

Request for Proposal (RFP)

York County Recovery Center and Recovery House

Released: Thursday, March 15, 2019

Summary and Purpose

The York/Adams HealthChoices Management Unit is seeking a qualified provider to implement and manage a Recovery Center and Recovery House servicing York County HealthChoices eligible recipients, family members of those dealing with substance use and/or any York County resident seeking education on substance use disorders, treatment options or support.

York County recognizes that the number of individuals seeking drug and alcohol services is increasing at a significant pace. Oftentimes, individuals can be challenged to find the right path to their own recovery due to the variety of services and providers within the drug and alcohol system. On a positive note, the types of substance abuse treatment services in our County have also continued to expand. While the addition of services has had a positive impact with many people, it has become more challenging for the average individual and their families to understand substance use disorders and the breadth of supports available in their time of need.

The York/Adams HealthChoices Management Unit is issuing this RFP to find a provider who can implement both a Recovery Center and Recovery House. A provider responding to this RFP must be willing to provide both components and all that they encompass.

Recovery Center

Description of Service

The York County Recovery Center will provide the following array of services and supports:

- Certified Recovery Support
- Referrals to mental health and/or substance use services
- Educational information and educational groups on substance use disorder and recovery
- Coordination services for those on Buprenorphine would be an asset
- Assistance in identifying or obtaining housing, education, employment, life skills or additional community resources needed to maintain recovery and stability in the community
- Planned social activities for individuals in recovery and families
- Peer-facilitated support groups
- Support NA, AA or other 12-step programs
- Recovery House beds available to York County MA eligible recipients or that will apply for MA
- Warm hand-offs are facilitated for those needing treatment

Program Objectives

- Provide a daily safe, positive social environment where individuals and families can

find support and supplement existing services offered through formal treatment systems

- Serve a minimum of 500 people a year through various York Recovery Center services and activities
- Provide a minimum of six positive social events per year such as dances, dinners, picnics, holiday activities that engage at least 300 people each year.
- Provide 4 rounds of “Recovery Basics” groups (12 week sessions) that will engage 75 people each year
- Provide 2 rounds of Recovery Life Skills groups (24 week sessions) that will engage 50 people each year.
- Provide 10 weekly Recovery Support groups that engages 200 people each year
- Provide a Recovery House that offers eligible individuals access to safe, affordable housing while they continue to engage in their recovery efforts
- Provide Certified Recovery Support services based on individual need
- Ensure coordination activities are conducted regularly in conjunction with the prescription of MAT if that is included in your repertoire.

Expected Outcomes

- Ensure that more individuals are able to access information, education and needed supports to sustain community tenure and recovery.
- Individuals remain in treatment longer to sustain recovery

Financial/Contracting

Certified Recovery Support services and Buprenorphine Coordination can currently be contracted at a rate determined in conjunction with Community Care Behavioral Health.

For both services, funding through the York/Adams Drug and Alcohol Commission for the uninsured is not guaranteed nor is funding through the HealthChoices Program, although under the current funding structure it is supported.

THE REQUEST FOR PROPOSAL (RFP) PROCESS

Proposals will be evaluated and selected through this competitive RFP process. York/Adams HealthChoices Management Unit will establish a proposal evaluation committee to review proposals.

1. Timeline/ Key Dates (Dates are Subject To Change)

Friday, March 15, 2019	RFP is Released
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Friday, March 22, 2019	Submission of questions related to the RFP to the Director of the York/Adams HealthChoices Management Unit by 4:30 p.m.
Friday, March 29, 2019	Questions and answers posted to York/Adams HealthChoices Management Unit's website
Monday, April 15, 2019	Proposals are due in the office by 4:30 pm
Wednesday, April 17, 2019	Distribute proposals to stakeholder review committee
Wednesday, May 1, 2019	Proposals to be reviewed by the Stakeholder review committee
To Be Determined	Final candidate interviews (if necessary)
June 2019	Selection of vendor and notification
Fall 2020	Projected startup date and acceptance of referrals

RFP Applicants' Request for Proposal Questions

The York/Adams HealthChoices Management Unit will be accepting questions in writing related to the RFP. Please utilize the attached question form for submissions. (Attachment A). Questions will be only accepted by e-mail addressed to: Taryn Maguire, at tmmaguire@yorkcountypa.gov. Questions will be accepted until **Friday, March 22, 2019 at 4:30 p.m.**

Contact beyond the submission of the question form with any of the staff at the York/Adams HealthChoices Management Unit concerning this RFP are grounds for disqualification. Answers to all questions will be posted to the HealthChoices website at <http://yorkcountypa.gov/health-human-services/health-choices/reinvestment-information.html> by **Friday, March 29, 2019**.

All proposal submissions must be received by **4:30 p.m. on Monday, April 15, 2019**. An original and four (4) unbound copies of the response to the RFP must be submitted. Please include an email version sent to Taryn Maguire, tmmaguire@yorkcountypa.gov. Please note that late submissions will not be accepted for review.

Submission Requirements

Delivery of Drug and Alcohol Supportive Services Background - page limit: 1

- 1) Provide an overview of your organization's experience serving the drug and alcohol target population and experience with the provision and delivery of drug and alcohol support services. Include a description of:
 - Your Agency's experience in providing drug and alcohol support services.
 - Detail any new and/or creative approaches or programming your agency has implemented for this population including evidence based and trauma informed approaches or programming.
 - Detail your agency's experience and philosophy regarding the inclusion of peers/persons in recovery in meaningful roles within your organization.
 - Copy of applicable licensure or plan to obtain licensure if Buprenorphine Coordination will occur. Recovery Houses must be PARR certified and follow any legislation promulgated by the Commonwealth of Pennsylvania

regarding future oversight of Recovery Houses.

- Evidence of PROMISE™ enrollment or plan to obtain if Buprenorphine Coordination services will occur.

Overall Structure/Qualifications- page limit: 2

- 1) Provide a Table of Organization for your organization, clearly depicting where this proposal fits in the larger organization including the proposed positions.
- 2) Identify the job qualifications for each position, including minimum training, certifications, and licenses, as applicable.
- 3) Identify what training you will provide to staff upon their hire or competencies you will ensure will be available within 6 months of hire.

Description of Services to be provided - page limit: 6

- 1) Describe the intake and referral process for drug and alcohol support services and Recovery House residency
- 2) Describe your ability to provide the array of services for the Recovery Center required in this RFP
- 3) Detail the hours of operation for the program, and the process for accessing support which occur outside of traditional work hours.
- 4) Detail any unique information about your agency or services proposed that would make your service an asset to York/Adams County members.
- 5) Describe methods for coordinating care with behavioral health, physical health providers, and any other support needs identified by the client.
- 6) Detail your agency's plan to assist clients and coordinate care in accessing treatment and how your organization will work with members if they are delayed from entering substance use treatment.
- 7) Describe any required certifications, training or processes you as an organization require pertaining to trauma.
- 8) Outline how you will educate others on your services and what you will do to ensure those that need the services are receiving them.
- 9) Provide details on criteria for involuntary discharge or exclusion criteria for both the Recovery Center and Recovery House
- 10) Discuss how you would determine the location for this program and if you have any current property in mind.

Measuring Progress—page limit: 1

- 1) Identify your process for outcomes collection and reporting to the York/Adams HealthChoices Management Unit.
- 2) Describe your quality monitoring process and identify the position responsible for this function.
- 3) Provide details for any corrective action plans and/or provisional licenses received in the previous 12 months from the date of this submission.

Budget/ Budget Narrative – page limit: (Not Defined)

- 1) Provide a separate detailed budget for the Recovery Center and Recovery House program and services including an annual operating budget, which includes a proposed/established unit of service rate for each service that is MA reimbursable.
- 2) Complete a budget narrative that explains and justifies the budget report and clearly indicate how the program will be sustained.
- 3) Identify if start-up funding is required, the amount and for what purpose

Project Implementation Plan with Timeline– page limit: 1

- 1) Outline your implementation timeline, including the details regarding the program location needs, program ramp-up, hiring schedule, training and orientation schedule.

Additional Requirements:

- 1) Responses to this RFP must be completed according to the format, content, and sequence as outlined.
- 2) An authorized representative of the agency must sign proposals.
- 3) A proposal may be rejected if it is incomplete, deviates from the guidelines set forth in this RFP, or conditional as detailed in response. The HCMU reserves the right to negotiate any part of the proposal.
- 4) This RFP does not commit the HCMU to award a contract. The HCMU reserve the right to cancel this RFP in whole or in part.
- 5) The HCMU may at its discretion meet with a limited number of providers or request additional information to assist in the selection process.
- 6) The HCMU reserves the right, at its sole discretion, to seek additional proposals beyond the final submission date if proposals received do not meet the guidelines or the intent of this RFP.

PROPOSAL SCORING:

- Each member of the proposal evaluation committee will individually evaluate the proposals.
- The evaluators' scores will be averaged for a single score for each proposal then ranked.
- Financial viability will be scored separately. The winning bidder will be a combination of programmatic excellence but must be financially variable.

INTERVIEWS:

Interviews will be scheduled at the discretion of the HCMU and York County.

York/Adams HealthChoices Management Unit
Request for Proposal
York County Recovery Center and Recovery House
Question Submission Form

Date Submitted to York/Adams HealthChoices Management Unit	
Agency Name	
Respondent Name	
Respondent Phone Number	
Respondent Email Address	
Respondent Mailing Address	

Questions listed below and answers to questions may be posted on the York/Adams HealthChoices Website, located at <http://yorkcountypa.gov/health-human-services/health-choices/reinvestment-information.html>. Your Agency will not be identified as submitting the question.

Question #1	
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Question # 2	
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Question #3	
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Interested agencies are asked to submit questions on this form by emailing the Director of the York/Adams

HealthChoices Management Unit at tmmaguire@yorkcountypa.gov until **Friday, April 15, 2019 at 4:30 pm.**