

**Stop Opiate Substance Abuse Campaign (PaStop.org)**  
**Project Director**

The Commonwealth Prevention Alliance, is seeking bids for a **Project Director**, for the Pennsylvania STOP Opiate Abuse Campaign (PaStop.org), which is a statewide grant. Interested parties must have experience working in the field of substance use/misuse prevention.

The STOP Opiate Abuse Grant is a statewide media messaging initiative spearheaded by the Commonwealth Prevention Alliance (CPA). The grant period is January 1, 2020 through December 31, 2020.

The scope and responsibilities for the contracted evaluator are listed below:

- Keeping the lines of communication open between all parties in the work group.
- Schedule and facilitate a bi weekly call for the work group.
- Develop agendas for all work group meetings.
- Provide written minutes for all meeting and disseminate to work group.
- Provide all necessary data to the evaluator.
- Be responsible for programmatic progress reports.
- Have familiarity with the Egrants online reporting system of the PA Commission on Crime and Delinquency.
- Submit quarterly data entry in to the Egrants system, per agency guidelines.
- Monitor Egrants for updates and alerts.
- Generate and deliver a progress report monthly to CPA Board, at monthly meetings, in State College, PA (10 meetings/year).
- 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 one (1) PA STOP workgroup face to face meeting, in Indiana County, PA.
- Market the project as necessary which may include travel (not required).
- Attend, present, and report on the project at the June 2020 CPA Conference, at the Penn Stater Conference Center, State College. Do not have to attend the full conference – can attend day of presentation.
- Communicating with the Department of Drug & Alcohol Programs to ensure all materials are approved before being placed on the PA STOP website.
- Communicate as needed with Pennsylvania Commission on Crime & Delinquency (PCCD) the project funder.
- Communicate and consult with CPA executive director.
- Attend monthly CPA Board of Directors meeting at Penn State University, State College (10 meetings/year)

Format bids must have the following information:

- ***Bid amount not to exceed \$19,000***
- Hourly Rate
- Projected Hours for the Project
- Work Statement showing how Scope of Service can be completed
- Reference inclusive of phone numbers
- Show previous experience in the field of substance abuse prevention
- Travel expenses should include mileage (Federal rate), meals, conference registration (if applicable), lodging (if applicable – traveling more than two (2) hours one way.
- The agency/individual will include travel in their bid to attend one (1) in person meeting in Indiana County. If planning to attend the CPA Conference in June 2020 (State College, PA) please include those expenses. For more information on conference expenses please see the 2019 Conference Brochure at [www.commonwealthpreventionalliance.org](http://www.commonwealthpreventionalliance.org).

Questions: Please email Jeff Hanley at [jeff.hanley@commonwealthpreventionalliance.org](mailto:jeff.hanley@commonwealthpreventionalliance.org)

All bids must be received in writing by 12:00 p.m. on October 28<sup>th</sup>, 2019, and mailed to:

Jeff Hanley

CPA Executive Director

142 W. South Hills Avenue

State College, PA 16801