



Barnstable County

Regional Government of Cape Cod
3195 Main Street | Barnstable, Massachusetts 02630

Joseph R. Pacheco
Director

Mandi Speakman
Deputy Director

Department of Human Services

ATTACHMENT A

Substance Use Consultant Scope of Work

Barnstable County Department of Human Services requires an independent consultant to assist the Department in coordinating and managing all aspects of MassCALL3 grant funded deliverables.

Consultant will:

I. Manage Regional Substance Addiction Council (RSAC)

- a. Serve as the Co-Chair representing Barnstable County Department of Human Services as the convening body of RSAC in accordance with the Barnstable County Regional Substance Addiction Council Governance Statement
- b. Work closely with Director of Human Services or their designee to prioritize recommendations, to carry out action steps and determine the best method of disseminating information to the membership and other stakeholders.
- c. In consultation with the Director of Human Services or their designee and with the other RSAC Co-Chairs, plan agenda for meetings.
- d. Monitor, and ensure alignment with grant requirements.
- e. Share the work of the RSAC with community agencies and other organizations, as appropriate.
- f. Work with RSAC Co-Chairs to recruit candidates and keep Work Group Co-Chair positions filled.
- g. Review and maintain stakeholder participation as appropriate.
- h. Through the work of the RSAC and the Substance Use Prevention community, keep informed of community needs, resources, and trainings. Disseminate the same.

II. Additional Substance Use Prevention Activities

- a. Liaise with Cape-based organizations and initiatives that address Substance Use Prevention, working to forge and strengthen collaborative networks.
- b. As a liaison, attend meetings for these organizations and engage with them as appropriate, and needed, in consultation with the Director of Human Services, or their designee.

- c. Monitors peer-reviewed research, gray literature, and the media for information and evidence-based practices that are relevant to substance use disorder and community health.
- d. Monitor legislation and funding related to Substance Use Prevention efforts.
- e. Provide subject-matter support to grant applications, and reports.
- f. Attend Department of Human Services staff meetings as required.
- g. Provide cross-programmatic support to other Department programs as the need arises.
- h. Other Substance Use Prevention related tasks as indicated by the needs of the Department and the community.

Administration

Please submit responses as follows:

- Resume
- Letter of Application (maximum 1 page)
- Project Bid (maximum 2 pages): Articulate your bid in a line-item format, including hourly rate and relate it to the Scope of Work.
- References (3 minimum)

Method of Compensation

Invoices must be submitted monthly, within 10 days of month's end. Invoice must include documentation of work completed within the invoice period. Invoices submitted without support documentation will not be paid until the required reports are received. Once approved, invoices will be paid within 30 days depending on date of arrival, staff leave, holidays and fiscal year end warrant schedule.

FY 2024 Max. Contract Amount: Not to exceed \$40,000.00 (reference service period below)

Timeline

Proposals are to be submitted by 11:59 p.m. on Tuesday, 2/20/24 via email to mandi.speakman@capecod.gov

Service Period: FY 2024 (Upon contract execution-6/30/2024)