

ARMSTRONG – INDIANA- CLARION DRUG AND ALCOHOL COMMISSION
HAVE ISSUED THIS

REQUEST FOR PROPOSALS (RFP) FOR
LICENSED RECOVERY HOUSING PROGRAMS
LOCATED IN ARMSTRONG OR INDIANA COUNTIES (#232024)

INSTRUCTIONS FOR SUBMISSION:

All completed RFPs must be submitted through the following means.

Electronic Delivery
Email a PDF copy of the signed RFP to: RFPResponse@swsix.com
Please type the title of the RFP and your organization's name on the subject line.

THIS IS A STANDING RFP – THERE IS NO CURRENT END DATE. THE A-I SCA WILL REMOVE THIS RFP FROM THE SBHM WEBSITE WHEN THE NEED HAS BEEN MET.

All pages of the proposal must be numbered.

Please submit the following information:

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

Submitted by: *(Please Print Name & Title)*

(Signature) _____ Date: _____

Background

The Armstrong-Indiana-Clarion Single County Authority (A-I SCA), in partnership with Carelon Health of PA (Carelon), maintain a comprehensive network of service providers serving HealthChoices recipients in need of treatment and support services for individuals with substance use disorders (SUD). This extensive network offers diversity of location, choice, and specialization of services for all HealthChoices members.

Recently, the A-I SCA has identified the need to provide licensed Recovery House services for this population within the geographic boundaries of Armstrong and/or Indiana County. These Partners are offering this RFP opportunity to agencies interested in developing Recovery House facilities that will be licensed by the PA Department of Drug and Alcohol Programs (DDAP) and located in either of these Counties.

The A-I SCA is interested in developing Recovery Houses that will serve either adult males or females and are near public transportation. The goal of these licensed Recovery House programs will be to provide safe, sober and affordable community-based housing that meets the needs of individuals in recovery from substance use disorders by providing a structured, affordable and stable living environment.

These programs will be expected to meet all the requirements and standards outlined in PA Act 59 of 2017, as well as 28 PA. Code Chapter 717 effective December 2021, and will achieve compliance with any and all regulations and licensing standards upheld by the state Department of Drug and Alcohol Programs (DDAP) for Recovery Houses. These Recovery Houses will also have a program component and support staff that have achieved certification as Recovery Specialists or as a Recovery Coach. Policies and procedures for these programs will include, but not be limited to: Referral and Intake Process, Member Expectations, Rights and Responsibilities, Complaint and Grievance Process, Code of Ethics, Confidentiality/Releases and Storage of Documentation, Medication Storage and Self-Administration, Good Neighbor Policy, etc. Upon receiving a reward, the chosen provider(s) will be required to submit a solid Business Plan and a long-term sustainability plan for this program that must be approved by the A-I SCA.

These Recovery Houses MUST become licensed through the Department of Drug and Alcohol Programs (DDAP) and adhere to all applicable federal, state and local standards and requirements.

There may be a limited amount of financial support available to assist with the necessary renovations/remodeling of potential facilities in order to secure a Recovery House license and for some of the initial operational start-up costs during the first year of operation. These funds are limited and one-time only start-up costs. There are no funds to financially support the ongoing sustainability of this facility or program. This program must be financially self-sustainable.

Target Population

Adult male or female residents of either Armstrong and/or Indiana Counties that are in recovery from substance use disorders and who would benefit from a recovery focused community living environment.

All services provided for this level of care must adhere to all respective federal, state, and local standards and regulations.

MINIMUM QUALIFICATIONS

All applicants **must** meet the following minimum qualification to be considered for this procurement process:

1. Must be an agency that currently holds either a non-profit or for-profit status in the state of Pennsylvania.

Additional Preferred Qualifications

1. Have experience providing/coordinating or supporting Recovery House programs for the target population.
2. Have a current successful Recovery House model that can be implemented within these counties.
3. Be experienced with identifying needs and linking individuals in recovery to community and natural supports.
4. Be committed as an organization to the concepts of recovery and resiliency.
5. Have experience building collaborative relationships with other human service agencies, as well as knowledge of other community support resources for this target population.

Intent

It is the intent of the Partners to solicit proposals with the goal of executing a contract. This notwithstanding, any proposal shall be submitted with the following expressed understanding:

- This Request for Proposals is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the “lowest cost applicant”.
- The Partners have the right to reject any and all proposals at any time during the process.
- The Partners reserve the right to reject any applicant that does not sufficiently document that they meet the minimum qualifications to respond to this RFP.
- The Partners may modify the selection process or the scope of the project or the required responses at any time.

- All costs of developing proposals and any subsequent expenses relating to contract negotiations are entirely the responsibility of the applicant and may not be charged to the Partners.
- The proposal and all the materials submitted with the proposal will become the property of the Partners upon submission.
- Submission of a proposal by a provider constitutes express acceptance by the provider to be bound by all the terms, conditions, and provisions of the RFP, including but not limited to, all exhibits and/or appendices to the RFP.

Proposal Review

The Partners reserve the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. If all proposals are unacceptable, we reserve the right to reject the proposals and to issue a new RFP. The Partners reserve the right to reject a proposal at any time during the process.

All proposals will be reviewed and scored by a selection committee. Individual committee member scores for each proposal will be combined to create a total overall score for the provider's response. Total scores earned by each proposal are required to meet the minimum threshold for points achieved in order to be considered for program awards. For this RFP, all proposals must score a minimum of 65% of the total available points available in order to be considered for the program award. Proposals which do not score at or above the required 65% will not be considered.

Ex: 190 points * 5 scoring committee members = 950 total available points. 950 * .65 = 617 points minimum score to be considered.

Selection / Rejection Procedure

Applicants whose proposals are selected will be notified in writing as to their selection. Applicants whose proposals are not selected will also be notified in writing. Applicants responding to this RFP will not receive any feedback on the quality of their responses or the selection process.

RFP Award Conditions

Following the award of the RFP, a provider must be able to complete the following steps. If a chosen provider cannot complete any of these steps, they will be determined ineligible to continue the process. If a provider is determined to be ineligible to continue the process, the partners reserve the right to terminate the process, reject the proposal, choose another applicant and/or issue a new RFP:

- Secure the appropriate facility(ies) located within either Armstrong or Indiana County that is accessible to public transportation.

- Secure a license from DDAP to provide Recovery House program services in that facility.
- After the award, submit a solid Business Plan and a long-term Sustainability Plan for this program that must be approved by the A-I SCA.

Upon Award

- If funds become available, the awarded agency may be eligible to receive a limited amount of financial support for the development and initial start-up of a licensed Recovery House.
- Selected provider(s) can expect to be reimbursed at a reasonable rate to support this service.

There is no commitment by the Partners to anything beyond what is directly stated in this RFP.

The award resulting from this RFP does not ensure that the need in the community is sufficient to support the development and/or sustainability of this service.

DIRECTIONS

1. Be sure your agency meets all the minimum qualifications prior to completing your response.
2. Respond to the questions in the sequence that they appear in the RFP and as completely as possible.
3. All questions must be answered in full. Providers who fail to adequately respond to the question or those which direct the reader to refer to other answers in the proposal or attached documents, with no other content, will receive a ZERO for that response.
4. There is no page limit to responses.
5. All responses must be typed using 12-point font.
6. Additional supporting or requested documentation should be attached as Appendices.

QUESTIONS

Questions pertaining strictly to information contained in the RFP may be submitted in writing via email to:

RFPQuestions@swsix.com

All questions and answers will be posted on the SBMH website within one week. Continue to check the website daily at:

[Home - Southwest Behavioral Health Management](#)

REQUIRED ATTACHMENTS

IF THESE REQUIRED ATTACHMENTS ARE NOT PROVIDED, THE SUBMISSION WILL NOT BE CONSIDERED COMPLETE AND WILL BE EXCLUDED FROM THE REVIEW PROCESS.

1. Attach all the necessary documentation to demonstrate that your agency meets the Minimum Qualification to respond to this RFP. Please ensure that the documentation is current and reflective of the minimum standard. Also, for the appropriate criteria listed below, provide a timeline outlining when your agency can be expected to complete/meet the criteria.
 - a. Must hold either non-profit or for-profit status in the state of Pennsylvania. **(Attach appropriate documentation)** (required - 0 pts)
 - b. **Attach a development and implementation plan** which includes action steps and projected timeframes for completion and implementation of a Recovery House. (required - 20 pts)

REQUEST FOR PROPOSALS

Please provide the following information regarding your ability to develop and sustain a Recovery House program for adults in recovery in either of these Counties.

2. Please describe in detail the agency's background, experience and present activity, as well as the philosophy of the organization, which will enable it to successfully develop and support a Recovery House for adults. (10 pts)
3. Describe in detail the target population, your agency's experience with these individuals and how your agency will support these individuals in securing and maintaining permanent, safe, affordable and recovery-focused housing options and opportunities. (20 pts).
4. Describe the Recovery Housing model/program that your agency proposes to develop, implement and support through this opportunity. Include details regarding outreach/education plans, referral and admission processes, resident roles and expectations, medications administration, relapse protocols, etc. (20 pts)
5. Outline how your agency would propose utilizing any available start-up funds, the estimated time frame for securing a license and initiating this program, the expected ongoing program expenses and how these will be covered. Describe the sustainability plan for this program and any expected costs to the program participants. (20 pts)

6. Identify what other recovery-based community services and supports are available and can be utilized to assist these individuals in achieving the goal of long-term recovery. Describe the importance of natural supports and how they will be integrated into this program. (20 pts)
7. Describe the role cultural competency plays in the delivery of the proposed services and throughout your agency. Outline specific activities that may be included in the proposed program which will address and improve cultural relevance of the program for participants. Explain how cultural differences, including ethnicity, social structure, poverty, etc., could be integrated into the program and in what capacity cultural competency can serve as the mechanism for addressing behavioral health disparities in the program and in the agency. (20 pts)
8. In light of the recent workforce limitation issues, please describe in detail how your organization has achieved success with staff recruitment and retention over the past three (3) years, with particular attention to the previous year. Include data and outcomes to support your narrative. Please detail your strategy to recruit and retain the necessary staff for this new program. (25 pts)
9. Provide a summary of how your agency will ensure the program(s) is based on recovery-oriented principles such as: (20 pts)
 - Improving quality of life
 - Individual support system satisfaction
 - Participation in meaningful activities and social relationships
 - Peer and Community supports

END OF REP

TOTAL AVAILABLE POINTS (without bonus points) = 175