



REQUEST FOR PROPOSALS

**The Staten Island Partnership for Community Wellness (SIPCW)
is seeking a contractor to work with us on Peer Recovery Support Services for the HOPE program**

Introduction

The Staten Island Partnership for Community Wellness (SIPCW) is soliciting proposals from a community provider to partner with us to provide peer navigation services in support of the Richmond County District Attorney (RCDA) Heroin Overdose Prevention & Education ("HOPE") program. HOPE is an innovative pre-arraignment diversion program that expands access to treatment and redirects low-level drug offenders who meet the NYPD's criteria for receipt of DAT to community-based health services instead of moving forward with the prosecution of the case. Through HOPE Staten Island residents arrested on low-level drug charges, who have little to no criminal record, are given immediate access to HOPE Peers (Recovery Coach and Certified Recovery Peer Advocate), naloxone kits and trainings, as well as treatment and services upon engagement. HOPE participants who meaningfully engaged in treatment, harm reduction, and/or supportive services for 30 days after the arrest, can avoid criminal charges.

The purpose of the HOPE program is to reduce overdoses and improve health outcomes by connecting those in need to appropriate resources, and improve public safety by reducing the criminal activity of participants in the program and diverting persons with substance use disorders from the criminal justice system. Research tells us that people who use substances need some form of social support to help them through the recovery process.

In the HOPE Program, HOPE Peers who have experiential knowledge of substance use and recovery will be available 24 hours a day, 7 days a week to meet with participants at the police precinct at the time of arrest, talk to them about the HOPE program, give them a naloxone kit and teach them how to use it, educate them about local resources for treatment and recovery services, offer them support, and navigate them to those life-saving services.

HOPE Peer Recovery Support Services are delivered by HOPE Peers who have experienced both substance use disorder(s) and recovery. HOPE Peers are essential to the program model because they embody a special message of courage, resilience and empowerment, and help engage program participants and encourage them to embark on a pathway to recovery. This of course reduces the likelihood of both relapse and recidivism.

The initiative proposed for this funding opportunity will be a collaborative with SIPCW, RCDA, NYPD, Mayors Office of Criminal Justice (MOCJ), Staten Island Performing Provider System (SI PPS), SI Connect and resource & recovery centers on Staten Island.

Eligibility Criteria

1. An independent contractor, public or private nonprofit organization that has expertise in peer recovery services;

2. Demonstrated experience and a successful history working with providers and community organizations across the continuum of substance use disorder services;
3. Eligible to receive federal funds by the IRS.

Preference will be given to contractors with a familiarity of the Staten Island community. This request for proposal is nonbinding for SIPCW. A formal contract will be executed between SIPCW and the selected vendor.

Funding Availability

Up to \$270,000 is available and is contingent upon vendor approval and funding from the RCDA.

Attribution and Disclaimer Statement

Any printed material and media must be approved by SIPCW and the RCDA and include the following attribution statement. *This project is made possible from funding from the New York City Council through the Richmond County District Attorney's Office.*

Scope of Services

SIPCW will maintain the lead role in the administration, program oversight and management of these services and will work with RCDA HOPE Co-directors to:

- Establish reporting deadlines, budgets, and approve payments
- Resolve contract and staffing issues
- Prepare reports
- Formulate, organize and monitor inter-connected program activities and projects
- Approve subcontractor strategies and objectives
- Coordinate cross-project activities
- Assess contract performance
- Work with program evaluators to evaluate peer engagement and service delivery

The sub-contractor selected will work collaboratively with SIPCW, RCDA, NYPD, MOCJ, SI PPS, Metis, SI Connect and the Staten Island resource & recovery centers and community providers participating in the HOPE Program.

The sub-contractor will work closely with SIPCW to ensure the success of HOPE Peer Recovery Support Services and will administer and organize peer operations and activities.

Sub-contractor is expected to:

- Within 30 days of contract execution, submit policies and procedures for approval that include but are not be limited to:
 - Day- to-day operations, protocols, workflows and supervisory/management structure
 - Staffing, scheduling, activation, dispatching and monitoring protocols
 - Staff roles, responsibilities and core training requirements
 - Communication and Confidentiality Compliance Plan
 - Standards for quality assurance

- HR Manual
- Identify a full time HOPE Coordinator that will operate as a point of contact to communicate project status and oversee the day to day operations of the program
- Participate in scheduled status meetings with HOPE project team and work to eliminate barriers
- Recruit , hire, and train sufficient HOPE Peers to respond to all Staten Island NYPD Precincts
- Provide on-going training and professional development to HOPE Peers
- Maintain records of staff training and credentials
- Submit invoices reflecting activity
- Ensure services are client driven and based on need
- Create and maintain comprehensive project documentation, plans and reports for management team and independent evaluators
- Ensure SI Connect (phone based referral and appointment system) will be used for referrals in order to obtain data for evaluation
- Ensure cooperation with external evaluation efforts which will include providing individual-level data on participants and services as well as participating in interviews and focus groups.

Roles and Responsibilities

The HOPE Peers will be Peer Recovery Advocates (Certified or Provisional) or Recovery Coaches working towards their CRPA. Overall they will provide information on the HOPE program, Naloxone training and kit, and encourage the clients to meaningfully engage in the program. The HOPE Peers will:

- Arrive at the precinct within 30-45 minutes of being activated
- Meet with the client at the precinct to discuss the HOPE video, drug use, share personal experience, and answer any questions the client may have
 - a. Provide information on the HOPE program and encourage the client to participate, this includes
 - i. Step by step instructions based on the client’s decision (if the client decide to participate while in the precinct vs outside the precinct or if the client declines)
 - ii. Provide client with their contact card if the client needs time to decide. The Peer will also follow up with the clients
 - b. Provide a naloxone kit and training
 - c. Provide a resource brochure
- Contact designated car service for transportation. The Peer will provide the car service with the account number for billing purposes
- Escort the client to the chosen resource and recovery center
- Notify the RCDA HOPE Co-Directors of client’s choice (opted in or opted out) and the resource and recovery center the client will be visiting,

- Complete engagement form for each client with all pertinent information. The HOPE Peers will give completed engagement forms to the sub-contractors HOPE Coordinator who will send a copy via e-mail to the RCDA HOPE Director of Navigation.

➤ Follow up

The client will have up to seven (7) days to opt in the program. The HOPE Peers will provide their contact card and follow up with the client.

- The HOPE Peers will obtain verbal consent to contact client.
- The HOPE Peers will follow up with the client at least once during the seven days. The RCDA HOPE Co-Directors and the legal team will also follow up with the client.

Length of Engagement

The contract period will run from July 1, 2017 through June 30, 2018.

Submission Requirements

Interested contractors/organizations must complete and submit the following:

- A **cover letter** of no more than two (2) pages that expresses your interest, demonstrates capacity and experience to partner in this grant application;
- A proposal no more than three (3) pages that explains how you will plan, develop and complete deliverables within the established time frame;
- An expense-based budget and accompanying budget narrative to support supervision, peers, transportation and associated costs. Funds will not support “on-call” employees and compensation must be in accordance with NYS Labor Laws. Administrative costs cannot exceed 15%.

All requested materials should be submitted electronically no later than

5:00 pm on July 20th 2017 to:

Iris Kelly

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