

Mercer County Behavioral Health Commission, Inc. is seeking bids for a Consultant for a Project Director for the STOP Opiate Abuse Initiative which is a statewide grant. Interested parties must have experience in the evaluation of substance abuse prevention programs. In addition, must have proof of liability/business insurance.

The STOP Opiate Grant is a statewide media messaging initiative spearheaded by the Commonwealth Prevention Alliance. The grant period is January 1, 2016 through December 31, 2016. The scope and responsibilities for the contracted evaluator are listed below:

The Project Director is responsible for:

- Keeping the lines of communication open between all parties in the work team
- Schedule and facilitate a bi weekly call for the work team
- Develop agendas for all meetings
- Provide written minutes for all meeting and disseminate to work tem
- Be responsible for programmatic progress reports
- Submit quarterly data entry in to the egrant system
- Monitor egrants for updates and alerts
- Generate and deliver a progress report monthly to CPA Board
- Generate and disseminate a progress report twice a year to grant supporters
- Be the catalyst to keep all work moving on the project
- Plan and attend two face to face meetings for the work group
- Market the project as necessary
- Attend and report on the project at the yearly CPA Conference in State College
- Communicating with DDAP to see that all materials are approved
- Communicate as needed with PCCD the project funder

Format bids must have the following information:

- Hourly Rate
- Projected Hours for the Project
- Reference inclusive of phone numbers
- The agency selected will be responsible for their travel to attend 2 meetings in Mercer County and 1 conference in State College. The meetings should include mileage and meal expenses. The conference should include mileage, lodging, and meal expenses for 1 to 2 nights stay.

All bids must be received in writing by October 13, 2016