#### REQUEST FOR PROPOSALS

**Occupational Skills Training:**

**Certified Peer Recovery Specialist**

**Issued: July 15, 2024**

**Due: August 15, 2024**

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**Director**

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**Mayor**

**City of Baltimore**

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**TABLE OF CONTENTS**

**REQUEST FOR PROPOSALS**

**Occupational Skills Training: Certified Peer Recovery Specialist**

[PURPOSE OF FUNDS 3](#_Toc171009597)

[BACKGROUND 3](#_Toc171009598)

[PRINCIPAL RESEARCH QUESTIONS 4](#_Toc171009599)

[SCOPE OF WORK 5](#_Toc171009600)

[QUALIFIED APPLICANTS 5](#_Toc171009601)

[CONTRACT PERIOD AND AMOUNT 5](#_Toc171009602)

[PROPOSAL SUBMISSION 5](#_Toc171009603)

[COST OF PREPARING PROPOSALS 6](#_Toc171009604)

[CLARIFICATION PROCEDURES 6](#_Toc171009605)

[WITHDRAWALS 6](#_Toc171009606)

[PUBLIC RECORDS 6](#_Toc171009607)

[TENTATIVE SCHEDULE 6](#_Toc171009608)

[QUALIFICATIONS AND RESPONSIBILITIES 7](#_Toc171009609)

[SUBCONTRACTOR RESPONSIBILITIES 8](#_Toc171009610)

[TECHNICAL PROPOSAL FORMAT 8](#_Toc171009611)

[EVALUATION CRITERIA 9](#_Toc171009612)

**REQUEST FOR PROPOSALS**

**Occupational Skills Training: Certified Peer Recovery Specialist**

PURPOSE OF FUNDS

The Baltimore City Mayor’s Office of Employment Development (MOED), on behalf of the Mayor and City Council, requests proposals for an occupational skills training program to provide Certified Peer Recovery Specialist (CPRS) training to 45 unemployed or underemployed Baltimore City residents in recovery. The selected training provider will also provide case management and other support services to ensure participants successfully complete training.

BACKGROUND

The Mayor’s Office of Employment Development (MOED) is Baltimore’s workforce development agency and American Job Center operator. MOED serves as the City’s primary agent of workforce development services for employers, career seekers, people with disabilities, career changers, returning citizens, laid-off workers, and youth. MOED’s mission is to deliver economic justice to Baltimore residents. To MOED, economic justice means creating an equitable workforce system that responds to all residents’ needs and provides viable economic opportunities to all residents, especially those who have been generally and systemically disadvantaged. We believe that every resident deserves the right for meaningful work and a hopeful future.

MOED operates several programs and initiatives designed to support Baltimore residents in recovery from substance use disorder (SUD), including a program funded by the Support to Communities: Fostering Opioid Recovery through Workforce Development grant, focused on providing occupational training and employment placement services to residents impacted by SUD. Additionally, the newly established Diversionary Employment program, supported by the U.S. Department of Justice’s Bureau of Justice Assistance’s Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP), embeds peer recovery services within MOED’s existing career navigation system and establishes an in-house, evidence-based supported employment program tailored for jobseekers in recovery.

MOED recently received funding from the Maryland Office of Overdose Response (MOOR) to establish the Peer Recovery and Employment Program, which will support employment in recovery by expanding this pipeline from drug treatment to training and employment services and offering a robust menu of options for those in recovery. In addition to the dedicated services provided by this program, enrollees will be connected to opportunities through other MOED programs, including those described above. In addition to placing a CPRS onsite at local treatment centers and establishing a Recovery Job Developer position to provide targeted job development services, the Peer Recovery and Employment Program will provide for 45 participants to receive CPRS training and certification. MOED will work to place successful training graduates in employment, with the goal that at least five will gain employment related to their CPRS certification.

SCOPE OF WORK

The proposal shall include a stated commitment to complete the following tasks and deliver the following services/products:

* Work with MOED Peer Recovery and Education staff to coordinate recruitment and enrollment of at least 45 Baltimore City residents in recovery
* Deliver Certified Peer Recovery Specialist training consistent with the framework of and accredited by the Maryland Addiction and Behavioral-health Professional Certification Board (MABPCB). The training program will include:
  + At least 46 CEUs of educational instruction in the following areas as required by MABPCB: Advocacy (10 hours); Ethical Responsibility (16 hours);Mentoring/Education Domain (10 hours); and Recovery/Wellness (10 hours)
  + At least 25 hours of supervision at no additional cost to the participant or to MOED
  + Practices that are consistent with a race equity and inclusion framework
  + Comprehensive case management services in coordination with MOED Peer Recovery and Education staff and community partner organizations
* Ensure that at least 80% of enrollees complete training program and complete the required MABPCB certification exam to receive a recognized CPRS credential
* Work in coordination with MOED Peer Recovery and Education staff to ensure at least 5 successful training graduates are placed in employment related to their certification

QUALIFIED APPLICANTS

The selected vendor must be able to demonstrate the capacity to meet all requirements outlined in the scope of work and experience providing CPRS training to Baltimore residents in recovery. The proposed training provider must be accredited by MABPCB.

CONTRACT PERIOD AND AMOUNT

The selected vendor(s) will have up to seven months commencing no later than November 1, 2024 and expiring no later than June 30, 2025 to provide MABPCB-approved Certified Peer Recovery Specialist training, case management, required supervision, and certification to 45 Baltimore City residents in recovery. The contract amount may not exceed $24,750.

PROPOSAL SUBMISSION

Proposals must include:

1. Abstract
2. Cover page
3. Proposal narrative
4. Sub-contractor agreements
5. Letters of reference
6. Program budget

The required proposal document must be prepared using 12-point font, double spaced, and on numbered pages. The proposal narrative must be limited to 10 pages.

Submit your application via email to [moedrfp@baltimorecity.gov](mailto:moedrfp@baltimorecity.gov) by 4:30 PM on August 15, 2024.

COST OF PREPARING PROPOSALS

Costs for developing, preparing and submitting proposals are solely the responsibility of the bidders. MOED will not provide reimbursement for such costs.

CLARIFICATION PROCEDURES

All clarifications or changes to submitted proposals must be in the form of a written addendum and received prior to August 19, 2024.

WITHDRAWALS

A submitted proposal may be withdrawn prior to the due date. A written request to withdraw the proposal must be submitted electronically to [moedrfp@baltimorecity.gov](mailto:moedrfp@baltimorecity.gov).

PUBLIC RECORDS

Applicants are advised that documents in possession of the Mayor’s Office of Employment Development are considered public records and subject to disclosure under the Maryland Public Information Act.

TENTATIVE SCHEDULE

RFP issued: July 15, 2024

Written questions due on or before: July 31, 2024

Response to questions posted: August 7, 2024

Proposals due: August 15, 2024

Award is announced on or about: August 30, 2024

Final qualification documents due from selectees: September 10, 2024

Contract completed and approved on or about: October 31, 2024

Start of training no later than: November 1, 2024

Contract end date: June 30, 2025

QUALIFICATIONS AND RESPONSIBILITIES

All organizations must meet a minimum level of administrative and fiscal capacity in order to contract with MOED. Therefore, all applicants given selection notification must provide the following Documentation of Qualifications by September 10, 2024. Failure to satisfactorily provide the following documentation could result in disqualification of proposed award.

**Documentation of Organizations’ Qualifications**

* In good standing with the Maryland Department of Assessments and Taxation at time of proposal submission
* Legal entity (Proof of Incorporation, 501c (3), etc.) *<Must submit document proving legal entity.>*
* Written personnel policies *<Must submit table of contents of personnel policies.>*
* Written conflict of interest policy for staff and board *<Must submit copy of Conflict of Interest Policy.>*
* Written grievance procedure for customers/clients <*Must submit copy of grievance procedure*.>
* Ongoing quality assurance process for services <*Must submit descriptions of process*.>
* For organizations with an annual budget of at least $100,000 *<Must submit current annual budget document identifying the various sources and amounts.>*
* For organizations that have more than one revenue source *<Must submit revenue documentation identifying the various sources and amounts*.>
* Proven fiscal capacity including capacity for fund accounting. *<If the organization was audited within the past three years, the organization must submit a copy of the most recent formal audit completed within the last year. Must satisfactorily address all findings. If audited statement is unavailable, submit copies of unaudited financial statements for the three (3) most recently completed years.>*
* Verify that the organization has procured and will maintain during the life of the contract the following required insurance coverage: professional liability, errors and omissions; commercial general liability insurance, including contractual liability insurance; business automobile liability (if applicable); worker’s compensation coverage; and employee dishonesty insurance *<Must submit copies of certificates of insurance with contract. >*
* A  networked computer connected to the Internet with a browser that is compatible with any current cloud applications or databases required by MOED; the system should have a PDF reader, office applications compatible with the current version of Microsoft Excel and Word, and email accounts for all  individuals accountable for this contract or willingness and budget to acquire these technologies *<Must submit letter describing how organization currently addresses or plans to address these criteria.*>

**Documentation of Qualifications Submission**

* Do not include any information that is not specifically requested.
* Include a cover letter properly identifying the organization and signed by an individual authorized to represent the organization, to act on behalf of it, and to legally bind it in all matters related to a contract.

SUBCONTRACTOR RESPONSIBILITIES

Program success is contingent upon the ability of the subcontractor to meet the demands of managing and administering the initiative/service. The contract awarded will be based on cost reimbursement with allowable costs limited to those reasonable and necessary for the effective and efficient performance of the contract services. With the advance written approval of MOED, the subcontractor may be permitted to subcontract specific activities, with conditions.

**NOTE:** **It is suggested that the organization has a minimum of three months operating capital on hand throughout the term of the contract.**

Subcontractor responsibilities include but are not limited to: oversight of other subcontractors; program operations and fiscal management; timely billings and reports; timely reporting of required data/information; cooperation and coordination with MOED staff; leveraged resources; and achieving outcomes stated in contract.

TECHNICAL PROPOSAL FORMAT

**COVER PAGE**

A one-page cover page should include the name of the organization, address, telephone number, email address, and the name and title of the person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the proposer. The cover page should be signed by the signatory authority for the organization.

**ABSTRACT**

The one-page abstract should describe the proposed project, experience with providing similar services, and an overview of the planned strategy to be used for this project.

**NARRATIVE**

(Maximum 10 pages)

The Proposal Narrative should contain the following:

* *Experience and Qualification.* A summary of the proposer’s qualifications with regard to the selection criteria identified in this RFP. The summary should contain: (a) information on projects of similar nature that the vendor and/or firm has completed, including brief descriptions, dates, and names of contact persons, (b) specific mention of local or regional experience (c) demonstrated ability to reach residents who need the services and (d) specific mention of methods for ensuring that programming is delivered in manner that incorporates a race equity and inclusion framework. In project descriptions, identify any personnel likely to work on this project.   Please include links to and/or examples of relevant work if possible.

* *Project Management and Key Technical Staff.* Designation of a project manager and the responsibilities of the manager and key personnel. Please include resumes for the project manager and key personnel. Note that the resulting contract will require commitment of the specified personnel. An outline showing estimated hours by each staff member by task shall be provided.

* *Tasks Proposal.* Provide a description of the proposed activities and methodologies for each of the defined vendor tasks.
* *Performance Objectives.* Include total enrollments, total number of completions, and type and number of credentials earned by each participant.

* *Timeline for the project activities with clearly identified deliverables at each stage.* For each cohort (if there are more than one), this should include the date when key staff will be hired, the date training will start, the date training will end, and the date the credential will be awarded to those that complete.
* *Class Format.* Describe format of program instruction: fully in-person, fully virtual, or a hybrid model of in-person and virtual. If program will be fully or partially remote, describe how you will ensure instruction will be high-quality and reliable and describe how program will be accessible to participants who may not have reliable access to a computer or internet connection.
* *Other Information.* Any other relevant material that the proposer wishes to provide.

**SUBCONTRACTOR AGREEMENTS**

* Drafts of agreements with all planned subcontractors

**LETTERS OF REFERENCE**

* Three letters of reference from previous or current clients or employers which include contact information (phone number, email address, etc.).

**BUDGET GUIDELINES**

The funding for the agreement will not exceed $24,750 for the term of the agreement. This amount is provided as a planning figure only and does not commit the MOED to award a contract for this amount.

The selected training provider will not be required to leverage additional resources in order to meet described outcomes; however, they are strongly encouraged to do so. List other resources (Budget Forms, Section V) that contribute to the delivery of the proposed program. Include expense category

(ex., training wages, staff, operating, etc.), brief description, actual or estimated amount, and sources that contribute to the delivery of the proposed program. Include letters of support for all leveraged resources.

**BUDGET FORMAT**

A budget template is included as an attachment to this RFP. Please attach the completed Excel spreadsheet with your submission.

EVALUATION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. Technical merit includes delivery of requested services and approach, as well as staff experience and qualifications. Teaming is permissible but the contract will be with a single prime contractor.

MOED reserves the right to negotiate respondents selected on the basis of the technical merit of their proposal and proposed cost. Respondents may be asked to provide additional information on proposals.

**Cover Page and Abstract (5 points)**

* Are the required cover page and program abstract included? Do they include all information and signatures requested?

**Experience and Qualifications (25 points)**

* How and to what extent do the proposer’s qualifications as outlined in the proposal align with the selection criteria identified in this RFP?
* Does the proposal describe projects of similar nature that the vendor and/or firm has completed? Were these projects completed locally or regionally? Does the vendor’s prior experience inform the design of the proposed program?
* Does the proposal clearly identify any personnel likely to work on this project and provide resumes for the project manager and key personnel? Does the provided material demonstrate experience and ability working with the target population?
* Are at least three letters of reference from previous or current clients or employers included, and do they include contact information? Are the provided references relevant to the proposed work and do they support the vendor’s ability to deliver required services and outcomes?

**Program Design and Outcomes (50 points)**

* Does the proposal clearly designate a project manager and outline the responsibilities of the manager and key personnel? Is an outline showing estimated hours by each staff member by task provided?
* Does the proposal provide a description of the proposed activities and methodologies for each of the defined vendor tasks? Do the proposed activities fulfill all requirements of the RFP? Does the proposal demonstrate the vendor’s ability to reach residents who need the services and discuss methods for ensuring that programming is delivered in manner that incorporates a race equity and inclusion framework?
* Does the proposal fully describe format of program instruction? If the program is in-person or hybrid, is it accessible to Baltimore City residents, particularly those without reliable transportation? If the program will be fully or partially remote, does the proposal describe how the program will ensure instruction will be high-quality and reliable and describe how program content will be accessible to participants who may not have reliable access to a computer or internet connection?
* Is a timeline for the project activities with clearly identified deliverables at each stage included? Does the timeline adequately describe each individual task for each cohort (if there are more than one), including when key staff will be hired, the date training will start, the date training will end, and the date the credential will be awarded to those that complete? Are all of the proposed activities reasonable and achievable within the grant period?
* Does the proposal describe performance objectives for the proposed program, including total enrollments, total number of completions, and type and number of credentials earned by each participant? To what extent do the proposed outcomes align with the requirements outlined in the RFP? Are the proposed outcomes reasonable and achievable based on the proposed program design and timeline?

**Budget (20 points)**

* Does the proposed budget align with the required scope of work?
* Does the proposal plan include performance levels, benchmarks, and methods and tools that will guarantee achievement of the selected goals?
* Is there evidence in the proposal of leveraging of resources and in-kind contributions, which will assist in meeting proposal outcomes?
* Does the projected budget effectively support the proposed program?