

**STATEMENT OF WORK  
DRUG AND ALCOHOL TRAINING SERVICES  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of this Training Services ITQ is to qualify responsible and responsive Contractors to provide training services on behalf of the Department of Drug and Alcohol Programs (DDAP). Training includes, but is not limited to the development, design, and implementation of training programs to enhance the skills development of individuals to better service the needs of the Commonwealth. Staff augmentation is **not** permitted under this contract.

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of Drug and Alcohol Programs (DDAP). All inquiries should be referred to:

Lori Trout, Administrative Officer  
Department of Drug and Alcohol Programs  
One Penn Center, 5<sup>th</sup> Floor  
2601 N. 3<sup>rd</sup> Street  
Harrisburg, PA 17110  
Telephone: (717) 736-7444  
Email: [ltrout@pa.gov](mailto:ltrout@pa.gov)

**TERM OF CONTRACT:** The term of the Contract shall commence on the Effective Date and shall end when terminated by the Commonwealth pursuant to Paragraph I.29 Termination Provisions of the Contract Terms and Conditions.

**SERVICES:** DDAP has three (3) categories of trainings: Onsite, Specialized and Mini-Regional.

- A. Contractor will conduct training as requested by DDAP based on the trainer's cadre of specialized trainings; and
- B. Contractor will conduct trainings using only DDAP-approved materials.

**LETTER OF ENGAGEMENT (LOE):** Contractors must review and accept the LOE at a minimum of ten (10) calendar days for each training prior to the training date. Each LOE is considered a separate project.

**TRAINING:** Trainers will only conduct DDAP approved trainings. As applicable, Contractor must complete a Training of the Trainer (TOT) in order to be eligible to conduct trainings on behalf of DDAP. TOT registration and attendance is free. DDAP does not pay the contractor for attending TOTs. Contractor(s) must have an active Train the Trainer Certificate on file with DDAP for each of the trainings within the trainer's cadre of specialized trainings, if applicable. Any additional trainings may be requested by DDAP and a formal approval letter will be granted.

**ADMINISTRATION:**

- A. Contractor must work cooperatively with DDAP to assure that compliance with this contract is achieved, demonstrated, and maintained;
- B. Unless explicitly stated otherwise, Contractor(s) will be responsible for all costs associated with and incurred as part of providing the services outlined in this contract; and

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C. Contractor must have a computer system to send and receive information electronically. Contractor will be required to have access and utilize Training Management System (TMS).

**POLICY AND COMPLIANCE:** Contractor must comply with all applicable policies and procedures of DDAP outlined in the attached documents including the **Appendix A, Code of Conduct**. Violations of the Code of Conduct may result in the loss of reimbursement for that training and no future engagements.

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- Contractors must upload a resume verifying two (2) years of experience in the appropriate commodity code selected under Service Categories.
- Contractors are required to download and upload a completed Domestic Workforce Utilization Form.
- Contractors must select the county(ies) in which they can serve

**SERVICE CATEGORIES:** Contractors will need to select the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code, description of each service category, and any additional requirements.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
86000000-ITQ-261-DDAP Use Only Prevention	Training to provide knowledge and skills to implement effective, data-driven prevention programs, practices, and policies that reduce the onset of behavioral health disorders and improve wellness.
86000000-ITQ-262-DDAP Use Only Treatment	Training to provide initial and continuing education of Substance Use Disorders (SUD) and associated topics and the skills to implement treatment in a clinical setting.
86000000-ITQ-263-DDAP Use Only Gambling	Training to provide initial and continuing education of Compulsive Gambling Disorders and the skills to implement treatment in a clinical setting.

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**RATE CARD:** Services under this ITQ contract shall be paid at a rate consistent with these service categories. At no time shall pricing exceed the rates depicted in the Training Services Rate Card.

<b>Service Category</b>	<b>Unit</b>	<b>Rate</b>
Prevention	Hourly	\$150
Treatment	Hourly	\$150
Gambling	Hourly	\$150

**ADDITIONAL INFORMATION:**

- A. ADMINISTRATION FEE:** Contractors may be compensated for a \$50.00 per hour administration fee, when pre-approved and applicable, when performing services under all categories for costs outside the actual delivery of training. These costs may include, at a minimum, creation and/or modification to training content.
  
- B. PAYMENT OF INVOICES:** Contractor must submit their invoices within 30 days of the training event. DDAP will neither honor nor be liable for invoices not submitted within that timeframe, unless DDAP agrees to an extension of these requirements in writing. The Contractor shall be reimbursed only for services approved by DDAP.
  
- C. PURCHASE ORDERS:** Purchase orders will be issued with an estimated number of hours by fiscal year. All invoices are charged against these purchase orders.