



Request for Proposals (RFP)  
for  
Promise-to-Hope

As issued by  
Montgomery County  
Alcohol, Drug Addiction, and  
Mental Health Services Board

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September 14, 2018

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### **Attachment Forms**

Attachment A – National Alliance for Recovery Residence (NARR) Levels of Care

## PURPOSE & SCOPE OF SERVICES

The Montgomery County Alcohol, Drug Addiction, and Mental Health Services Board (MC ADAMHS) is requesting proposals for the delivery of NARR Level III Ohio Recovery Housing for the Promise to Hope Recovery House located in Montgomery County at 1532 and 1540 Glenbeck Ave, Kettering, OH 45409. Selected proposals may be awarded a multi-year contract beginning as early as November 1, 2018 and ending no later than December 31, 2019.

### Target Population

Women, currently pregnant or who have recently given birth, with a substance use disorder diagnosis with priority given to those with opiate use disorder, over the age of 18, actively engaged in substance use disorder treatment, AND referred by the Miami Valley Hospital Promise to Hope program staff.

### Facility Operations (7 apartment units):

Services will be provided at 1532 and 1540 Glenbeck Ave. Kettering, Oh 45409.

The properties are side by side multifamily apartment buildings. Each building has four 1-bedroom apartments. Seven of the eight apartments will be 1-2 person occupancy recovery housing apartments. One apartment will serve as the office, community room and be utilized for private and or community meetings.

These facilities have a secured front entrance and will be monitored outside and in all common areas.

The Montgomery County Alcohol Drug Addiction and Mental Health Services Board utilizes the nationally recognized National Alliance for Recovery Residence (NARR) levels of care (Attachment A) for establishing level of care protocols for the facility. .

### Supportive staffing pattern must include:

1. Provides a 24-hour supportive recovery environment to initiate or continue a recovery process that meets the women's multi-dimensional needs which are of such severity that they cannot safely be treated in less restrictive housing
  - a. Peer Support Services provided by an Ohio certified peer recovery supporter at a minimum of 5 hours per week per resident;
  - b. Onsite Care Coordinator - at minimum 1 FTE staff to serve as the facility manager who is responsible for coordinating and overseeing onsite services 10am-6pm, Monday - Friday;
  - c. Onsite 24/7 supervision (preference to employ Ohio certified peer recovery supporters).
2. Onsite life skills, recovery support, non-clinical classes
3. Provide referrals/access to 3rd party clinical services in the community
4. Collaborate with treatment providers based on woman's needs to insure access to medical, psychiatric, psychological, laboratory, and toxicology services are available off site as appropriate
5. Coordinate with Promise to Hope staff to provide onsite services as needed

Organizations submitting a response to this RFP must be an Ohio Recovery Housing Network peer certified organization.

Selected candidate must demonstrate a strong collaboration with Promise to Hope Administration and Staff as well as with all other service providers involved in the care and treatment of all women involved in the Promise to Hope Recovery House.



ADAMHS will provide funding on a cost reimbursement basis up to \$215,000 per year to allow the successful applicant to provide non Medicaid eligible recovery support services and coverage for 24/7 staffing.

Services should implement the use of Evidence-Based Practices to best address the unique needs of the population to be served. Interventions should utilize trauma informed care standards given the prevalence of trauma in the lives of the women served.

Services will be provided in the following locations: Promise to Hope Recovery House located at 1532 and 1540 Glenbeck Ave. Dayton, OH 45409; at times there will be a need for the care coordinator to attend community meetings at various community treatment providers working in collaboration with the Promise to Hope Program.

Providers will be required to complete required documentation in the Montgomery Co. ADAMHS Recovery Housing portal and have the ability to submit electronic invoices through the Montgomery Co. ADAMHS GOSH billing system. Training will be provided, if needed.

## **LIMITATIONS**

All proposals must be submitted with respect to the following limitations:

1. This RFP does not commit the ADAMHS Board for Montgomery County to award an agreement or pay any costs incurred in the preparation of a proposal.
2. The Montgomery County ADAMHS Board reserves the right to accept or reject any and all proposals received.
3. The Montgomery County ADAMHS Board reserves the right to negotiate any and all services, unit costs, activities, evaluation details, any other details, and final award amounts with any and all proposers who have submitted a proposal.
4. These funds may be expended only for the direct delivery of services, and relevant supportive services.
5. These funds may not be used or applied to capital expenditures such as building or renovations.
6. Unallowable Costs These funds may be expended only for the direct delivery of services and cannot be used for the following expenses:
  - a. Bad Debt - Losses arising from uncollected accounts and other claims and related costs are unallowable.
  - b. Contingencies - Contributions to a contingency reserve or any similar provision for unforeseen events are unallowable.
  - c. Capital Expenditures- capital expenditures for building/renovations are unallowable.
  - d. Contributions and Donations - Outlays of cash with no prospective benefit to the agency or program are unallowable.
  - e. Advertising - Costs of advertising, procurement of scarce items, disposal of scrap and surplus is unallowable.
  - f. Fines, Penalties and Court Judgments - Costs resulting from violations of or failure to comply with laws and regulations are unallowable.
  - g. Interest and Other Financial Costs - Interest on borrowings, bond discounts, or any costs of financial or refinancing operations are unallowable.
  - h. Costs Borne by Other Federal or State Programs -Any costs specifically subsidized by federal or state monies are unallowable.
  - i. Cash Payments - Cash payments to eligible individuals are unallowable.
  - j. Sabbatical Leave - Payment of any sabbatical leave is unallowable.

## **AVAILABILITY & LENGTH OF FUNDING**

All agreements resulting from this Request for Proposals (RFP) will be subject to certain timing guidelines. Proposals cannot exceed \$215,000 per year for ADAMHS funded services. Agreements may begin as early as November 1, 2018 and terminate as late as December 31, 2019. Services must start on as soon as Promise to Hope facility is ready for occupancy.

The selected service provider will be required to enter into an agreement outlining the purchase of professional service(s) and specifying the terms under which the funds will be reimbursed.

## **SUBMISSION REQUIREMENTS**

All proposals must be submitted using the following guidelines:

1. Proposals must be submitted electronically via the Montgomery County ADAMHS online portal at <https://apps.mcadamhs.org/> Agencies will need to first to request a login for each staff person who will be working in the online application by clicking "Need a Log in"? on the front page of the online portal.
2. This proposal needs to be a separate Application for Funding proposal from other applications being submitted to the portal for recovery housing.
3. All required sections of the proposal must be completed in the electronic submission. The electronic submission will be considered the organization's formal submission. The document must be electronically signed on the tab "Finalize" to be considered a submitted application by the appropriate agency staff.
4. Only electronic online portal proposals will be accepted. Paper or Faxed proposals will not be accepted. Hand delivered proposals will not be accepted.

All questions should be sent via email to Jodi Long, Director of Treatment and Supportive Services, [jlong@mcadamhs.org](mailto:jlong@mcadamhs.org) Responses to questions will be posted on the Montgomery Co. ADAMHS online portal at , <https://apps.mcadamhs.org/>

Completed, signed, online proposals will be accepted no later than 5:00 p.m. Eastern Standard Time on Friday, September 28, 2018. Late proposals will not be accepted or considered.

The Montgomery county ADAMHS Board reserves the right to reject any proposal that does not follow one or more of the Submission Requirements or guidelines expressed within this RFP.

Any requests for exceptions to any of the RFP requirements contained herein must be submitted via email by 5:00 p.m. (E T) on Friday, September 28, 2018. Requests should be emailed to Jodi Long, Director of Treatment & Supportive Services, Montgomery Co. ADAMHS Board by e-mail to [jlong@mcadamhs.org](mailto:jlong@mcadamhs.org). All requests for exceptions will be considered on a case-by-case basis and will be subject to the final decision of the ADAMHS Board.

## **REQUIREMENTS FOR PROPOSERS**

All proposals must be submitted with respect to the following requirements:

1. The proposer follows the "Submission Requirements" as outlined in this RFP and submits proposal materials in accordance with all sections of the online application portal identified in this RFP.
2. All proposed services must be delivered in Montgomery County and provided to Montgomery County residents only.
3. The proposer complies with applicable local, state, and federal laws and regulations and meets applicable professional standards.
4. The proposer is an Equal Opportunity Employer and provides assurance that no person will be denied services based on race, sex, color, creed, national origin, age or handicap. Facilities and services will be



- accessible to handicapped persons.
5. The proposer assures that confidentiality of client information is protected in accordance with HIPAA and 42 CFR guidelines.
  6. If the proposer is awarded a contract because of this RFP process, the organization must provide periodic program and financial reports. The specifics and due dates will be explained at the time the award is granted.
  7. Every organization receiving funding because of this RFP process will be subject to on-site visits from program monitoring staff.

## **PROPOSAL REVIEW PROCESS**

Each proposal will be reviewed by Montgomery County ADAMHS Board. The criteria by which the proposal will be reviewed and assessed include:

- Evidence of need for service in the community
- Documented use of best practices
- Capacity and ability to provide proposed service (financially and programmatically)
- Evaluation measurements and techniques
- Evidence of community support for service and/or community collaboration
- Financial stability and ability to sustain services
- Any others as determined appropriate by the reviewers

The Montgomery County ADAMHS Board reserves the right to contact a proposer for clarification of the submitted proposal. The Montgomery County ADAMHS Board will make award recommendations because of this Request for Proposals to its Board of Directors. Final awards and contract agreements are subject to the sole discretion of the Board of Directors of the Montgomery County ADAMHS Board.

All submitted proposals are subject to open public records laws.

## **RESULTS OF THE PROPOSAL REVIEW**


The resulting decisions of the review process will be provided to each organization that submits a proposal in as timely a manner as possible. Each organization will receive written notice indicating the reviewers' final decisions by December 31, 2018.



# **National Association of Recovery Residences**

## **Standard for Recovery Residences**

*Version 1.0*  
*September 2011*

		RECOVERY RESIDENCE LEVELS OF SUPPORT			
		LEVEL I Peer-Run	LEVEL II Monitored	LEVEL III Supervised	LEVEL IV Service Provider
STANDARDS CRITERIA	ADMINISTRATION	<ul style="list-style-type: none"> <li>• Democratically run</li> <li>• Manual or P&amp;P</li> </ul>	<ul style="list-style-type: none"> <li>• House manager or senior resident</li> <li>• Policy and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational hierarchy</li> <li>• Administrative oversight for service providers</li> <li>• Policy and Procedures</li> <li>• Licensing varies from state to state</li> </ul>	<ul style="list-style-type: none"> <li>• Overseen organizational hierarchy</li> <li>• Clinical and administrative supervision</li> <li>• Policy and Procedures</li> <li>• Licensing varies from state to state</li> </ul>
	SERVICES	<ul style="list-style-type: none"> <li>• Drug Screening</li> <li>• House meetings</li> <li>• Self help meetings encouraged</li> </ul>	<ul style="list-style-type: none"> <li>• House rules provide structure</li> <li>• Peer run groups</li> <li>• Drug Screening</li> <li>• House meetings</li> <li>• Involvement in self help and/or treatment services</li> </ul>	<ul style="list-style-type: none"> <li>• Life skill development emphasis</li> <li>• Clinical services utilized in outside community</li> <li>• Service hours provided in house</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical services and programming are provided in house</li> <li>• Life skill development</li> </ul>
	RESIDENCE	<ul style="list-style-type: none"> <li>• Generally single family residences</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily single family residences</li> <li>• Possibly apartments or other dwelling types</li> </ul>	<ul style="list-style-type: none"> <li>• Varies – all types of residential settings</li> </ul>	<ul style="list-style-type: none"> <li>• All types – often a step down phase within care continuum of a treatment center</li> <li>• May be a more institutional in environment</li> </ul>
	STAFF	<ul style="list-style-type: none"> <li>• No paid positions within the residence</li> <li>• Perhaps an overseeing officer</li> </ul>	<ul style="list-style-type: none"> <li>• At least 1 compensated position</li> </ul>	<ul style="list-style-type: none"> <li>• Facility manager</li> <li>• Certified staff or case managers</li> </ul>	<ul style="list-style-type: none"> <li>• Credentialed staff</li> </ul>



# National Association of Recovery Residences

## Member Standards

1. Organizational/Administrative Standards	Level I	Level II	Level III	Level IV
1.1. Recovery Residences are legal business entities as evidenced by business licenses or incorporation documents;	Strongly Recommend	Strongly Recommend	X	X
1.2. Recovery Residences have a written mission and vision statement;	X	X	X	X
1.3. Recovery Residences have a written code of ethics;	X	X	X	X
1.4. Recovery Residences property owners/operators carry general liability insurance;	Strongly Recommend	Strongly Recommend	X	X
1.5. Recovery Residences comply with state and federal requirements. <b>If required</b> , documents such as licenses and certificates of occupancy are visible for public view;	X	X	X	X
1.6. Recovery Residences clearly identify the responsible person(s) in charge of the Recovery Residence to all residents;	X	X	X	X
1.7. Recovery Residences clearly state the minimum qualifications, duties, and responsibilities of the responsible person(s) in a written job description and/or contract;	n/a	n/a	X	X
1.8. Recovery Residences provide drug and alcohol free environments;	X	X	X	X
1.9. Recovery Residences collect and report accurate process and outcome data for continuous quality improvement;	Strongly Recommend	Strongly Recommend	X	X
1.10. Recovery Residences have written permission from the owner of record to operate a Recovery Residence on their property;	X	X	X	x
2. Fiscal Management Standards	Level I	Level II	Level III	Level IV
2.1. Recovery Residences maintain an accounting system that fully documents all resident financial transactions such as fees, payments and deposits;	X	X	X	X
3. Operation Standards	Level I	Level II	Level III	Level IV
3.1. Recovery Residences post emergency procedures and staff phone number in conspicuous locations;	n/a	n/a	X	X
3.2. Recovery Residences post emergency numbers, protocols and evacuation maps;	X	X	n/a	n/a

## National Association of Recovery Residences Member Standards

4. Recovery Support Standards	Level I	Level II	Level III	Level IV
4.1. Recovery Residences maintain a staffing plan;	If Applicable	If Applicable	X	X
4.2. Recovery Residences use an applicant screening process that helps maintain a safe and supportive environment for a specific group of persons in recovery;	X	X	X	X
4.3. Recovery Residences adhere to applicable confidentiality laws;	X	X	X	X
4.4. Recovery Residences keep resident records secure with access limited to authorized staff only;	X	X	X	X
4.5. Recovery Residences have a grievance policy and procedure for residents;	X	X	X	X
4.6. Recovery Residences create a safe, structured, and recovery supportive environment through written and enforced residents' rights and requirements;	X	X	X	X
4.7. Recovery Residences have an orientation process that clearly communicates residents' rights and requirements prior to them signing any agreements; collects demographic and emergency contact information and provides new residents with written instructions on emergency procedures and staff contact information;	X	X	X	X
4.8. Recovery Residences foster mutually supportive and recovery-oriented relationships between residents and/or staff through peer-based interactions, house meetings, community gatherings, recreational events, and/or other social activities;	X	X	X	X
4.9. Recovery Residences foster recovery-supportive, alcohol and drug-free environments through written and enforced policies and procedures that address: residents who return to alcohol and/or drug use; hazardous item searches; drug-screening and or toxicology protocols; and prescription and non-prescription medications usage and storage;	X	X	X	X
4.10. Recovery Residences encourage each resident to develop and participate in their own personalized recovery plan;	X	X	X	X
4.11. Recovery Residences inform residents on the wide range of local treatment and recovery support services available to them including: 12 step or other mutual support groups, recover community centers, recovery ministries, recovery-focused leisure activities and recovery advocacy opportunities;	X	X	X	X



## National Association of Recovery Residences

### Member Standards

4. Recovery Support Standards (Cont.)	Level I	Level II	Level III	Level IV
4.12. Recovery Residences provide nonclinical, recovery support and related services;	X	X	X	X
4.13. Recovery Residences encourage residents to attend mutually supportive, self help groups and/or outside professional services;	X	X	X	X
4.14. Recovery Residences provide access to scheduled and structured peer-based services such as didactic presentations;	n/a	n/a	X	X
4.15. Recovery Residences provide access to 3rd party clinical services in accordance to State laws;	n/a	n/a	X	X
4.16. Recovery Residences offer life skills development services;	n/a	n/a	X	X
4.17. Recovery Residences offer clinical services in accordance to State laws;	n/a	n/a	n/a	X
5. Property Standards	Level I	Level II	Level III	Level IV
5.1. Recovery Residences abide by all local building and fire safety codes;	X	X	X	X
5.2. Recovery Residences provide each residents with food and personal item storage;	X	X	X	X
5.3. Recovery Residences place functioning fire extinguishers in plain sight and/or in clearly marked locations ;	X	X	X	X
5.4. Recovery Residences have functioning smoke detectors installed. If the residence has gas appliances, functioning carbon monoxide detectors are installed;	X	X	X	X
5.5. Recovery Residences provide a non smoking internal living environment;	X	X	X	X
5.6. Recovery Residences have a community room large enough to accommodate house meetings and sleeping rooms that adhere to local and state square footage requirements;	X	X	X	X
5.7. Recovery Residences have one sink, toilet and shower per six residents or adhere to local and state requirements;	X	X	X	X
5.8. Recovery Residences have laundry services that are accessible to all residents;	X	X	X	X



## National Association of Recovery Residences Member Standards

5. Property Standards (Cont.)	Level I	Level II	Level III	Level IV
5.9. Recovery Residences maintain the interior and exterior of the property in a functional, safe and clean manor that is compatible with the neighborhood;	X	X	X	X
5.10. Recovery Residences have meeting spaces that accommodate all residents;	X	X	X	X
5.11. Recovery Residences have appliances that are in working order and furniture that is in good condition;	X	X	X	X
5.12. Recovery Residences address routine and emergency repairs in a timely fashion;	X	X	X	X
6. Good Neighbor Standards	Level I	Level II	Level III	Level IV
6.1. Recovery Residences provide neighbors with the responsible person(s) contact information upon request. The responsible person(s) responds to neighbor's complaints, even if it is not possible to resolve the issue;	X	X	X	X
6.2. Recovery Residences have rules regarding noise, smoking, loitering and parking that are responsive to neighbor's reasonable complaints;	Strongly Recommend	Strongly Recommend	X	X
6.3. Recovery Residences have and enforce parking courtesy rules where street parking is scarce;	X	X	X	X