



# COUNTY OF NORTHAMPTON

## DEPARTMENT OF HUMAN SERVICES

### Drug & Alcohol Division

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## 2022-2023 REQUEST FOR PROPOSALS NORTHAMPTON COUNTY DRUG & ALCOHOL DIVISION

For  
Prevention, Intervention and Outpatient Treatment Services,  
And Recovery Oriented Systems of Care Support Services

### GENERAL INFORMATION FOR APPLICANTS

#### INTRODUCTION

This request for proposals (RFP) for prevention, intervention and outpatient treatment services provides interested applicants with the information, forms and instructions to prepare and submit proposals for consideration by Northampton County Drug and Alcohol Programs for the coming Fiscal Year.

Note: DDAP manuals - available on their website - have been updated for July 1, 2020-June 30, 2025, the 5-year grant agreement between the SCA and DDAP.

#### SERVICE DESCRIPTIONS

The services currently purchased by Northampton Counties are of the following types:

1. **Prevention**. Services desired include, but are not limited to: information dissemination; education; alternatives; problem identification and referral, community-based process, and environmental. All successful applicants must fulfill the Department of Drug & Alcohol Program training requirements. Furthermore, the proposed services need to address the areas identified in the Northampton County Prevention Needs Assessment and Plan.
2. **Case Management**. This service includes assessment using the ASAM and referral services for clients in need of services.
3. **Intervention**. Student Assistance Program (SAP) Services. These are school-based services designed to identify and intervene with youth whose behavior may indicate a problem with alcohol and other drugs.
4. **Recovery Support Services**. These services include Certified Recovery Specialists (CRS) and Certified Family Recovery Specialists (CFRS), who provide support services to clients.
5. **Intensive Outpatient Services**. The provision of counseling, the frequency/duration as per DDAP/ASAM guidelines. Contracted services include treatment for men, women and adolescents.
6. **Outpatient Services**. The provision of counseling services, the frequency/duration as per DDAP/ASAM guidelines. Contracted services include treatment services for men, women, and adolescents.
7. **Medication Assisted Treatment**. The provision of a pre-approved medication protocol in conjunction with counseling, duration as DDAP/ASAM guidelines.

8. **Hepatitis C**. Testing and case management services as detailed in the contract with DDAP.
9. **Transitional Housing**. Temporary shelter for individuals in need of short-term housing in a pre-treatment, post treatment or current outpatient treatment status.
10. **Recovery Oriented Systems of Care (ROSC)** (includes Recovery Centers)  
These services are designed to promote recovery from substance use disorder. These services benefit those in recovery as well as family/friends of those in recovery.

### **SELECTION CRITERIA**

Proposals will be reviewed and judged considering the following factors:

1. Accuracy and thoroughness of proposal content
2. Adherence to all requirements stipulated
3. Demonstrated ability to provide services
4. Provision of effective evidence based programs
5. Demonstrated outcome data and reports

### **REJECTION OF PROPOSALS**

The County Drug and Alcohol Program reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate further with applicants for any or all of the services proposed.

### **CONTRACT**

The applicant agrees to assume responsibility for the provision of all services offered in the proposal by July 1, 2022 and to maintain all aspects of the contracted agreement and subsequent amendments throughout the designated period, which ends June 30, 2023. A copy of the standard contract format currently in use by the County is available upon request. The requirements regarding insurance, audits, human rights, etc. which would be incorporated into any final agreement are included in the contract's body or appendices.

**PROPOSALS ARE DUE TO THE SCA BY  
March 1, 2022**

**Submit all Requests for Proposals electronically to**

**[Emiller@northamptoncounty.org](mailto:Emiller@northamptoncounty.org)**

**and**

**[rkcheema@northamptoncounty.org](mailto:rkcheema@northamptoncounty.org)**

A pre-proposal meeting is not scheduled. Any technical assistance required, or questions needing a response will be individually provided. All requests for such assistance should be submitted in writing prior to the due date. The SCA will respond to requests for assistance in a timely manner.

## INFORMATION REQUIRED FROM APPLICANTS

### I. COVER PAGE/RISK ASSESSMENT

### II. AGENCY DESCRIPTION (Limit Two Pages)

In the introduction, you will provide basic information about your agency and your proposal. The following information must be included:

- A. Length of existence; years licensed by the Department of Drug and Alcohol Programs, current license status.
- B. Mission and Philosophy Statement.
- C. Population(s) to be served. (i.e.; Male/Female, Pregnant Women, Women with Children, Adults, Adolescents, Bilingual)
- D. Statement of staff experience working with various cultures and languages. List number of staff who speak more than one language and who are bi/multi-cultural.
- E. Major agency changes in function or service capacity that are anticipated in fiscal year, or have taken place this past year.
- F. Explain how the agency will collect, analyze data and provide outcomes of service to the SCA.

### III. SERVICE(S)/PROJECT(S) DESCRIPTION

In this section, you must describe in more detail:

- A. Service(s) you propose to provide (include Screening, Interim services—at outpatient treatment sites, and how you will provide same per DDAP requirements). For Prevention and Recovery Support Services, programs should be defined individually and include the target population, number of individuals intended to serve, and intended activity code(s).
- B. Site(s) where services will be provided including, location, hours of operation, space, accessibility and proximity to public transportation.
- C. Quality Assurance Process:  
Treatment – Copy of Client Satisfaction Survey who reviews surveys and how often, results of surveys, including number distributed, number completed and explanation as to WHY clients did or did not fill out a survey if they completed the program; how results were used; interim services provided (Assessment, IOP & OP only), type of service, number served, various results of services provided.  
Prevention: One Sample of participant evaluation, pre and post-test, confirmation letter to recipient of services, course outline, handout, presenter's summary of services rendered, and any other pertinent information used for evaluation.

#### IV. COST AND PRICE ANALYSIS

- A. Please complete the Budget Packet file with budget, rate and personnel information for each program being proposed. **If there is more than one program, please submit a separate Budget Packet for each program.** Please see the Instructions tab of the Budget Packet for more detailed information.
- B. Program funded/cost reimbursement services must adhere to all elements of the DDAP Fiscal Manual. Consult manual to make sure that all elements required are explained in the Proposal submitted.
- C. Proposed prevention and ROSC services should be outlined to include cost, frequency, and duration for each activity. Please submit supporting documentation for each service.

#### V. ADDITIONAL REQUIRED DOCUMENTATION

- A. Current Board of Directors including addresses, phone numbers and times, dates and locations of Board meetings. If there is a local board/committee for an agency that has their headquarters outside Northampton County, list those members on a separate sheet.
- B. Copy of latest audit (**if NOT already on file at SCA**). If no audit has been performed then please submit the agency's financial statements for the most recently completed fiscal year. Please refer to Appendix C of the current contract with Northampton County to ensure all audit requirements are met.
- D. Signed statement that program is in compliance with Acts 33 and 34 regarding Child Abuse Clearances in Pennsylvania.
- E. Statement regarding HIV/AIDS & TB policies including client at-risk counseling, testing and partner notification procedures.
- F. Articles of Incorporation (if changed).