phone: 775-682-7025 (office), Fax: 775-784-4095, dthorkildson@med.unr.edu

Diaz Dixon, Executive Director, STEP2, Phone: 775-787-9411, Fax: 775-787-9445, ddixon@step2reno.org

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Alice Gold***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Project Coordinator***		
# of Years in Classification:	***4***	**# of Years with Firm:**	***4***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Alice Booth serves as an Associate Project Coordinator for the Center for the Application of Substance Abuse Technologies (CASAT), acting as a conference coordinator on many of CASAT's large events. Ms. Booth assists with all pre-planning efforts to procure participants, volunteers, presenters, vendors, sponsorships, and hotel blocks, as well as coordinates and executes onsite registration and assists in all onsite logistics. Ms. Booth has a combined four years of experience working with different types of events such as sporting, marketing, fundraising, client appreciation, and continuing education events. She previously worked as the Special Events Manager for the Reno Tahoe Open, and Special Events Coordinator at the Peppermill Resort Hotel.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2013 – Present

Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Project Coordinator

- Develops web-based media
- Develops websites
- Develop electronic learning platforms
- Assists in the coordination of logistics for continuing education conferences and events related to alcohol and substance abuse technologies
- Works closely with event planning committees in the development of event planning timelines, agendas, logistics, and participant needs; advise planning committees on best practices for successful events
- Assists in set-up of event registration system and ensure participant information is collected as requested by sponsors
- Communicates project/event specifications and needs to web designer and graphic designers for conference marketing materials, forms, and website materials
- Researches, recruits and secures vendors and exhibitors for event sponsorships
- Tracks and completes event purchases
- Attends events and provides onsite staffing for conferences and workshops as needed

2011 Reno-Tahoe Open, Reno, NV, Special Events Manager

- Planned, implemented and managed all aspects of year round fundraising events and tournament events
- Worked closely with planning committees to create event planning timelines and decipher event logistics
- Sourced and secured venues, vendors, talent, and exhibitors; negotiated contracts and managed needs and requirements of these entities
- Hired, trained and supervised interns to assist in all event planning procedures
- Managed room blocks of over 200 rooms at 5 local hotels; arranged accommodations for players, sponsors, etc.

2009 – 2010 Peppermill Resort Spa Casino, Reno, NV, Special Events Coordinator

- Provided administrative support for two event managers in the planning and execution of casino marketing events
- Managed guest lists and reservations for events with up to 1,000 attendees; ran registration desk for events
- Worked closely with other casino departments to insure smooth collaboration for all events

2009 Shriner's Hospitals for Children Open, Las Vegas, NV, Special Events Intern

- Completed filing, database management, mailings, and other office support for five event managers
- Priced and ordered event materials, as well as office and mailing supplies
- Assisted the Volunteer Coordinator of over 700 volunteers schedule shifts, organize and prioritize the requests of chairman, and create training/awareness materials for volunteers

2008 Martis Camp Country Club, Truckee, CA, Member Events Assistant

- Assisted the Club Events Manager in the planning of country club member recreation activities and events, and completed administrative tasks pertaining to all events
- Acted as liaison between the Club Events Manager and an event staff of 10-30 people
- Designed the layout of event space and decor for banquets/receptions/ ceremonies for upwards of 200 guests.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada, Reno, NV, *Bachelor of Science, Business Administration, Management,* 2010

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Nicole Gonzales, Marketing Manager, Peppermill Resort Spa Casino, Phone: 775-689-7496, ngonzales@peppermillreno.com

Candee Candler, Director of Marketing and Special Events, Reno-Tahoe Open, Phone: 775-322-3900, Fax: 775-322-1213, candee@renotahoeopen.com

Justin Owen, Owner, Imperial Concepts, Phone: 775-250-9216, jowen74@gmail.com

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Joyce A. Hartje***		**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Senior Evaluation and Research Project Manager***			
# of Years in Classification:	***10***	**# of Years with Firm:**		***10***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Joyce Hartje, Ph.D., is the Project Manager responsible for overseeing all evaluation research activities at the Center for the Application of Substance Abuse Technologies. Dr. Hartje has extensive experience designing research methodology, study instruments, data collection and analysis, and report writing. Dr. Hartje has specific research expertise conducting studies on behavioral healthcare workforce characteristics, skill sets, experience, training and educational background, and self-reported competencies.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2007 – Present

Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Evaluation Research Manager

- Supervises evaluation team
- Assists with grant/contract proposal development
- Develops study protocols and research methodology
- Obtains institutional approval to conduct research with human subjects
- Creates survey instruments
- Recruits participants
- Collects data
- Conducts qualitative and quantitative analysis of data
- Authors/co-authors/edits reports of study findings for funders
- Presents study findings to stakeholders and at professional conferences
- Previous and current projects include:
    - SAPTA
        - Clinical Supervision Study (2007-2008)
        - Training and Certification (2007-2011)
    - Nevada Problem Gambling (2007-2009)
    - Wyoming Department of Health
        - Tobacco Prevention and Cessation (2007-2008)
        - Community Mental Health and Substance Abuse Rate Study (2008-2009)
        - Quality Assurance Checks and Certification Auditing (2007-2013)

- NIDA Enters College Project (National Institute of Drug Abuse, 2007-2012)
- Mountain West Addiction Technology Transfer Center (SAMHSA, 2007-2012)
- Mid-Atlantic Addiction Technology Transfer Center (SAMHSA, 2010-2012)
- Frontier Regional Fetal Alcohol Spectrum Disorder Training Center (Centers for Disease Control and Prevention, 2008-Present)
- Teen Link Pregnancy Prevention Program (Big Brothers Big Sisters of Northern Nevada/JTNN, 2011-Present)
- National Frontier and Rural Addiction Technology Center (SAMHSA, 2012-Present)
- CAPT West Resource Team (SAMHSA, 2012-Present)

2001 – 2007 College of Health and Human Sciences, Human Development and Family Studies Department, University of Nevada, Reno, NV, Graduate Research Assistant

- Conducted background research
- Assisted with survey development
- Recruited participants
- Collected and analyzed survey data
- Authored reports
- Presented results at professional conferences on the following projects:
  - Clark County Juvenile Correctional Facility/Clark County Family and Youth Services and Juvenile Justice Services, Las Vegas, NV
  - National web-based survey of frontline youth workers that examined the relationship between staff characteristics, skill sets, experience, training and educational background, and staff's self-reported competency in implementing the features of positive youth development programs;
  - National Collaboration for Youth, Washington, DC - conducted phone interviews with youth organization staff responsible for recruitment of frontline youth workers

2004 College of Health and Human Sciences, Human Development and Family Studies Department, University of Nevada, Reno, NV, Instructor

- Taught an undergraduate/graduate level course on families dealing with chronic illness

2005 – 2007 Turning Point, Inc., Virginia City, NV, Research Associate and Consultant

- Conducted evaluability assessment focus groups with rural Nevada youth agencies
- Co-developed healthy community norms survey for rural Nevada Counties
- Conducted post-program survey data analysis and authored reports for the Northern Nevada International Center Community Connections Program
- Conducted data analysis and authored reports for the Lyon County Latchkey Staff survey
- Analyzed BADA Youth Substance Use survey data for the Nevada Community Coalitions

1998 – 2001 Survey Research Center, California State University-Chico, Chico, CA, Graduate Research Assistant, Research Associate and Consultant

- Provided management and coordination of numerous survey projects related to health, community development, and recreation land use
- Developed project proposals, prepared budgets, developed surveys, managed data collection and analysis, and prepared reports

1986 – 1996 Pottawattamie Public Health Nursing, Council Bluffs, IA, Registered Nurse
Omaha Public Schools, Omaha, NE, Registered Nurse

- Public Health Nursing: Provided home health nursing services for clients in rural Iowa; Conducted nursing assessments for the county WIC clinic clients

- School nurse at two PreK-3 schools in Omaha, NE: Conducted basic health assessments; administered medications; maintained health records; worked with counseling and social services as needed; provided health education trainings for staff and students

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada, Reno, NV, *Doctor of Philosophy, Social Psychology*, 2007
California State University, Chico; Chico, CA, *Master of Arts, Recreation Administration*, 2000
Clarkson College of Nursing, Omaha, NE, *Bachelor of Science, Nursing*, 1986

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Received specialized data analysis training (no certification)

- SPSS (quantitative data analysis, 1998)
- ATLAS.ti (qualitative data analysis, 2008)

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Samantha Clinkinbeard, Ph.D., Assistant Professor, School of Criminology & Criminal Justice, University of Nebraska at Omaha, Phone: 402-554-3795, sclinkinbeard@unomaha.edu

Shawn Marsh, Ph.D., Chief Program Manager, Juvenile Law, National Council of Juvenile and Family Court Judges, Phone: 775-784-6012, Fax: 775-784-6160, smarsh@ncjfcj.org

Hannah Knudsen, Associate Professor, University of Kentucky, Phone: 859-323-3497, Fax: 859-323-5350, hkknud2@uky.edu

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***John Marks***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Project Coordinator***		
# of Years in Classification:	***4***	**# of Years with Firm:**	***4***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

John Marks has been working on computers in a professional environment since 2005 when he helped a medical office implement electronic record keeping. Since then, Mr. Marks has had extensive experience working on large scale IT projects while serving as a Desktop Support Specialist at the University of Nevada and as an Associate Agent providing technical assistance at Nationwide Insurance. Mr. Marks currently serves as an Associate Project Coordinator for the University of Nevada where he provides technical assistance to the Center for the Application of Substance Abuse Technologies (CASAT).

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2013 – Present — Center for the Application of Substance Abuse Technology, University of Nevada, Reno, NV, Project Coordinator

- Assists with daily IT needs for troubleshooting on both the physical and software sides
- Manages network using active directory
- Specializes in Adobe Connect meeting management and helps implement best standards and practices for presentations

2010 – 2013 — Nationwide Insurance, The Pyle Agency, Frisco, TX, Associate Agent

- Hired as a customer service representative and became an Associate Agent two months later after getting P&C license in December of 2010
- Developed a mixed book of personal and commercial business including several major local businesses
- Expanded personal book of business year over year consistently while also providing routine troubleshooting and computer maintenance for the office, including the updating of all printers, laptops, and PC's throughout the office

2006 – 2009 — University of Nevada, Reno, NV, Information Technology, Desktop Support Tech/Student Worker

- Provided technical assistance to faculty and staff. Primary duties included: assisting university faculty with user end support; providing hardware and software troubleshooting; network mapping; and setting up of labs around the University campus.
- Worked on a large variety of desktops and laptops, both PC and Mac as well as various printers and worked both on campus and at offsite facilities

2008 – 2009 — Northern Nevada International Center, Reno, NV, Intern

- Created and managed a Model United Nations program for local high school students
- Responsible for program development and recruitment of schools and students to participate
- Recruited 30 students from several area high schools and rural home school programs in one year
- Instructed classes teaching students the necessary skills to successfully participate in the program

2009 Sage Ridge Private School, Reno, NV, Teacher

- Was requested by the government department of the school to teach a class after presenting them about Model United Nations program
- Instructed three-week "Introduction to International Affairs" course for junior and senior high school students
- Created all course materials including class work, quizzes, and lectures as well as maintaining classroom decorum during class time

2006 – 2009 Model United Nations of the Far West, San Francisco, CA, Board Member

- Served on two board subcommittees while a member of the board of directors in 2008
- Served as chairman for a committee of over 100 students for a five-day conference
- Participated in five college level conferences

2006 Americorps, Nevada Conservation Corps, Lake Tahoe, NV, Sawyer

- Completed 450 hours of community service

2005 – 2006 Medical Associates North, Family Medicine Center, Reno, NV, Medical Records Specialist

- Responsible for scheduling appointments and preparing existing files or creating new files for all incoming patients.
- Assisted with implementation of electronic records management and in-office card catalogue system.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada, Reno, NV, *Bachelor of Arts, International Affairs*, 2009
University of Nevada, Reno, NV, *Bachelor of Arts, Political Science*, 2009

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Property and Casualty Insurance License, Texas, Obtained 01/01/2010

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Stephanie Jennings, Office Manager, The Pyle Agency, Phone: 972-971-8013, Fax: 972-712-8458, Jennins1@nationwide.com

Sandra Pyle, Associate Agent, The Pyle Agency, Phone: 214-493-0477, Fax: 972-712-8458, Pyles2@nationwide.com

Michael Senior, Desktop Support Coordinator, University of Nevada, Phone: 775-682-5699, Fax: 775-784-4502, msenior@unr.edu

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Stephanie Asteriadis***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Project Manager***		
# of Years in Classification:	***16***	**# of Years with Firm:**	***16***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Stephanie Asteriadis is the Primary Investigator and Project Manager of the Nevada Prevention Resource Center (NPRC), the Nevada statewide substance abuse clearinghouse in the Center for the Application of Substance Abuse Technologies (CASAT) at the University of Nevada, Reno (UNR). She is also Principle Investigator/Project Manager of the UNR Problem Gambling Prevention Program. A Certified Prevention Specialist since 2001, Ms. Asteriadis has 16 years of experience as a program manager for the distribution of substance abuse related information and resources to professionals in substance abuse prevention, treatment, recovery and related fields and to the public and is past Chair of Substance Abuse Librarians and Information Specialists (SALIS), an international association of individuals and organizations with special interests in the exchange and dissemination of alcohol, tobacco, and other drug (ATOD) information. Ms. Asteriadis has applied her knowledge and expertise to implementing prevention programs for college students and senior populations, teaching a college level prevention course and providing professional development training in addiction in aging populations and senior health literacy.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

1998 – Present Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Nevada Prevention Resource Center Primary Investigator/Project Manager

- Works with college and high school students, community members and professionals in substance abuse and related fields to locate and provide resource materials used in their work and studies
- Teaches or co-teaches CAS 255: Introduction to Substance Abuse Prevention
- Oversees the daily operations of the Nevada Prevention Resource Center, the Nevada Regional Alcohol and Drug Awareness (RADAR) Network State Center; establishes and maintains the state substance abuse reference library collection; appoints up to 50 Associate Centers throughout Nevada; provides orientation, training and technical assistance to Associate Centers as necessary
- Authors grant reapplication annually; designs the information dissemination program, scope of work, budget and evaluation; supervises full time classified staff and student worker
- Guides meetings and activities of the Nevada RADAR Network Advisory Committee to produce a strategic plan; directs all implementation, evaluation and modification activities of the strategic plan

- Initiates new projects; develops web page content; produces online and hard copy publications; guides development of an online database and ordering system and online surveys; oversees production of a statewide monthly “e-bulletin” newsletter; establishes and maintains a prevention listserv
- Initiates field requests for information, resources, and research; refers as necessary to appropriate university or community resources; seeks and establishes appropriate collaborations with other Nevada agencies and organizations

2007 – 2009 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Problem Gambling Prevention, Education, and Outreach Program, Primary Investigator/Project Manager

- Promoted and disseminated Prevention and Awareness Kit for Nevada Seniors throughout Nevada
- Produced training materials and conducted training for professionals and senior peers to present Problem Gambling Prevention and Awareness Kit for Nevada Seniors
- Evaluated effectiveness of Senior Kit in increasing awareness and knowledge of problem gambling

2006-2007 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Problem Gambling Prevention Campaign, Primary Investigator/Project Director

- Oversaw redesign of web site for existing problem gambling web page
- Produced a Problem Gambling Prevention and Awareness Kit for Nevada Seniors; managed all aspects of production of DVD and production of 24-page information and education booklet

2001 –2003 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, University of Nevada, Reno Prevention Program, Primary Investigator/Project Director

- Acted in an advisory capacity in meetings with appropriate University administration, students, faculty, staff and community members to develop environmental prevention strategies
- Provided training and technical assistance for the University’s student Peer Educators; facilitated activities of university students and staff for a social norms marketing campaign
- Authored grant reapplication annually; designed and implemented the program; developed scope of work, budget and evaluation
- Oversaw 3-year “UNR Alcohol and Drug Abuse Prevention Program” program of social norms marketing and environmental strategies for substance abuse prevention among students at the University of Nevada and all daily operations; Supervised, trained and provided technical assistance for the Project Manager

1995 – 1997 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Graduate Assistant

- Located available federal and other grant opportunities in the substance abuse field and assisted in associated research and writing
- Participated in web site maintenance and newsletter publication
- Assisted with conference logistics

1995–1996 Women’s Resource Center, University of Nevada, Re-Entry Research Coordinator (Work Study Student)

- Assisted with research on proposed theoretically based practices, and helped implement programs and services for returning women students
- Counseled returning women students; referred as necessary to university or community resources

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada, Reno, NV, *Bachelor of Arts, Theatre Arts*, 1994
University of Nevada, Reno, NV, *Master of Arts, Counseling and Educational Psychology*, 1998

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Certified Prevention Specialist, 2001

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Melanie Purdy, Ph.D., NCC, Counselor, Truckee Meadows Community College, Phone: 775-674-7684, Fax: 775-673-7268, mpurdy@tmcc.edu

Katherine Louden, M.A., Administrator, Safe and Drug Free Schools, Substance Abuse, Violence & SHARE, Washoe County School District, Phone: 775-850-8012 or 775-850-8016 (office), Phone: 775-721-5284 (cell), Fax: 775-850-8020, klouden@washoeschools.net

Jeff Marotta, Ph.D., CEO, Problem Gambling Solutions, Inc., Clinical Associate Professor, Department of Psychiatry, Oregon Health and Sciences University, Phone: 503-706-1197, Fax: 503-892-3492, ProblemGamblingSolutions@comcast.net

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***J. Jeanyne Ward***		**Key Personnel: (Yes/No)**	
Individual's Title:	***Associate Project Coordinator***			
# of Years in Classification:	***5***	**# of Years with Firm:**		***5***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Jeanyne Ward currently serves an Associate Project Coordinator for the Center for the Application of Substance Abuse Technologies (CASAT) where she develops and facilitates the operation of trainings, conference websites, and conference registration and payment systems. Ms. Ward's background includes experience in marketing and sales as well as managing personnel, timelines and budgets. Ms. Ward is highly skilled in customer service, problem solving and various administrative tasks. She is knowledgeable of speaker payment contracts as well as travel, hotel, food and beverage and venue contracts.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2013 – Present Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Associate Project Manager

- Assists in the coordination and execution of statewide and national conferences by managing registration, website, marketing and marketing materials, deadlines, supplies, shipping and packing
- Contracts and coordinates with venues, speakers, volunteers, exhibitors, sponsors and advertisers
- Travels and serves as an on-site logistical support provider
- Assists in preparing follow up reports
- Coordinates a 12-month training calendar of continuing education classes in Reno and Las Vegas, NV
- Creates and disseminates a catalog of events
- Manages training website, registration, and payments
- Hosts webinar trainings
- Oversees timely and budget-appropriate completion of contracts for payment

2008 – 2013 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Las Vegas On-site Training Coordinator

- Served as a presenter liaison and provided on-site registration, technical assistance, and food and beverage for bi-monthly CASAT sponsored Substance Abuse Prevention and Treatment Agency (SAPTA) trainings in Las Vegas, NV

2007 – 2008 St. Albert the Great, Reno, NV, Child Care Coordinator

- Created and carried out developmentally appropriate curriculum for children ages 3-5 years
- Coordinated classroom activities

2000 – 2005 Leasing Sales Associate, Reno, NV, Inter-Tel Leasing Inc.

- Coordinated and managed 100-120 nationally based sales representatives for Inter-Tel, Inc.
- Created and disseminated training materials
- Created and disseminated marketing materials
- Led conference calls and video conferences for training purposes
- Responded to RFPs
- Managed quarterly quota and booked sales reports

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada-Las Vegas, Las Vegas, NV, *Bachelor of Arts, Sociology*, 1999

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

2012 – Present Nevada State Licensed Substitute Teacher

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Alison Conner, National Sales Manager, Mitel Leasing, Inc. (formerly Inter-tel Leasing, Inc.), Phone: 775-954-1200, Alison_conner@mitel.com

Justin Long, Owner, Precision Document Imaging, Reno, NV, Phone: 775-337-1987, Fax: 775-337-1141, Jlong1974@precisiondi.com

Dr. Tara Finley, Owner, The Finley Center, Reno, NV, Phone: 775-337-1334, tllfinley@gmail.com

PROPOSED STAFF RESUME FOR RFP 3502

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***University of Nevada, Reno ~ CASAT***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Michael Wilhelm***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Media Department Project Manager***		
# of Years in Classification:	***10***	**# of Years with Firm:**	***10***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Mike Wilhelm worked as an intern for the Center for the Application of Substance Abuse Technologies before he was hired as a Graphic Designer in 2008. Mr. Wilhelm has a keen eye for creating media that gets noticed and his skillset enables him to produce great work using the following programs: Premiere Pro; Adobe Illustrator; Adobe Photoshop; Adobe Aftereffects; Adobe Acrobat; Adobe InDesign; and Adobe Captivate. Mr. Wilhelm has filmed and produced online and DVD training workshops and has launched nationwide marketing campaigns. He also has extensive experience developing and supporting platforms for the delivery and storage of online materials as well as experience creating interactive registration forms and developing user-friendly online courses. Mr. Wilhelm is versatile and can work on many projects while maintaining top-quality, professional digital designs.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2012 – Present

Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Media Department Project Manager

- Develops and designs national/regional media campaigns
- Creates branding packages for organizations and events
- Works with clients to create effective marketing materials and digital curriculums
- Videotapes, captures, edits, and produces: training workshops, DVDs, advertisements, and web videos
- Animates motion graphics for both online and offline applications
- Manages team members
- Designs and develops websites
- Supports the current electronic library platform for Nevada's Prevention Clearinghouse
- Designs and develops online courses

2008 – 2012

Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Media Specialist

- Effectively created materials targeting the substance abuse field utilizing innovative techniques
- Created new, original web-based advertisements and public service announcements

- Developed interactive .pdf forms with data collection functionality
- Designed interactive online and offline course curriculums
- Created biannual course catalogs for print and web applications
- Designed numerous websites and website applications for a wide variety of clients

2007 – 2008 Center for the Application of Substance Abuse Technologies, University of Nevada, Reno, NV, Graphic Design Intern

- Created various print design products
- Edited and produced video products

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Nevada, Reno, NV, *Bachelor of Arts, Journalism*, 2008

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Richelle O'Driscoll, Director of Internal & External Affairs, University of Nevada Reno, Phone: 775-682-8567, richelle@unr.edu

Stephanie DeBoor, Associate Director, Orvis School of Nursing Graduate Program, University of Nevada, Phone: 775-784-4262, deboors2@unr.edu

Sherry Larkins, Ph.D., Director, Co-Occurring Training and Evaluation Programs, UCLA Integrated Substance Abuse Programs, Phone: 310-267-5376, larkins@ucla.edu

Section VIII. Other Informational Material

UNIVERSITY OF NEVADA, RENO EXCEPTIONS TO PROPOSED CONTRACT FOR JUVENILE SERVICES EVIDENCE BASED PROGRAM RESOURCE CENTER

In the event that the University of Nevada, Reno is awarded a contract as a result of its proposal submitted in response to RFP 3502, the following exceptions are taken from the form of contract provided and the following requests for changes are hereby proposed:

I. Section 12. LIMITED LIABILITY. Since the Contractor is also a State of Nevada entity exception is taken to this section to the extent that it does not provide that Contractor will not waive and intends to assert available NRS Chapter 41 liability limitations. It is proposed that this section be amended to read "Both the State and the Contractor will not waive...".

II. Section 14. INDEMNIFICATION AND DEFENSE. Contractor takes exception to the provision of this section to the extent that the limitations language is not in accordance with University policy and because indemnification is not reciprocal. It is proposed that the section be amended to read as follows:

To the extent limited in accordance with NRS 41.0305 to NRS 41.039, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract. Contractor will assert the defense of sovereign immunity as appropriate in all cases, including malpractice and indemnity actions. Contractor indemnity obligation for actions sounding in tort is limited in accordance with the provisions of NRS 41.035 to $100,000 per cause of action.

To the fullest extent permitted by law, the State shall indemnify, hold harmless and defend, not excluding the Contractor's right to participate, the Contractor from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of State under this contract, or any alleged negligent or willful acts or omissions of State, its officers, employees and agents. The State's obligation to indemnify the Contractor shall apply in all cases except for claims arising solely from the Contractor's own negligence or willful misconduct. The State waives any rights of subrogation against the Contractor. The State's duty to defend begins when the Contractor requests defense of any claim arising from this Contract.

III. Section 16. INSURANCE SCHEDULE. Since the Contractor is also a state entity that is self-insured, exception is taken to the requirements of Section 16. It is requested that the entire section be deleted as well as the provisions of Attachment BB. Instead, it is requested that the following provision be inserted:

The Nevada System of Higher Education (NSHE) is self-insured for general and automobile liability exposures funded by the State of Nevada. The self-insurance program is administered by the Nevada Attorney General's Office. Claims are handled in accordance with Chapter 41 of the Nevada Revised Statutes. Under Chapter 41, claims against the state and NSHE are limited to $100,000 per cause of action. There is no per occurrence cap on claims. In addition, the State and NSHE have a Special General Liability Policy in excess of $2,000,000 with a limit of $15,000,000. A certificate of insurance and additional insured status is available under the excess policy.

IV. Section 26. GENERAL WARRANTY. Exception is taken to Section 26 since it is the University's policy not to provide warranties for services or research performed by its faculty. Furthermore, the language proposed is more appropriate for the procurement of commercial goods and services and not for the type of services solicited by the RFP. As an alternative, it is proposed that the provision be amended as follows:

Contractor represents that all services, deliverables, and/or work products under this Contract shall be completed in a manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments.

EXCEPTIONS TO PROVISIONS OF RFP

The University of Nevada, Reno, hereby excepts to the following provisions of the RFP:

1. Exception is taken to Section 3.1.8 in that as stated above, the University is self-insured and cannot comply with the terms of Attachment D, Insurance. It is suggested that insurance provisions reflect what is proposed for Section 16 of the Contract.

2. Exception is taken to Section 10.3.4 Right to Publish. As an state-controlled higher education institution, UNR requires that its faculty have the right to publish limited only by a restriction on the disclosure of confidential information, including personal identifiable information.