



REQUEST FOR PROPOSAL: Co-occurring Recovery Campus

Bidders Conference

April 10, 2025

Agenda

- Introductions
- Roll Call
- RFP Schedule
- RFP Overview
- Performance Measures
- Minimum Reporting Requirements
- RFP Narrative Response
- RFP Budget Template
- Bid Submission Process
- Questions

Introductions

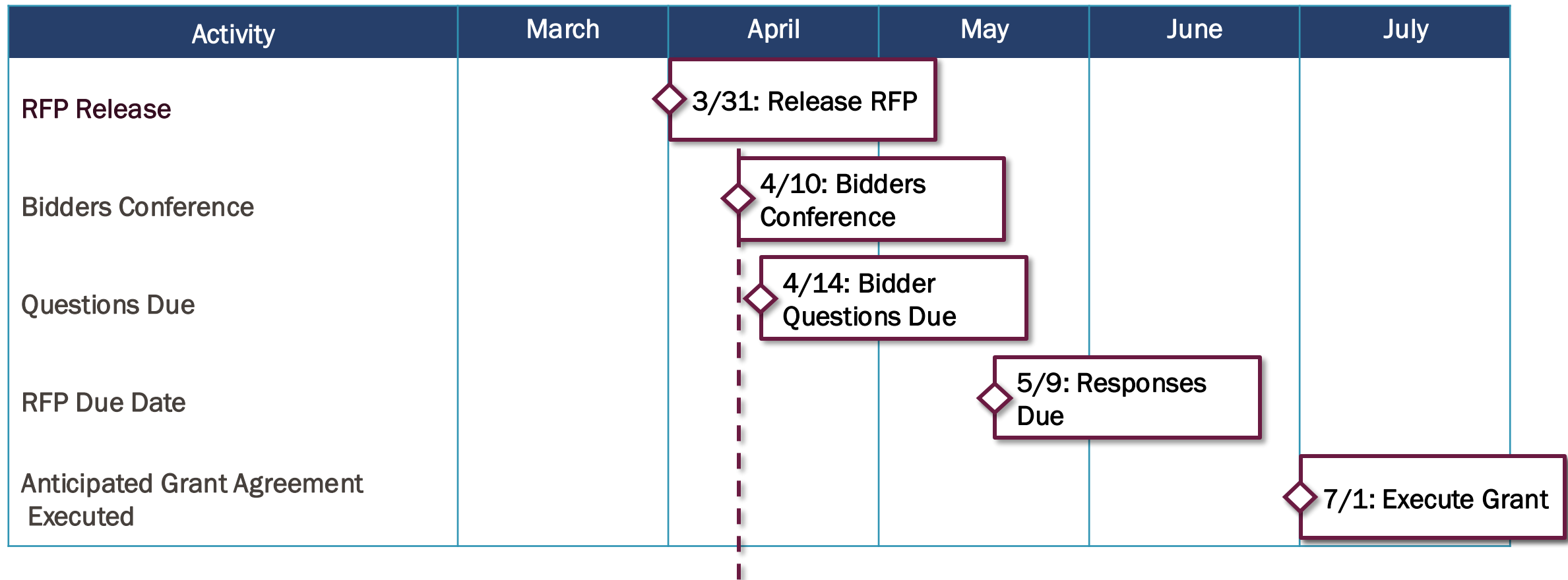
- Kelly Dougherty, Deputy Commissioner, VDH
- Emily Tutor, Substance Use Programs Division Director, VDH
- Anne VanDonsel, Director of Performance Management and Evaluation, VDH
- Megan Mitchell, Director of Clinical Services, VDH
- Stephanie Beck, Project Director, VDH
- Lisabeth Sanderson, Public Health Program Manager, VDH
- Patricia Brenemen, Director of Quality Management & Compliance, VDH
- Julia Harrison, Substance Use Program Manager, VDH
- Stephanie Fillian, Contracts and Grants Administrator, VDH
- Anthony Folland, Manager of Clinical & Medication Assisted Treatment Services, VDH

Participant Roll Call

Please introduce yourself for attendance purposes, providing the following information:

- Name
- Organization
- Contact Information (Phone and Email)

RFP Schedule



RFP Overview

The State is seeking proposals that include [program design](#), [service package descriptions](#), and [budget proposals](#) to support the development and implementation of a [15-bed Co-occurring Recovery Campus](#).

Recovery Campus services, at a minimum, must include:

- [On-site](#) Recovery Housing (15 beds)
- Coordinated access to [medically necessary](#) American Society of Addiction Medicine (ASAM) Substance Use Disorder Outpatient and Intensive Outpatient [clinical services](#), coordinated through the [Vermont Preferred Provider Network](#).
- Coordinated [Mental Health](#) screening, clinical services as appropriate, and referrals.
- Coordination of [medications for substance use disorder services](#), including medications for opioid use disorder (MOUD), medications for alcohol use disorder (MAUD), and mental health conditions; and medications for physical health conditions.
- Coordinated [Employment Services](#), provided in partnership with Vermont's Department of Disabilities, Aging, and Independent Living's [HireAbility program](#).
- Coordinated [Physical Health](#) care screening and referrals.
- Coordinated [Recovery Support Services \(RSS\)](#) coordinated through local [Recovery Centers](#) funded by the Department.
- Coordinated [Life Skills](#) training adults. Examples include, but are not limited to:
 - Self-care
 - Meal planning and preparation
 - Emotional intelligence
 - Time management
 - Budgeting, Financial literacy, Money management
 - Communication
 - Decision-making Household chores and maintenance
 - Problem solving
 - Transportation provision and/or coordination to off-site components of care/recovery plan

Funding Overview

Funding for this program requires a State of Vermont State Fiscal Year 2026 appropriation. The State anticipates a funding decision from on or before June 30, 2025.

The budget proposal must reflect one-time start-up costs, direct operating costs, other sources of revenue and in-kind costs if applicable, not to exceed:

One-time start-up costs: \$500,000.00

SFY26 Operating Budget: \$1,500,000.00

Performance Measures

Grant agreement(s) issued to successful bidder(s) will include, at a **minimum**, the following **performance measures**:

- **Within 3 months** of the first service delivery, reach and maintain a **monthly occupancy rate of 80% or higher** for the remainder of the grant period.
- A **minimum of 80%** of people retained 3 days or longer will **complete the intake process** within **3 days** of successful enrollment.
- The **annual staff retention** rate is **50% or higher** at the end of the grant year.
- **75%** of individuals who **successfully exit** will **transition to permanent housing**.

Note: Final performance measures are contingent on the accepted RFP proposal and estimated timeline for implementation.

Minimum Reporting Requirement

The grant, at a **minimum**, will **require** the following **reporting** elements:

- Number of unique **individuals served**
- Number of unique individuals that **received recovery housing** services
- Number of unique individuals that were **referred to SUD clinical** services
- Number of unique individuals that were **referred to mental health** services
- Number of unique individuals that were **referred to physical health** services
- Number of unique individuals that **successfully transitioned to permanent housing** at exit
- Number of unique individuals that were **referred to employment** services/supports
- Number of unique individuals that were **referred to recovery support** services
- Average **length of stay** in recovery residence, including methodology for calculation

RFP Narrative Response (1 of 2)

The bulk of scoring (80%) will be based on bidders' completion of the narrative section. This section should include:

- **Company Experience and Qualifications:** The bidder's previous experience delivering services outlined in the scope section of the RFP (2.1). (15%)
 - ☐ Provide details concerning your form of business **organization, company size and resources**.
 - ☐ Describe your **capabilities and particular experience** relevant to the RFP requirements.
- **Service Delivery Model** The bidder's proposed model to deliver services outlined in the scope section of the RFP, including how services will be delivered and by whom. (50%)
 - ☐ Describe your company's **proposed program model and implementation plan** relevant to the RFP requirements.
 - ☐ Describe your company's **proposed staffing structure, pattern and credentials/scope** of practice relevant to the RFP requirements.
 - ☐ Describe your company's proposed **implementation** timeline relevant to the RFP requirements.
 - ☐ Describe your company's **entrance and exit criteria** for the programming relevant to the RFP requirements.
 - ☐ Identify the names of **all subgrantees/contractors you intend to use**, the **portions of the work** the subgrantees/contractors will perform and address the **background and experience** of the subgrantees/contractor(s), in response to the questions described above in this section.

RFP Narrative Response (2 of 2)

The bulk of scoring (80%) will be based on bidders' completion of the narrative section. This section should include:

- **Capacity and Capability** The bidder's ability to deliver services in a timely and efficient manner to a wide array of individuals. (10%)
 - ☐ Describe your company's **capacity to implement the programming** and expectations relevant to the RFP requirements.
 - ☐ Describe your company's **estimated number of unique individuals** to be served during the grant period, the basis for the estimate, as well as number to be served in subsequent years, if funding is appropriated, in:

Year	Timeframe
Year 1	7/1/2025 – 6/30/2026
Year 2	7/1/2026 – 6/30/2027
Year 3	7/1/2027 – 6/30/2028

- ☐ Describe the **location** of the recovery campus and the **justification** for the location including, but not limited to, accessibility of the individuals identified.
- **Sustainability** The bidder's approach to ensuring services can be delivered beyond the initial start-up year. (5%)
 - ☐ Describe your company's **funding** and staffing **sustainability** and contingency plans for programming and expectations relevant to the RFP requirements.

RFP Budget Template

20% of evaluation will be based on the **Budget Narrative Proposal**. That includes the rationale and adherence to the template provided. When completing the template, be sure to adhere to the following components:

- ☐ All gray shaded cells auto-calculate. Do not enter information into these cells, it will overwrite the formulas and not be considered accurate.
- ☐ All cells to be completed by the bidder are coded in green. Please only fill out these cells.
- ☐ Only include in-kind costs on Tab 2: Overall Budget
- ☐ Complete the template in full. For each tab, complete the following tables as appropriate:
 - Tab 2: Overall Budget – Complete the **In-Kind Budget** table only (*Note: The Overall Budget Proposal table will auto populate from other tabs*)
 - Tab 3: Salary Fringe – Complete the **Proposed Salary/Fringe Budget** table. This should include the staffing inventory, brief job descriptions, start-up and annual salary costs, start-up and annual fringe costs for each position to potentially be funded.
 - Tab 4: Operating Costs – Complete the **Proposed Operating Budget** table. This should include annual and start-up costs.
 - Tab 5: Subcontracts/Grants – Complete the **Proposed Subgrantee/Subcontractor Budget** table. This should include all subcontractors the bidder may utilize to provide services.
 - Table 6: Indirect Costs – Complete the **Indirect Cost/Rate Methodology Description** table and **Proposed Indirect Costs Budget**. Both tables must be filled out to be considered complete.

Bid Submission Process

ELECTRONIC BIDS ONLY: All bids under this RFP must be submitted electronically in accordance with the submission requirements herein. Electronic bids will be accepted via **email submission** to AHS.VDHDSUProviderSummary@vermont.gov. The **subject line** of the email submission **must reference the RFP Title** as indicated on the front page of this RFP. All attachments must be digitally searchable.

Included in the response should be:

- ☐ Cover Letter
- ☐ Narrative Response
- ☐ Budget Narrative (Using Template Provided)
- ☐ Completed Subgrantee/Subcontractor Reporting Form

Questions?

Participant Roll Call

If you have not yet, please introduce yourself for attendance purposes, providing the following information:

- Name
- Organization
- Contact Information (Phone and Email)