



Department of Buildings and General Services

BGS Financial Operations

Office of Purchasing & Contracting

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Agency of Administration

REQUEST FOR INFORMATION

Co-occurring Recovery Campus

ISSUE DATE	December 17, 2024
QUESTIONS DUE	December 31, 2024 – 3:00 PM (EST)
RFI RESPONSES DUE BY	January 24, 2025 – 3:00 PM (EST)

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS ASSOCIATED WITH THIS RFI WILL BE POSTED AT:

<http://www.bgs.state.vt.us/pca/bids/bids.php>

THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH RESPONDENT TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFI.

STATE CONTACT: Emily Trutor, Division Director
E-MAIL: emily.trutor@vermont.gov

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1 PURPOSE

This Request for Information (RFI) is issued for the Vermont Department of Health (VDH, or “**the Department**”), Division of Substance Use Programs (DSU, or “**the Division**”) to gather input and obtain information in proceeding with agreements to design and operate a comprehensive co-occurring 15-bed recovery campus. The Department seeks to gather information from health care providers, Preferred Providers, recovery centers, recovery residences, caregivers, residents, and other interested parties as it works to create a comprehensive recovery campus in Vermont.

The Department intends to evaluate the submissions by respondents to explore how respondents would meet and operationalize the recovery campus and understand the level of effort associated with proposed designs.

1.1 LIABILITY

Information received by the State will be reviewed for purposes of the stated objectives for this RFI, which may include exploration of available goods or services or solutions, how such offerings may meet the needs of the State, and to understand the costs associated with such offerings. The Department shall not be held liable for any costs incurred by the vendors in the preparation of their submission.

The State will not award an agreement directly resulting from this RFI. This RFI is issued solely for information and planning purposes. This request for information does not commit the State to contract for any materials or service whatsoever. Further, this RFI is not a request for proposals (RFP); the State is not at this time seeking proposals and will not accept unsolicited proposals. Not responding to this RFI does not preclude any company or person from participation in a future RFP, if one is issued. If an RFP is released, it will be posted on the BGS bid opportunities web site: <http://www.bgs.state.vt.us/pca/bids/bids.php>. It is the responsibility of the potential offerors to monitor this site for additional information.

1.2 UNSOLICITED VENDOR-CONFIDENTIAL INFORMATION PROHIBITED

Vendors are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below, and so marked. By submitting information in response to this RFI, vendors acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing vendor-confidential information from entering the public record.

1.2.1 Disclosure Under Public Records Act

All information received by the State in response to this RFI will become part of the contract file and subject to Vermont public records law. Responses by any vendor may become available to the public once a contract has been executed or otherwise following conclusion of this procurement process, in accordance with the State’s Public Records Act, 1 V.S.A. § 315 et seq., or the State may choose to publicly post them.

1.2.2 Unsolicited Confidential Materials

This RFI does not solicit vendor confidential information and vendors are expressly prohibited from providing confidential information in response to this RFI. All materials furnished by vendors in response to this RFI, including those marked as confidential by vendors, are subject to disclosure if requested under the Public Records Act, or public posting.

1.2.3 State Not Responsible for Disclosure of Unmarked Vendor-Confidential Information

It is the sole responsibility of the vendor to ensure that, other than where specifically directed or permitted by this RFI and accordingly marked as described below, no information that should not be publicly disclosed is included in their submitted materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, vendors should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.

2 BACKGROUND INFORMATION

The Department recognizes that the need for high-quality services delivered to individuals with or at risk of substance use disorder continues to expand across the entire continuum of prevention, intervention, treatment and recovery. Although the State has a dedicated array of service providers that serve individuals across the continuum of care, there are still gaps in service and, at times, complications in transitioning between levels of care. Many of these gaps can be attributed to the geographic landscape of the state (large rural areas as well as some larger-population centers) and the existing workforce available in the state to deliver services.

The Department is interested in service design and delivery, including care coordination techniques that have been used in other jurisdictions that could be applied to Vermont's unique situation. The Department is also interested in learning from existing service providers about where they see the greatest opportunity for innovation in the State's delivery of recovery housing in combination with services related to substance use disorder.

At this time, no specific model has been pre-determined. The Department is open to how services are defined, how services are delivered, which providers will deliver the services, how services will be paid for, and how services will be effectively and efficiently coordinated.

3 RFI DESCRIPTION AND ANTICIPATED REQUIREMENTS

The Department is seeking information that includes program design, service package descriptions, budget projections and potential vendors 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):** High quality, certified recovery housing. Recovery Housing is defined as a safe residential environment that promotes individual recovery through positive peer group interactions among house members and staff. Recovery Housing is affordable, substance free, and allows the house members or residents to continue to develop their individual recovery plans and become self-supporting, with the ultimate goal of transitioning to permanent housing.
- **On-site American Society of Addiction Medicine (ASAM) Substance Use Disorder Outpatient and Intensive Outpatient** clinical services, coordinated through the Vermont Preferred Provider Network.

A Preferred Provider is an organization that has attained a certificate from the Vermont Department of Health and has an existing contract or grant from the Department to provide treatment for substance use disorder.

- **On-site 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.
- **On-site Employment Services**, provided in partnership with Vermont's Department of Disabilities, Aging, and Independent Living's Hireability program.
- **On-site Physical Health** care screening and referrals.
- **On-site Recovery Support Services (RSS):** Recovery Support Services are a set of culturally competent, non-clinical, evidence-based activities coordinated in accordance with a written individualized recovery plan of care that documents the substance use disorder and reflects the needs and preferences of the individual in achieving the specific, individualized goals that have measurable results and are specified in the plan. The type of services provided can include a range of social and other services that facilitate recovery, wellness, linkage to services providers, and other supports shown to improve quality of life for people, and their families, in and seeking recovery from substance use.

- On-site **Life Skills training**: Life skills training for adults is a way to learn practical skills that can help people navigate the challenges of adulthood. These skills can help people in both their personal and professional lives. Examples include, but are not limited to:
 - Self-care
 - Meal planning
 - Emotional intelligence
 - Time management
 - Budgeting, Financial literacy, Money management
 - Communication
 - Decision-making
 - Household maintenance
 - Problem solving

- **Transportation** provision and/or coordination to off-site components of care/recovery plan.

The Department is interested in specific approaches that incorporate the required list of services described above and any recommended additions to the service array.

The State envisions that the solution will support the following high-level goals:

1. Ensure individuals have access to a core set of evidence-based co-occurring treatment and recovery services.
2. Enhance care coordination.
3. Reduce duplicative efforts on behalf of the client (e.g., multiple assessments, multiple case managers, multiple service locations, etc.).

4 REQUESTED INFORMATION

Each submission prepared in response to this RFI must include the elements listed below, in the order indicated. The vendor, when presenting the response, must use the following outline:

- Cover Page
- Response to Vendor Questionnaire
- Additional Materials (optional)

4.1 COVER PAGE

The first page of the vendor’s RFI Response must be a cover page displaying at least the following:

- Response of RFI Title
- Vendor’s Name
- Contact Person
- Telephone Number
- Physical Address
- Email Address
- Organization’s Website Address

All subsequent pages of the RFI Response must be numbered.

4.2 VENDOR QUESTIONNAIRE

Instructions for completing the Questionnaire

The table below is intended as a guide. **Do not use it to fill in your answers to questions.**

In your RFI submission, please restate the question number and actual question. Immediately below the

question, enter your response.

The Department is not suggesting a minimum or maximum page limit for this questionnaire; however, we recommend that responses not exceed 25 pages in the aggregate. The Division understands that responses to some questions may be more involved than others.

Additional materials may be provided outside of the questionnaire and are, in fact, encouraged if they relate to specific responses. Additional materials are not part of the 25-page guidance. These materials should appear after the questionnaire itself and may be incorporated by reference in response to specific questions.

4.2 Vendor Questionnaire Format

Topic	Question Number	Question for Respondents
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Vendor Questionnaire

Topic	Question Number	Question for Respondent
High level program proposal	1	Describe your organization's proposed program design and service delivery vision.
Siting, acquisition and fit-up	2	Describe your organization's experience or proposed potential strategies with locating, siting, acquiring and fitting-up direct service site(s). Include campus style services as applicable.
Staffing structure, pattern and shift coverage	3	Describe potential program staffing structure (including credentials, roles and responsibilities), staffing pattern, and shift coverage. Please describe staffing specific to the proposed services and include identified or potential partners for service provision.
Population to be served	4	Describe the potential population to be served. What are the population's unique attributes? What are the anticipated referral sources? Describe your organizations experience supporting this population.
Anticipated Participant Duration of Stay	5	Describe anticipated duration of stay in the recovery campus for your proposed population, including duration of specific activities within the service array.
Entrance/Exit	6	Describe your organizations experience with and potential options associated with entrance criteria, exit criteria, and transition plan development strategy.
Certified Recovery Housing	7A	<p>Describe your organization's experience with recovery housing, including the greatest strengths and challenges associated with the work. If your organization has recovery homes currently, provide the locations, populations served and number of beds by location. Describe any past activities your organizations have engaged in within the following areas:</p> <ul style="list-style-type: none"> • Siting recovery house locations • Providing services to people with substance use disorders and other co-occurring disorders • Work within Vermont's substance use system of care including the Preferred Provider Network, Hub and Spoke system, Recovery Centers, Prevention Coalitions, Harm Reduction/Overdose Prevention. • Medication Assisted Treatment/Medication for Opioid Use Disorders. • Affordable and/or recovery housing. • Partnering with resources for employment/education support (e.x. HireAbility, Department of Labor) • Work with individuals from diverse social, economic, religious, racial, ethnic, gender, and language backgrounds.
	7B	Service provision requires the organization to be certified through the Vermont Alliance for Recovery Residences (VTARR) or be willing to become certified prior to the start of the anticipated the grant

		period. Describe your organization’s current certification status or readiness to become a certified recovery residence.
Clinical Services, including co-occurring needs (substance use disorder, mental health services, physical health care services) and medications for substance use disorder and mental health conditions	8A	Describe your organization’s experience providing, partnering with or coordinating co-occurring care including, but not limited to, substance use disorder treatment, mental health treatment services, and physical health services.
	8B	Describe your organization’s experience partnering with or developing co-occurring care plans and, if applicable, the core data elements.
Employment Services	9	Describe your organization’s experience providing or partnering with employment services. Include any existing experience working with Vermont’s Hireability Program and/or the Vermont Department of Labor.
Life Skills Trainings	10	Describe your organization’s experience providing or partnering with providers of Life Skills training.
Care Coordination	11A	Describe any experience that your organization has had with performing or participating in care coordination. What approach have you found most useful to avoid redundancy in the care coordination process across entities and why?
	11B	Describe any experience that your organization has had either in the planning or execution of integrating social determinants of health into care coordination activities.
	11C	Describe any relevant experience and/or strategies for partnering with existing State of Vermont programs or providers in the provision of services for individuals in Recovery Housing
Transitions of care across the service continuum; assurances that transitions are occurring	12	Describe any experience you have had in conducting follow-up verification of care coordination and appropriate transitions of care across the service continuum, either in real-time or on a retrospective basis.
Budget Proposal	13	Provide a potential budget and budget narrative that describes anticipated costs and funding impacts for potential recovery campus model(s).
Service implementation timeline	14	If a provider, or group of providers, was identified and a grant was executed with a July 1, 2025, start date, provide a potential high-level timeline that identifies key milestones, including anticipated start date of services.

4.3 ADDITIONAL MATERIALS

Please provide any other ancillary materials that you deem appropriate to help further elaborate on or illustrate your responses to the vendor questionnaire.

4.4 CONTACT INFORMATION

SINGLE POINT OF CONTACT: All communications concerning this RFI are to be addressed in writing to the state Contact listed on the front page of this RFI. Actual or attempted contact with any other individual from the State concerning this RFI is strictly prohibited.

4.5 EXPLANATION OF EVENTS

1. Issuance of RFI

This RFI is being issued by the Office of Purchasing & Contracting, Department of Buildings and General Services Department. Additional copies of the RFI can be obtained from the State Purchasing Division web site <http://bgs.vermont.gov/purchasing> or directly from the State Purchasing Agent.

2. Question and Answer Period

Any vendor requiring clarification of any section of this RFI or wishing to comment on any requirement of the RFI may submit specific questions in writing no later than the deadline for question indicated on the first page of this RFI. **Questions may be e-mailed to the point of contact on the front page of this RFI.** At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <http://www.bgs.state.vt.us/pca/bids/bids.php>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

3. Changes to this RFI

Any modifications to this RFI will be made in writing by the State through the issuance of an addendum to this RFI and posted online at <http://www.bgs.state.vt.us/pca/bids/bids.php>. Verbal instructions or written instructions from any other source are not to be considered.

4. Submission of Responses

- a. **CLOSING DATE:** Responses must be received by the State by the due date specified on the front page of this RFI.
 - i. The State may, for cause, issue an addendum to change the date and/or time when responses are due. If a change is made, the State will post the change at the webpage indicated on the front page of this RFI.
 - ii. There will not be a public opening of RFI responses. However, the State will record the name, city and state for any and all responses received by the due date.
- b. **Electronic Submission Instructions:**
Responses will be accepted via **email submission to:**

AHS.VDHDSUProviderSummary@vermont.gov

Responses must consist of a single email with a single PDF attachment containing all components of the response. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB (40,960KB). It is the Vendor's responsibility to compress the PDF file containing its response if necessary in order to meet this size limitation. It is also the Vendor's responsibility to ensure that their own email system can send and receive messages up to this size.

5. Review and Evaluation of Responses

The review and evaluation of responses to the RFI will be performed by the Vermont Department of

Health, the Department of Mental Health, the Department of Vermont Health Access and other partners as applicable. The evaluation process will take place in the 30 days following the response due date. During this time, the RFI Manager or other Division representatives may, at their option, initiate discussion with respondents for the purpose of clarifying aspects of their responses.