



REQUEST FOR PROPOSALS (RFP): *OTP Peer Workforce Expansion*

Pre-Proposal Conference Held: September 30, 2021 | 11 am

BHSB Facilitators:

Shanna Borell, Procurement Lead
Daniel Jarvis, Director
Kelsi Loos, Special Projects Coordinator
Tasha Pope, Rehabilitation & Treatment Coordinator
Julvette Price, Consumer Inclusion Coordinator
Michelle Smalls, Program Lead
Sylvanus Uagbor, Social Work Intern
Kisha Winston-Watkins, Associate Director, Adult Services

QUESTIONS AND ANSWERS

Posted: October 5, 2021

Are for-profit OTPs able to apply for this funding?

Yes, for-profit OTPs are eligible to apply for this funding.

Please clarify the due date.

Wednesday, October 13th 2021 is the correct due date.

Please clarify the structure of the funding; is it two different pools of money?

There is just one pool of funding, which will cover two time periods as outlined below:

- \$25,000 available for January – June 30, 2022 (6 months)
- \$50,000 for July 1, 2022 – June 30, 2023 (12 months)

Because this project is getting a late start, applicants can request additional funding (up to \$50,000 total) for the first six-month period to cover an additional peer position.

If we request additional funding to hire an additional peer for the first six months, can we request additional funding to cover their position for the second fiscal year?



No. There is only \$50,000 allocated for each program in the second year. Extra funding is available for the first six-month period because the project is getting a late start. There may be peers who are interested in a six-month job to help them get their required hours of work in order to become state certified. BHSB can assist programs in connecting with those peers needing those hours.

Is the role of the Peer Recovery Specialist defined?

Yes. The Peer Recovery Specialist will be responsible for one-on-one meetings, peer support groups, recovery plan development, recovery advocacy work, and other duties outlined in the RFP. See the Staffing Requirements section on page 5.

Does the Peer Recovery Specialist have to fulfill all of those requirements?

Yes. The Peer Recovery Specialist is required to fulfill all of the duties outlined in the Staffing Requirements section, but their role is not limited to these duties.

Does Survey Monkey Apply provide any tutorial or sample of applications when you click on the link in the RFP?

The link will not take you directly to tutorials or samples, but there are resources within the platform that can guide applicants. You can also reach out to the Procurement Lead at Procurements@BHSBaltimore.org if you have any trouble with the system.

Can a proposal be prepared in a Word document to be uploaded into Survey Monkey Apply?

Survey Monkey Apply will have text boxes for applicants to respond to the prompts in the Proposal Narrative Outline section of the RFP. Applicants could prepare responses in a Word document and then copy and paste them into the Survey Monkey Apply platform. You are not able to prepare a proposal separately and then upload the entire document into Survey Monkey Apply.

In Survey Monkey Apply, can you create, save, and come back later to the application?



Yes. You can draft your responses directly in Survey Monkey Apply, save them, and come back and edit them as often as you like. Applicants should then submit the application once it is complete.

How many awards will be provided in this RFP?

BHSB will award up to ten OTPs through this procurement.

Can a provider submit a proposal for any number of its multiple programs and/or locations? If so, can it be done in one application?

Yes, organizations may submit proposals for more than one program and/or location. This can be submitted in one proposal through SM Apply. Applicants should list each of their programs and locations in the application as well as how those programs/locations might vary in their implementation of this project.

End of Questions and Answers