

REQUEST FOR PROPOSAL #2025-001 RECOVERY HOUSING SUPPORTS PROGRAMS

Closing Date for Submission: March 24, 2025, 1:00 PM

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I. INTRODUCTION

A. About Central Florida Cares Health System

Central Florida Cares (CFC) is a not-for-profit organization that manages state and federally funded mental health and substance abuse treatment services in Brevard, Orange, Osceola, and Seminole counties. As a managing entity, we are a behavioral health administrative and management organization, and our primary focus is to promote a comprehensive, seamless system of recovery and resiliency to those in need of these services.

Our Mission – Central Florida Cares manages an affordable, high-quality behavioral health care system for persons with mental health and/or substance use disorders.

Our Vision – Achieve a comprehensive and seamless behavioral health system promoting recovery and resiliency.

B. Statement of Need

CFC is seeking proposals from qualified organizations to provide comprehensive recovery housing support services for individuals in recovery from substance use disorders. This Request for Proposals (RFP) outlines the requirements and specifications for these services.

Target Population

The intent of this program is to provide recovery housing and supports to individuals who are indigent, uninsured, or underinsured and who are homeless or at risk of homelessness, with a substance use disorder, prioritizing individuals with an opioid use disorder, either active or in remission.

Individuals must be actively participating in a licensed substance use treatment or recovery program.

Services may be delivered anywhere within CFC's four county catchment area – Brevard, Osceola, Orange, and Seminole.

C. Scope of Services

CFC is seeking providers capable of providing recovery housing or recovery housing supports. Recovery housing is a service designed for individuals initiating and sustaining recovery from substance use issues. Founded on social model recovery principles, the recovery housing setting is the service. Recovery homes mindfully cultivate prosocial bonds, a sense of community, and a milieu that is recovery supportive unto itself. Recovery homes that focus on populations with higher needs often add peer recovery support services and other types of supports or actively link residents to recovery or clinical services in the community.

Recovery housing support services are expenditures that support housing for individuals in recovery from substance use disorders.

Examples of recovery housing support services incidental expenditures may include, but are not limited to:

1. Start-up kits for new residents (bedding, towels, hygiene items, cleaning supplies)
2. Emergency funds for medication co-pays or prescriptions
3. Transportation assistance (bus passes, gas cards, rideshare credits)
4. Work-related expenses (appropriate clothing, tools, certification fees)
5. ID/documentation fees (birth certificates, state IDs, driver's licenses)
6. Basic household supplies (toilet paper, cleaning products, kitchen essentials)
7. Educational materials and recovery literature
8. Technology access (internet service, basic phone for job search/appointments)
9. Food pantry supplementation and nutritional support
10. Emergency clothing or weather-appropriate gear
11. Recreation and wellness activities (gym passes, community outings)
12. Rental application fees and security deposit assistance
13. Utility connection fees and initial deposits
14. Professional licensing or certification renewal fees
15. Interview clothing or uniforms for employment

D. Allowable Services

The following covered service described in 65E-14.021, F.A.C., are the allowable uses of these funds:

Incidental Expenses (covered service code - 28)

This covered service reports temporary expenses incurred to facilitate continuing treatment and community stabilization when no other resources are available. All incidental expenses shall be authorized by the Managing Entity. Allowable purchases under this Covered Service includes: transportation, childcare, housing assistance clothing, educational services, vocational services, medical care, housing subsidies, pharmaceuticals and other incidentals as approved by the Managing Entity.

The Providers must ensure that recovery housing supported under this funding is through houses that are certified by the Florida Association of Recovery Residences and do not exclude individuals who are receiving MAT, unless the house is operated by an entity under contract with a Managing Entity or by Oxford House, Inc.

E. Funding

The total funding available is \$950,000 for state fiscal year (FY) 2024-2025.

It is expected that more than one provider's proposal will be funded. The amount of funding awarded for each proposal is at the sole discretion of CFC.

The funding under this proposal must be expended by June 30, 2025.

The funding source is state Opioid Settlement funds. All activities related to this program must comply with the *DRAFT CFOP 155-__ Florida Statewide Response for Opioid Abatement* and other references in this document.

Other Cost Accumulator (OCA) = MSORH

This funding code captures the costs of recovery housing programs and housing supports. It will assist adults who are homeless or at risk of homelessness, with a substance use disorder, prioritizing individuals with an opioid use disorder, either active or in remission.

No Match is required.

This funding is considered non-recurring

Client expenses will be reimbursed as “incidentals” actual dollars expended by the Provider then reimbursed by CFC. With this funding, there is no administrative or indirect component for the Provider.

Billing may begin for expenditures starting April 1, 2025. CFC is open to reimbursing for expenditures prior to April 1, 2025 on a case-by-case basis.

F. Data and Reporting

The Provider will enter all service data into the Department of Children and Families’ (DCF) Opioid Data Management System (ODMS) in accordance with the Department’s protocols and into CFC’s Behavix system monthly, no later than 5th of the following month of services.

Financial reporting and invoicing will be in accordance with CFC procedures.

The Provider may be requested to submit ad hoc service and financial reports.

II. GENERAL PROPOSAL INSTRUCTIONS AND PROCESS

A. Single Point of Contact

Name: Trinity Schwab, MBA, CHC, Chief Operating Officer
Address: 707 Mendham Blvd, Suite 201, Orlando, Florida 32825
Phone: (407) 985-3564
Email: tschwab@cfchs.org

B. Eligibility of Proposing Organizations

CFC is will accept proposals from **not-for-profit** corporations incorporated in the State of Florida and qualified to do business in the State of Florida. Organizations must also meet responsibility standards that may include the following:

- a. Appropriate financial, material, equipment, facility, personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- b. A satisfactory record of performance with CFC, the Department of Children and Families, and the State of Florida as applicable;
- c. A satisfactory record of integrity;

- d. Qualified legally to contract with CFC;
- e. Has not been debarred or suspended by CFC; any local, city, county, or state government; the State of Florida, or the Federal Government;
- f. Must have experience serving individuals with a substance use diagnosis and the chronically homeless population;
- g. Must be licensed in accordance with 65D-30 F.A.C. if applicable.

CFC, at its sole discretion, shall determine the applicant's compliance with responsibility standards.

C. Proposal Questions

- a. Questions may be submitted electronically to: tschwab@cfchs.org **no later than 5:00 PM EST on Monday, March 17, 2025.**
- b. Answers to all questions will be posted on CFC website (<http://centralfloridacares.org/providers/procurements/>) **no later than 5:00 PM EST on Tuesday, March 18, 2025.**

D. Proposal Submission Instructions

- a. Proposals must be submitted electronically to: tschwab@cfchs.org
- b. The deadline for proposals is **1:00 PM EDT on Monday, March 24, 2025.** CFC reserves the right to amend this deadline at its sole discretion.
- c. Proposals must consist of the following documents completed in their entirety:
 - i. Organizational Profile
 - ii. Program Description
 - iii. DCF form CF-MH 1038, Line-Item Operating Budget

Proposal templates are at, <http://centralfloridacares.org/resources/proposal-packet/>

III. GENERAL REQUIREMENTS OF THE REQUEST FOR PROPOSAL

A. Submission of Proposals

Proposals must be typed, double-spaced with a font size of eleven (11) or higher on letter size paper and be no longer than two (2) pages, exclusive of budget information and recovery housing letters of support. One (1) electronic copy via email to the Procurement Manager, must be submitted by the date and time specified in SCHEDULE OF EVENTS below. Emails with proposals attached must contain in the subject line: RFP#2025-001 and be sent to Trinity Schwab, COO at tschwab@cfchs.org.

B. Contents of Proposal

Organizational Profile

The applicant should provide general information regarding the company. The profile should include general information regarding the company, financial status, general staffing and organization structure, experience providing recovery housing supports. Indicate the length of time your company has been in the business of providing related services.

Program Description

The applicant should provide a general description of the type of services offered to individuals with substance use disorders who are in recovery. It must also include:

- a. The number individuals expected to be served with recovery housing and/or housing support services under this funding
- b. How individuals will be determined eligible or selected for the program
- c. Types of recovery support expenditures expected from this program
- d. A list of community partners (substance use treatment, peer support, housing, employment, etc.) specific to this program
- e. Plans for required data entry and reporting
- f. If utilizing recovery housing, the proposal should include letters of support from the recovery housing provider(s).
- g. Program performance measures to track success of the service

Line-Item Operating Budget

All costs associated with services proposed must be reasonable, necessary and allowable, and relate to the program in compliance with both the Cost Principles for Nonprofit Organizations: OMB 2 CFR Chapter I, Chapter 2, Part et.al. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and The Community Substance Abuse and Mental Health Services Financial Rules specified in Chapter 65E-14, Florida Administrative Code.

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, February 2011, which may be located at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-04201>

Proposed budgets must utilize DCF form CF-MH 1038 and reflect related expenditures and narrative beginning April 1, 2025 through June 30, 2025. If the proposal includes request to fund prior to April 1st, an explanation shall be provided for that request.

C. Proposal Evaluation

Proposals will be evaluated and selected through a competitive process. Each proposal will be evaluated based upon, but not limited to, the criteria set forth in section III. B. Contents of Proposal. Each proposal will receive an average score computed from the individual scores assigned by the proposal evaluation committee members. Evaluation team will utilize the following scoresheet to evaluate the proposal.

Priority shall be given to:

- Respondents with longevity of service and previous experience in operation of similar services;
- Respondents with a positive reputation for performance and service;
- Respondents with demonstrated effectiveness and skill related to the requirements identified in this RFP.

D. Evaluation Scoresheet

The following **mandatory requirements** require a Yes or No (Y/N) response. If all items are answered “Y”, proceed with answers to questions that follow. Products that do not meet the mandatory requirements will not be considered.

	Mandatory Requirements	Y	N	
1	The Provider is a not-for-profit company and meets the other eligibility requirements list in II.B of the RFP			
2	The Provider included all three required components (Organizational Profile, Program Description, and Line-Item Operating Budget) in its response			

	Contents of Proposal	Y	N	
1.	<u>Organizational Profile</u> Does Organization Profile indicate the agency is well established, financially stable, adequately staffed, and experienced in providing recovery housing and/or housing supports?			
2.	<u>Program Description</u>	Y	N	
a.	Is the number of clients to be served reasonable?			
b.	Is client selection/eligibility reasonable?			
c.	Are the types of proposed support expenditures adequate?			
d.	Does the proposal demonstrate adequate community partnerships consistent with recovery housing and/or housing support?			
e.	Is the plan for data entry and reporting sufficient to meet programmatic requirements?			
f.	Are the proposed performance measures adequate to track the success of the program?			
g.	Are the proposed recovery housing organizations certified?			
h.	If proposed recovery housing were letters of support included?			

		Y	N	
3.	<u>Line-Item-Budget</u> Are all proposed costs reasonable, necessary, and allowable and in accordance with the financial references in the RFP?			

E. Compliance

Respondent guarantees and represents that any contract with CFC warrants selected organization to be in compliance with all applicable federal and state laws, regulations, agency rules and procedures, including CFC's policies and procedures, available via the agency website at www.CentralFloridaCares.org. The successful Respondent and/or its agents or employees agree to comply with all laws, statutes, regulations, rulings, or enactments of any governmental authority.

F. Conflict of Interest

CFC prohibits any conflicts of interest between the agency, its staff, its Board of Directors and its subcontractors.

G. Acceptance of Proposals

This RFP does not commit CFC to award a contract or to pay any costs incurred in the preparation or submission of response or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies.

CFC reserves the right to reject any or all responses to this RFP and to negotiate with any of the respondents in any manner deemed to be in the best interest of CFC. CFC reserves the right to withdraw the RFP, add new considerations, information or requirements at any stage of the procurement process and to reject the response of any organization that has previously failed to perform properly or failed to perform in a timely manner in subcontracts of a similar nature, or who, in the opinion of CFC, is not in a position to perform or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any response submitted will be regarded as a response to the RFP and not as an acceptance by the respondent of any proposal by CFC.

No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of CFC and by the successful respondent(s) chosen by CFC.

H. Procedure for Protest

Protests must be submitted to the CFC contact person responsible for the RFP, Trinity Schwab / COO, in writing during the bid process or within 72 hours from announcement of Intent to Award. Failure to submit protest within the prescribed timeline will result in the forfeiture of applicant's right to file said protest. The protest will be reviewed with CFC's Chief Integration Officer and the COO will issue a recommendation to CFC's Chief Executive Officer. A written response will be provided to the applicant within 30 days of receipt of the written protest.

SCHEDULE OF EVENTS

Any changes to these activities, dates, times, or locations will be accomplished by addenda. All times refer to Eastern Time.

Activity	Due Date	Time	Information
Release of Request for Proposal	March 13, 2025	9:00 A.M.	Posted on the CFC website at https://centralfloridacares.org/providers/procurements/
All written inquiries due to CFC	March 17, 2025	5:00 P.M.	Email to Procurement Manager, Trinity Schwab / COO at tschwab@cfchs.org
CFC' response to inquiries	March 18, 2025	5:00 P.M.	Posted on the CFC website at https://centralfloridacares.org/providers/procurements/
Proposal must be received by CFC	March 24, 2025	1:00 P.M.	Email to Procurement Manager, Trinity Schwab / COO at tschwab@cfchs.org
Meeting of the Evaluation Team	March 27, 2025	1:00 P.M.	
Notice of Intent to Award	March 28, 2025	9:00 A.M.	Posted on the CFC website at https://centralfloridacares.org/providers/procurements/
Anticipated Effective date of contract(s)	No later than April 1, 2025		

Attachment

DRAFT CFOP 155-__ Florida Statewide Response for Opioid Abatement