



520 Eighth Avenue, New York, NY 10018

p. 646 386 3100

f. 212 397 0985

innovatingjustice.org

Courtney Bryan. Executive Director

REQUEST FOR PROPOSALS

Certified Recovery Peer Advocate position for New York State Unified Court System Opioid Intervention Courts August 17, 2023 (Updated October 23, 2023; November 9, 2023)

The Center for Justice Innovation is a non-profit organization that works to create a fair, effective, and humane justice system by performing original research and helping launch reforms around the world. The Center creates operating projects that have been documented to reduce the use of jail and prison, assist victims of crime, and strengthen communities. Nationally and internationally, the Center performs original research and provides consulting services to justice innovators. To learn more about the Center please visit our website: innovatingjustice.org

Background

The Center is requesting, on behalf of the New York State Unified Court System (“UCS”), proposals from NY Office of Addiction Services and other qualified providers (the “Provider”) to provide person-centered, recovery-oriented, strength-based, and trauma-informed peer support to participants involved in a UCS rural Opioid Intervention Courts (“OIC”) through a Certified Recovery Peer Advocate (CRPA) in eight counties (Sullivan, Greene, Delaware, Genesee, Cortland, Columbia, Chenango, and Lewis). The CRPA will work as part of an interdisciplinary treatment court team alongside NYS Unified Court System staff including Project Directors, Resource Coordinators, Case Managers and licensed OASAS Clinicians to provide comprehensive support to program participants in a pretrial setting.

UCS received funding from the federal Bureau of Justice Assistance (“BJA”) to expand the OIC model to economically distressed rural communities, including (Sullivan, Greene, Delaware, Genesee, Cortland, Columbia, Chenango, and Lewis) County. One of the goals of the project is to improve access to recovery-oriented systems of care through engagement with ASAP-New York Certification Board Certified Recovery Peer Advocate.

The Center and UCS will select Provider(s) to provide one CRPA per county. Providers may apply to provide services to multiple counties.

Scope of Work

Provider will:

1. Recruit and hire a CRPA, with the following qualifications:
 - a. HS Diploma or equivalency.
 - b. Alcoholism and Substance Abuse Providers of New York State (ASAP) -New York Certification Board certification.
 - c. One year of professional experience as a Peer Specialist, Peer Advocate, or Peer Counselor in a Behavioral Health or Criminal Justice setting.
 - d. History of lived experience in recovery and/or the criminal justice system. As an individual who actively participates in their own recovery from mental illness and/or substance use, must be willing to appropriately and effectively utilize their recovery experience to engage and support others.
 - e. Proficiency in using computer software applications such as Microsoft Office suite (Word, Excel, PowerPoint, Outlook), email, web browser and database/file management systems.
 - f. Familiarity with Treatment Courts, Pretrial/Supervised Release, Alternative to Detention (ATD), Alternative to Incarceration (ATI) or other advocacy program models.
 - g. Working knowledge of community-based treatment programs (substance use, mental health, etc.) and other support services and resources (housing, education, employment, vocational, etc.)
 - h. Ability to maintain professional boundaries and confidentiality in compliance with agency and state guidelines.
 - i. Willingness to travel via public transportation to conduct community visits with participants.
2. Manage the day-to-day supervision of the CRPA, in accordance with their below responsibilities.
3. Conduct training and orientation sessions for the CRPA in working with judges, attorneys, and OIC staff with respect to providing non-clinical crisis support, educating program participants about recovery, accompanying participants to medical appointments, accessing local recovery supports and assisting participants in applying for benefits.
4. Designate a primary contact. Such contact may be changed from time to time as communicated by Provider.
5. Provide a quarterly account summary and invoice within ten (10) calendar days following the completion of a quarter.
6. Consult with the UCS Division of Policy and Planning to develop a fee structure.

As part of an interdisciplinary Opioid Intervention Court team of court practitioners and licensed OASAS clinicians and peer supervisors, the CRPA will:

1. Manage a caseload of 15 – 20 high-needs (serious mental illness, substance use, homelessness) participants at a time, providing face-to-face, telephonic, and community peer counseling.
2. Review participants' release conditions in coordination with assigned court staff and other service providers, utilize evidence-based support techniques to engage individuals in completing all treatment appointments and court appearances, and provide linkage to community-based recovery support services as needed.
3. Develop and maintain relationships with participants to provide self-help tools, recovery, transitional, and pre-crisis/crisis supports while utilizing self-disclosure in an appropriate manner to assist with building rapport.
4. Meet with participants in office and community settings to provide emotional support, guidance, advocacy, assistance in navigating systems of care, and attending court dates when a participant is anxious or apprehensive about court proceedings.
5. Provide peer recovery support to participants upon completion of arraignment, identify immediate needs or concerns, and facilitate immediate connections to community-based services.
6. Facilitate peer-led support groups for participants with substance use and/or behavioral health concerns, who may be resistant to, or awaiting formal treatment.
7. Maintain accurate, efficient and timely documentation of participant interactions and progress notes, with a focus on accurately collecting data for programmatic research purposes.

Project Timeline

The initial contract term will be December 1, 2023 – September 30, 2024. There will be two one-year extensions subject to funder approval. The contract term, if all extensions are exercised, will be no longer than December 1, 2023- September 30, 2026.

Eligibility

Eligible applicants include New York State-based entities that are certified by the NY Office of Addiction Services and Supports, Recovery Community Outreach Organizations and/or any organization that provides peer support services.

Proposal Content

Interested entities are encouraged to apply by submitting a proposal containing and addressing the following:

1. **Cover Page**, including:
 - a. Provider Name
 - b. Provider Website

- c. Provider Address
 - d. Provider Contact Name for RFP Response
 - e. Provider Contact Email Address
 - f. Provider Contact Phone Number
 - g. **County or counties (Sullivan, Greene, Delaware, Genesee, Cortland, Columbia, Chenango, and Lewis) for which Provider is proposing services.**
2. **Experience:** Please provide information about the Provider's experience providing the services relevant to described in the Scope of Work including number of years and geographical locations.
 3. **Capacity:** Please provide information about the Provider's capacity to provide these services. This should include your organizational and staffing structure, including an organizational chart and job description and resumes of the personnel who would be providing peer supervision.
 4. **Approach to Scope of Services:** Please provide a description of what the Provider's approach would be to performing the work and accomplishing to program objectives, including the capability to provide peer supervision as well as description of supervisory structure for the scope of services.
 5. **Budget and Pricing:** Please provide line-item budgets for the budget period of December 1, 2023 – September 30, 2026 on annual basis, which will collectively serve as the applicant's quote.

The amount available for any individual county is limited to \$173,400 for the December 1, 2023 – September 30, 2026 period.

Applicants may apply for one, some or all of the listed counties (Sullivan, Greene, Delaware, Genesee, Cortland, Columbia, Chenango, and Lewis). For example, an applicant could submit a proposal for Greene and Columbia counties for a total of \$346,800 (\$173,400 X 2).

The maximum available funding for all eight counties for the entire contract period December 1, 2023 – September 30, 2026 will not exceed \$1,387,200 (\$173,400 X 8).

6. **References:** Please provide 1-3 references for clients for which the Provider has provided services relevant to the Scope of Work.

Submission Instruction

The initial deadline for submission was September 11, 2023. The deadline was first extended to November 8, 2023 at 5pm EST. The current deadline is November 21, 2023. Late proposals will not be reviewed.

- a. Please submit proposals as PDF files.
- b. Proposals should be emailed to oirfp@innovatingjustice.org.

Please direct any questions regarding this RFP to the email address above. Questions and answers will be posted at <https://www.innovatingjustice.org/contractor-opportunities>.

We initially anticipated selecting a vendor on or about September 25, 2023. That date was then extended to November 15, 2023. The new date is TBD. The final terms, scope of work, funding, and conditions will be set in a contract between the selected vendor and the Center.

Selection Criteria

Reviewers will evaluate the following factors:

1. **Suitability of proposal:** Proposed solution meets needs and criteria set forth in RFP.
2. **Experience:** Provider has successfully completed, on time and on budget, similar projects and has qualifications necessary to undertake this work.
3. **Pricing:** Proposed cost of the project.
4. **Resources:** Information on the Provider to demonstrate competence in providing the services outlined in the Scope of Work, and the capacity to complete this project.
5. **Presentation:** Proposal information is presented clearly, logically and is well-organized.
6. **References:** Provide current reference information for one to three former or current clients.

Quotes will be evaluated on a best-value basis, taking experience, capacity, experience and price into consideration.

General Conditions

1. **Right to Amend RFP:** The Center reserves the right to cancel or amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all proponents through email.
2. **Bidder Incurred Costs:** All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the bidder(s).
3. **Acceptance of Proposals:** The Center and UCS are not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria specified in this RFP.
4. **Evaluation of Proposals:** The Center reserves the right to make an award based directly on the proposals submitted or to negotiate further with one or more proponents.
5. **Contract:** The final terms, scope of work, funding, and conditions will be set in a contract between the selected vendor and the Center.