

**REQUEST FOR PROPOSAL
ISSUED BY**

**NORTHCARE NETWORK COORDINATING AGENCY
200 WEST SPRING STREET
MARQUETTE, MI 49855**

PROJECT TITLE: Request for Proposals (RFP)
Peer Recovery Services
NorthCare Network Coordinating Agency Region

RFP ISSUE DATE: May 10, 2010

PROPOSAL DUE DATE: **June 15, 2010**
Via Email to Robert Mellin
rmellin@up-pathways.org

CONTACT PERSON: Robert Mellin
NorthCare Substance Abuse Coordinating Agency
200 West Spring Street
Marquette, MI 49855
(906) 225-7323

PART I - GENERAL INFORMATION FOR THE CONTRACTOR

I-1. PURPOSE

NorthCare Network Coordinating Agency is releasing for fair and competitive bid: Peer Recovery Services. This RFP is to solicit proposals from licensed treatment and prevention organizations which have the expertise to provide the substance abuse services as outlined below.

I-2. ISSUING OFFICE

This RFP is issued by the NorthCare Network Substance Abuse Coordinating Agency. The Issuing Office is the sole point of contact for this RFP.

I-3. REQUESTED SERVICES TO BE DELIVERED

The focus of this RFP is the provision of peer recovery services to low income, eligible individuals in the NorthCare CA Region. Core services to be delivered will include: outreach, recovery coaching, emotional support, informational support, and recreational support using a drop-in model to provide the services. Optional services, where a need has been documented and approved, could include: phone services, employment skills training, educational assistance and budgeting skills.

Peer recovery services are to be made available to clients throughout the entire episode of care starting with the linking of individuals to professional treatment services and continuing after professional services have ended. Referrals for this service can come from any level of professional care. The peer recovery specialists would be involved in all aspects of the individualized treatment planning process.

Participating agencies will need to develop policies and procedures To ensure that peer recovery services continue to be ethical and professional in their practice. The use of volunteer staff is allowable with the appropriate level and intensity of supervision.

Information on peer recovery services can be found at the MCDH Website at the following address:
<http://www.michigan.gov/mdch> > Substance Abuse> BSAAS
Technical Advisories>Peer Recovery Services, Technical Advisory #7

I-4. MINIMUM CONTRACTOR REQUIREMENTS

Interested agencies must meet the following minimum requirements to be considered for funding:

1. The agency must currently possess a MDCH/DSAQP Substance Abuse Treatment or Prevention License. The agency will be expected to follow all licensing requirements.
2. The agency must have the means to provide staff with the training necessary to meet BSAAS requirements for peer recovery specialists (Technical Advisory #7).
3. The agency may be a private, public or private non-profit agency. Public or private non-profit agencies must have a governing board that is representative of the community and clients served, and meet on a regularly scheduled basis.
4. The agency must have an established financial system in operation which meets generally accepted accounting principles and systems.

5. The agency must demonstrate an ability to understand, relate to, and operate within an ethnic, racial, age, and economically diversified population.
6. The agency must agree to federal, state and local Affirmative Action guidelines as they relate to personnel and services.
7. The agency must agree to report statistical and financial data on the forms, format and schedule developed by NorthCare CA and/or MDCH/DSAQP.

COST OF LIABILITY

NorthCare assumes no responsibility for the cost to the organization, or any bidder prior to the execution of the contract for peer recovery services between the organization and NorthCare.

BIDDER RESPONSIBILITIES

All inquiries concerning the content of the RFP shall be addressed to **Robert Mellin** at the address cited on the cover sheet of the RFP or at rmellin@up-pathways.org or (906) 225-7323.

REJECTION OF THE PROPOSAL

NorthCare CA reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of NorthCare CA. This RFP is made for informational and planning purposes only. NorthCare CA does not intend to award a contract solely on the basis of any response made to this request, or otherwise pay for the information solicited or obtained. Rejection or acceptance of proposals will also be subject to the availability of funds.

RFP CONTENT

The content of the RFP should be described in a narrative form to include a plan for accomplishing the services to be delivered. Please limit to five pages.

- A. Face Sheet for the Proposal- State full name and address of the business organization, federal identification number and estimated implementation date.
- B. Narrative.
 1. Description of problem being addressed for target population.
 2. Description of proposed project. The response should clearly indicate what is going to be accomplished to increase peer recovery services to the target population.
 3. Identification of the roles of service providers within your agency.

4. Specifications of project milestones and deliverables including a project time line/time table.
5. Barriers the project expects to encounter.
6. Policies and procedures used to ensure professional practice.
7. Supervisory staff credentials and planned supervisory schedule.

REPORTING REQUIREMENTS

Reporting requirements will be developed in coordination with the contractor subject to type of service provided.