



ARMSTRONG – INDIANA – CLARION DRUG AND ALCOHOL COMMISSION

And

Behavioral Health Alliance of Rural Pennsylvania
Have issued this

**REQUEST FOR PROPOSALS (RFP) FOR
LICENSED RECOVERY HOUSING PROGRAM
LOCATED IN CLARION COUNTY**

INSTRUCTIONS FOR SUBMISSION:

All completed RFPs must be submitted through the following means.

Electronic Delivery
Email a PDF copy of the signed RFP to: ProviderNetwork@BHARP.org
Please type the title of the RFP and your organization's name in the subject line.

THIS IS A STANDING RFP – THE END DATE IS JULY 31, 2023. THE BEHAVIORAL HEALTH ALLIANCE OF RURAL PENNSYLVANIA WEBSITE WILL POST THIS RFP ON THEIR WEBSITE AND WILL REMOVE WHEN THE NEED HAS BEEN MET OR THE END DATE IS REACHED.

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 (AIC SCA), in partnership with Behavioral Health Alliance of Rural Health (BHARP) 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 AIC SCA has identified the need to provide licensed Recovery House services for this population within the geographic boundary of Clarion 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 this County.

The AIC SCA is interested in developing a Recovery House that will serve adult males and is near public transportation. The goal of this licensed Recovery House program 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 all regulations and licensing standards upheld by the state Department of Drug and Alcohol Programs (DDAP) for Recovery Houses. This Recovery House 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 award, 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 AIC SCA and BHARP.

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

Reinvestment funding in the amount of \$250,000 is available to assist with the necessary renovations/remodeling of potential facilities to secure a Recovery House license and for some of the initial operational start-up costs during the first year of operation. 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 residents of Clarion County 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 currently successful Recovery House model that can be implemented within this county.
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 as a DDAP licensed treatment provider.

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.

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.

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 located within Clarion County that is accessible to public transportation;
- Secure a license from DDAP to provide Recovery House program services in that facility;
- After award, submit a solid Business Plan and a long-term Sustainability Plan for this program that must be approved by the AIC SCA and BHARP.

Upon Award

- 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.

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. There is no page limit to responses and all pages must be sequentially numbered.
4. All responses must be typed using 12 pt. font.
5. 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:

Ronna Tipton at rtipton@bharp.org

All questions and answers will be posted on the Behavioral Health Alliance of Rural Pennsylvania (BHARP) website immediately. Continue to check the website daily at:
bharp.org

REQUEST FOR PROPOSALS

Please provide the following information regarding your ability to develop and sustain a Recovery House program for adults in recovery in Clarion County.

1. 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)
2. Describe in detail the target population, your agency's experience with these individuals and how your agency supports these individuals in securing and maintaining permanent, safe, affordable and recovery-focused housing options and opportunities. (20 pts).
3. Describe the Recovery House 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)
4. Outline how your agency would propose to utilize 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)
5. 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 support and how they will be integrated into this program. (20 pts)
6. 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 the 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 can cultural competency serve as the mechanism for addressing behavioral health disparities in the program and in the agency. (20 pts)
7. 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)

8. 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

REQUIRED ATTACHMENTS

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

9. 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 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)

END OF RFP

TOTAL AVAILABLE POINTS = 175