

BENCHMARK 2011 CONTRACTING REQUIREMENTS FOR SUBSTANCE ABUSE PREVENTION SUBCONTRACTORS

The following requirements apply to all applicants for a Benchmark subcontractors

1. Subcontractors must comply with the DHW Substance Abuse Program Standards. The current SAP Standards are available at www.preventionidaho.net/applications.htm.
2. Subcontractors must complete and maintain Criminal History Checks (CHC) on all personnel working under this contract who will be in direct contact with minors or vulnerable adults. The CHCs must be conducted by DHW's Criminal History Unit, unless the individual delivers services *as part of their employment by a school district or law enforcement agency*. For these two agencies, the person must have had a background check within the past five years conducted by the Idaho Department of Education or Idaho State Police (as appropriate). Please review Benchmark's Criminal History Check policy at www.preventionidaho.net/applications.htm.
3. Subcontractors or their fiscal agents must maintain a minimum of \$1,000,000 in general liability insurance and must submit a Certificate of Insurance issued by a company that is registered to do business in Idaho.
 - Cities, counties, government agencies, tribes and school districts are required to add Benchmark as a Named Certificate Holder on their liability policy.
 - All other entities, commercial or nonprofit, are required to add Benchmark as an Additional Insured on their liability policy. Costs associated with this requirement may be included under Other Expenses in the Budget Worksheet.
4. Subcontractors must provide proof of Workers' Compensation in accordance with Idaho statute. Workers' Compensation documentation must be updated each State Fiscal Year.
5. Prevention service(s) funded under this contract that are provided prior to the signing of the contract cannot be invoiced without prior written approval by Benchmark.
6. Any subcontractors awarded funding through this RFA will be required to:
 - Sign a contract with Benchmark Research & Safety, Inc. outlining the services to be delivered, the reimbursement rate per service, and performance requirements.
 - Use PreventionIdaho.Net for all required data entry and invoicing for services.

Notice to applicants – Given current financial conditions, Benchmark anticipates a large number of new funding applications this year. While it is understandable that many applicants will apply to replace shortfalls or loss of funding, programs or positions, Benchmark will only review applications that are tightly focused on primary substance abuse prevention as defined in this application. Applications that seek funding for non-substance abuse prevention activities may be reduced or considered non-compliant.