



# **REQUEST FOR PROPOSALS:**

## ***Young Adult Recovery Housing Program***

**Release Date: May 1, 2026**

**Pre-Proposal Conference: May 7, 2026 at 4:00 p.m.**

**Proposals Due: June 1, 2026, at 5:00 p.m.**

**Anticipated Award Notification: June 22, 2026**

**Anticipated Contract Start: July 1, 2026**

**Issued by:**

Behavioral Health System Baltimore, Inc.  
100 South Charles Street, Tower II, 8<sup>th</sup> Floor  
Baltimore, Maryland 21201

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# REQUEST FOR PROPOSALS

## *Young Adult Recovery Housing*

### OVERVIEW OF THE PROJECT

#### Overview of BHSB

Behavioral Health System Baltimore, Inc. (BHSB) is a non-profit organization that serves as the Local Behavioral Health Authority (LBHA) on behalf of Baltimore City and operates in this role under the authority of the Maryland Department of Health (MDH). BHSB is responsible for planning, managing, and monitoring resources, programs, and policies within the larger Medicaid fee-for-service system, as well as services directly funded by BHSB through private and public grants. We use our knowledge of what services are available and how to structure system resources to meet the unique needs of the communities we serve.

BHSB envisions a city where people live and thrive in communities that promote and support behavioral health and wellness. We are committed to building a system of care that serves all community members in need of services. We work to ensure that the most appropriate care is provided, taking into consideration individual, family, and community differences.

#### Description of Project

Through this Request for Proposals (RFP), BHSB is seeking one or two qualified organizations to provide housing services under the Young Adult Recovery Housing (YARH) program. The YARH program is designed to empower young adults who are at risk of or have a history of opioid use disorder (OUD) by promoting recovery, stability, independence, and overall well-being in a safe and sober living environment.

#### Scope of Service

YARH will support young adults ages 18–26 who are at risk of or have a history of OUD and other substance use disorders. Program objectives include enhancing self-sufficiency, supporting the management of symptoms associated with OUD and other substance use disorders, promoting social connection, supporting employment readiness and retention, strengthening effective coping skills, improving overall health and well-being without the use of substances, and supporting progression toward independent living.

This project will fund two recovery housing residences located in Baltimore City serving a total of sixteen (16) young adults. One residence will serve male consumers and one residence will serve female consumers, with each residence

providing up to eight (8) beds. Consumers will self-identify their gender, and selected applicants will be expected to ensure safety, dignity, and privacy for all consumers. The average length of stay is expected to range from three to six months; however, stays may be extended, as appropriate, for up to one year based on the individual consumer's needs. The selected applicant(s) will collaborate with BHSB to establish a minimum expected bed utilization rate.

Consumers may enter YARH through multiple referral pathways. Some will transition into the program as a step-down from higher levels of residential treatment (e.g., ASAM Levels 3.7 or 3.5), while others may be referred from outpatient treatment as a step-up in the continuum of care.

The YARH program is grounded in a person-centered approach that prioritizes consumer choice. Consumers retain the right to choose their service providers, and participation in YARH shall not be conditioned upon receipt of other services from selected applicants.

### **Maryland Certification of Recovery Residences (MCORR)**

Selected applicants must obtain a Certificate of Compliance as a recovery residence from the Maryland Department of Health, Behavioral Health Administration (BHA), no later than 90 calendar days after receiving a Letter of Award from BHSB. Click [here](#) for information about the Maryland Certification of Recovery Residences (MCORR) process and the link to submit an application, or copy and paste this URL into a browser: <https://health.maryland.gov/bha/Pages/Maryland-Certification-of-Recovery-Residence-License-.aspx>.

Selected applicants must submit an MCORR application through BHA's portal no later than 30 calendar days after receiving a Letter of Award from BHSB.

### **Housing Services**

Selected applicants must provide the following services:

- Operate one or two recovery residences, depending on the award.
- Screen all referred young adults to determine appropriateness for participation in the YARH program. At a minimum, individuals must meet the following eligibility criteria:
  - Be between the ages of 18 and 26
  - Be at risk of or have a history of OUD and/or other substance use disorders;
  - Demonstrate willingness to reside in Baltimore City.
- Ensure access to OUD medications—including methadone, buprenorphine, and naltrexone—for residents who are either currently receiving OUD medication-assisted treatment (MAT) or who wish to begin OUD MAT.

- Ensure that staff receive overdose prevention education and naloxone (Narcan) administration training.
- Ensure that all consumers receive overdose prevention education and naloxone administration training at intake.
- Ensure naloxone is readily available at all times to all consumers and staff.
- Comply with all MCORR-related requirements, including inspections, making a copy of the MCORR certification available on site, and annual certificate renewals. Information about MCORR housing requirements can be found here [Maryland Certification of Recovery Residence](#).

### **Recovery Supportive Services**

The selected applicant(s) shall provide comprehensive, recovery-oriented supportive services to all young adults for the duration of their stay. Services shall be person-centered and strengths-based and designed to promote long-term recovery and stability. Service delivery must emphasize meaningful family engagement through coordinated referrals and collaboration with peer support and family peer support resources.

Supportive services must include, but are not limited to:

- Individualized recovery goal planning
- Substance use recovery support groups
- Structured recreational activities
- Youth-led activities
- Activities to engage families
- Peer-led group sessions on topics such as overdose risk and prevention, naloxone education, recovery resources, health risks related to substance use, smoking cessation, and prevention of sexually transmitted diseases

### **Partnerships and Linkages**

The selected applicant(s) are required to establish, maintain, and actively manage partnerships to ensure timely linkage of consumers to a comprehensive continuum of services. Partnerships will support access to recovery-oriented and supportive resources, including but not limited to:

- Educational and vocational supports
- Legal assistance
- Care coordination services
- Recovery coaching
- Individual and group-based self-help and peer support services

The selected applicant(s) will also maintain partnerships to facilitate consumers' access to appropriate outpatient mental health and/or substance use treatment services, consistent with individual clinical needs and consumer choice.

In addition, the selected applicant(s) are required to establish and maintain formal partnership agreements with a minimum of ten (10) referring agencies. Referring agencies may include, but are not limited to:

- Hospital emergency departments
- Outpatient substance use disorder (SUD) treatment providers
- Residential SUD treatment providers
- Baltimore City Department of Social Services
- Court systems and probation departments
- Community mental health centers
- 988 Call Center
- Substance Use Urgent Care Center

### **Marketing and Outreach**

The selected applicant(s) will:

- Create brochures, fact sheets, and referral forms to be reviewed by BHSB
- Distribute brochures, fact sheets, and other marketing materials at community events, health fairs, etc.
- Host a minimum of 2 informational sessions per quarter to educate potential referral sources about the program
- Participate in a minimum of 4 community events, health fairs, or coalitions annually
- Present program information to a minimum of 6 community stakeholder groups annually. Stakeholder groups include, but are not limited to, the Maryland Department of Juvenile Services, Baltimore City Department of Social Services, and Baltimore Police Department.

### **Project Deliverables**

The selected applicant(s) will submit monthly performance reports documenting progress toward the deliverables and targets outlined below for each recovery residence.

- Total number of young adults screened for eligibility and provided overdose naloxone training at intake. Target: 100 percent
- Total number of residents. Annual target: 8 consumers per residence
- Total number of consumers linked to services such as education, vocational services, entitlements, etc. No target

- Total number of consumers who participated in self-help and peer-based recovery support groups. Target: 100 percent
- Total number of consumers linked to outpatient substance use and/or mental health services. No target
- Total number of consumers either currently receiving OUD MAT or who expressed interest to begin OUD MAT. No target
- Total number of consumers who expressed interest to begin OUD MAT who had access to OUD MAT. No target
- Total number of consumers linked to somatic care. No target
- Total number of recovery-oriented activities for consumers and their families. Target: 2 per quarter
- Total number of self-help groups. Target: 2 per month
- Total number of trainings for staff. Target: 2 per quarter
- Total number of marketing materials distributed to community organizations quarterly. No target
- Written update on the status of the MCOORR certification process.

### **Focus Population**

Young adults who are at risk of or have a history of OUD and other substance use disorders.

### **Staffing Requirements**

Staff working on this project must have relevant experience and knowledge to meet the needs of the people who will be served.

The selected applicant(s) will ensure:

- Licensed staff receive ongoing clinical supervision and training in accordance with licensure board requirements
- All staff working with this project receive all appropriate and required training to serve the target population and their families effectively

### **Funding Availability**

The funding availability for this RFP is \$212,908 per recovery residence for the contract period from July 1, 2026, to June 30, 2027. The selected applicant(s) may be eligible for renewal, contingent on funding availability and performance.

- Grant funds may not be used to pay for service delivery until the selected applicant(s) obtain a Certificate of Compliance as a recovery residence. Grant

funds may be used for certain administrative costs to prepare for service delivery while the MCO application process is pending.

- The selected applicant(s) must ensure that all services eligible for Medicaid reimbursement are billed through Medicaid, and grant funds are used solely for services that are not reimbursable by Maryland Medicaid.
- Grant funds may not be used for:
  - Direct payments to individuals to enter or continue participation in prevention or treatment services
  - Promotional items, including clothing, pens, mugs, folders, lanyards, bags, etc.
  - The purchase or construction of any building or structure to house any part of the program
  - Gift cards
  - Purchasing, prescribing, or providing marijuana or any treatment using marijuana. Grant funds may not be awarded to any organization that provides or permits marijuana use for medical or any other purpose.
- Allowable costs include:
  - Staffing
  - Rent/mortgage
  - Utilities
  - Transportation
  - Communications (e.g., cell phone for staff)
  - Insurance
  - Office supplies
  - Clinical/medical supplies
  - Food
  - Building repairs/maintenance
  - Housekeeping
  - Staff development/training
  - Promotional/personnel advertising
  - Client activities
  - Client incentives (e.g., special hygiene supplies or outings to incentivize achieving treatment plan goals)

- Indirect costs

## **Risk Assessment**

BHSB completes a risk assessment as part of the procurement process. Applicants should be sure to submit the most recent versions of all required documentation with their RFP application.

## **Contracting with BHSB**

Applicants selected through this process will enter into a contractual agreement with BHSB. Following a notification of selection, BHSB will issue a Letter of Award that provides details about the contract and the process for executing it. The selected applicant(s) will be required to submit a new budget on BHSB's budget forms, which will be reviewed for allowable costs under the grant.

Please note that applicants may be asked to change their budgets and/or details of their proposals even if the proposal was selected for funding. Applicants new to BHSB's contracting process are encouraged to review relevant forms available on our website here: <https://www.bhsbaltimore.org/for-providers/forms-for-providers>.

### Contract Type and Payment

The contract and payment type that will result from this procurement are described below. Applicants are encouraged to consider whether their organization will be able to operate with this payment mechanism before applying for these funds.

Cost Reimbursement – Advance Basis contract:

- Vendor receives payment in advance of incurring and reporting costs based on a pro-rated budget (e.g., ¼ of the budget each quarter), with payment amounts adjusted based on spending.

BHSB issues payments once per month. Applicants should note that submitting required documents and reports late can result in delayed payment.

### Contract Monitoring and Technical Assistance

The selected applicant(s) will be required to submit regular program and financial reports to BHSB using an electronic contract management system. BHSB will review these reports to monitor progress and contract compliance throughout the contract term.

**Program reports** include an update on progress toward deliverables (e.g., number of people served, number of services delivered, etc.). Some program reports may also require organizations to attach a data report with additional information (e.g., consumer demographic information, process and/or outcomes data, etc.). BHSB monitors progress on these reports throughout the contract term and may offer technical assistance and support if deliverables are not on track to be met.

**Financial reports** are required to generate payment and involve submitting actual expenditures or invoices (depending on the contract type) and to monitor spending compared to the budget or award amount. If organizations are spending more or less than expected awarded throughout the contract term, BHSB may offer technical assistance and support to ensure the funding covers the contract term fully, and BHSB may reduce funding if all funds are not likely to be expended by the end of the contract term.

Please note that submitting program or financial reports late can result in delayed payment.

#### Verification of Services

BHSB audits all contracts to review whether the requirements set forth in the contract were completed as reported and that relevant federal, state, and local regulations were followed. This generally occurs after the conclusion of the contract period. Audits may be conducted remotely through a review of documents submitted to BHSB or on-site at the organization's location. Failure by vendors to comply with the terms of any contract with BHSB may result in the denial of future contracts with BHSB.

Applicants should be aware of best practices in documenting both programmatic and financial activities to aid in an efficient audit.

# OVERVIEW OF RFP

## Purpose of RFP

The purpose of this RFP is to select one or two qualified organizations to provide housing services under the Young Adult Recovery Housing (YARH) program. The YARH program is designed to empower young adults who are at risk of or have a history of opioid use disorder (OUD) by promoting recovery, stability, independence, and overall well-being in a safe and sober living environment.

## Applicant Eligibility

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process.

- Licensure in Maryland for a minimum of 2 years to provide one or more community-based substance use levels of care in accordance with COMAR 10.63.02
- Submission of a Certificate of Good Standing from the Maryland Department of Assessments and Taxation
  - The certificate **must be dated within one year** of the RFP submission due date.
  - **Screenshots from the MDAT website will not be accepted.**
- Applicants that currently receive grant funds from BHSB or did receive grant funds in prior years must have:
  - No outstanding financial audits
  - No late payments owed to BHSB
  - No current Corrective Action Plans (CAP) for which the applicant has not met identified targets more than two years beyond the date the CAP was issued.
  - No more than one (1) Accountability Compliance Audit in the two fiscal years preceding the current fiscal year that reflects unresolved deficiencies.

## Proposal Timeline and Specifications

### 1. Timeline

Release Date:	May 1, 2026
Pre-Proposal Conference:	May 7, 2026, at 4 p.m.
Proposal Due:	June 1, 2026, at 5:00 p.m.
Anticipated Award Notification:	June 22, 2026
Anticipated Contract Start:	July 1, 2026

## 2. Pre-Proposal Conference

**Date:** May 7, 2026

**Time:** 4:00 pm

**Location:** Microsoft Teams meeting - Join on your computer or mobile app

**Click here to join the meeting:** [Young Adult Recovery Housing RFP Pre-Proposal Conference](#)

**Or call in (audio only):** [+1 443-819-0973,444931157#](tel:+14438190973,444931157#)

Phone Conference ID: 444 931 157#

*Please join five minutes early to leave time to troubleshoot. If you have any problems accessing the meeting, please contact [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org).*

Questions related to this RFP will be answered at the Pre-Proposal Conference. Questions posed during the conference and BHSB's responses will be posted on BHSB's website at <https://www.bhsbaltimore.org/for-providers/funding-opportunities/> by **May 14, 2026**.

Individuals who attended the Pre-Proposal Conference will be notified by email when questions and answers are posted on BHSB's website.

*Questions received after this conference cannot be answered.*

## 3. Proposal Due Date, Time, and Location

All proposals must be submitted through BHSB's online portal. Applicants must register with the system ahead of time. You will be able to save your application and continue working on it before submitting it. BHSB encourages all applicants to test this system well in advance of submitting proposals.

Click [here](#) to access BHSB's online application portal, or copy and paste the following URL into your browser:

<https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore>

All proposals must be received no later than **5:00 pm ET on June 1, 2026**. All submitted proposals become the property of BHSB. If you are having technical troubles related to submitting your proposal, contact BHSB before the due date/time at [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org).

*Proposals submitted after the due date/time will not be accepted.*

## 5. Authorized Contact

Applicants are advised that all matters concerning this RFP should be directed to the Procurement team, whose contact information is listed below.

Email: [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org)

**6. Anticipated Service Term:** July 1, 2026 – June 30, 2027 with options to renew annually pending availability of funding and performance.

### **Award of Contract**

The submission of a proposal does not in any way guarantee an award. BHSB is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. BHSB reserves the right to withdraw an award prior to execution of a contract with a selected applicant in BHSB's sole and absolute discretion.

BHSB will select the most qualified and responsive applicant(s) through this RFP process. BHSB will enter into a contract with selected applicants following the notification of award. All selected applicants must comply with all terms and conditions applicable to contracts executed by BHSB.

### **RFP Postponement/Cancellation**

BHSB reserves the right to postpone or cancel this RFP, in whole or in part.

### **Applicant Appeal Process**

Applications must be complete and fully responsive to the below Proposal Narrative Outline and must include all required appendices. Applicants may file an appeal within five days of notification of non-selection. BHSB will not review new proposal materials that were not included in the application. BHSB will review the appeal letter and respond to the non-selected applicant within ten business days of receipt of the appeal.

# FORMAT AND CONTENT OF PROPOSAL

## Proposal Instructions

- Applications must be submitted through BHSB's [online portal](https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore): <https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore>. We recommend you start your application early.

***Late proposals will not be accepted.***

- Generative artificial intelligence (AI) tools are becoming increasingly prevalent. While AI is a helpful tool, it is important to ensure that proposals reflect authentic responses and realistic service delivery plans.
- It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA), which require appropriate safeguards to protect the confidentiality, integrity, and security of all protected health information. No proposals submitted in response to this RFP should include individually identifiable health information.

For more information, please refer to the Guide to IT Privacy and Security of Electronic Health Information: <https://www.healthit.gov/topic/privacy-security-and-hipaa/health-it-privacy-and-security-resources-providers>.

## Proposal Narrative Outline and Rating Criteria

Applicants must respond to the questions below and submit all documents listed in the Required Documents section. The following outline describes the information requested and the assigned possible point values for each question.

- 1. Please indicate which recovery residence your organization is applying for: Male, Female, or Both. (Unscored)**
  - If you selected male or female, would you be willing to accept an award for the other residence? For both residences?
  - If you selected both, would you be willing to accept an award for just one of the residences?
- 2. Organizational Background and Capacity**
  - a. Describe your organization's history and experience, including the length of time delivering substance use disorder services, serving the focused population, and/or any evidence-based practices used. **(5 points)**
  - b. How long has your organization operated recovery residence programming? Are you currently licensed and certified in Maryland as a recovery residence program? If so, when did you receive MCORR certification? **(10 points)**

### **3. Principles and Values**

- a. Describe your organization's commitment to providing non-stigmatizing and non-judgmental care, promoting consumer self-determination, that meets consumers where they are, supporting multiple pathways to recovery. How do you operationalize these principles and practices? **(5 points)**
- b. Describe your organization's commitment to a trauma-informed and responsive approach and any trauma-specific interventions your organization currently offers or would implement if awarded this grant. **(5 points)**

### **4. Service Delivery**

- a. Describe your organization's plan to provide all services as outlined in the Scope of Service section of this RFP. **(10 points)**
- b. Describe your organization's ability to successfully implement services that meet the needs of each person served, taking into consideration family, community, and regional differences. How will you maintain a high level of quality and person-centered care supporting behavioral health needs, medical needs, and other identified areas of needed support to ensure overall well-being? **(5 points)**
- c. Describe how your organization will facilitate effective transitions from the recovery residence to independence in the community. **(10 points)**
- d. Describe how this program would function as a low-barrier, "safe space" that is welcoming, non-stigmatizing, and affirming to the population to be served. **(5 points)**
- e. Describe how the proposed program would handle overdoses and behavioral health crises when they occur within your program. Please provide examples of how your organization has managed such events or circumstances in the recent past. What processes would you put in place to prevent and reduce the risk of overdoses, suicide, and other adverse events? **(5 points)**

### **5. Staffing Plan**

- a. Describe your proposed staffing pattern, including supervisors, and how it will fulfill the staffing requirements in this RFP. Include an organizational chart that shows how this program will fit into your organization's overall structure. **(5 points)**
- b. Describe your proposed training plan for staff assigned to this program and indicate any relevant expertise, training, and/or skills staff already possess. **(5 points)**

## 6. Effectively Serving the Focus Population

- a. Describe how your organization will ensure people from the focus population have meaningful input into the project's planning, implementation, and ongoing operations. **(10 points)**

## 7. Program Evaluation and Quality Assurance

- a. Describe how your organization obtains and incorporates feedback from consumers, referral sources, and other stakeholders. How do you use feedback to develop, implement, operationalize, and/or improve program services? **(5 points)**
- b. Describe any previous experience your organization has had implementing similar projects. Were you able to meet all of the programmatic and financial deliverables and reporting requirements? How did you address any quality concerns? **(5 points)**

## 8. Implementation Timeline

- a. Provide a detailed timeline for implementation that includes all of the activities that you have committed to perform in your proposal. Show an outline of all the steps necessary to fully operationalize this project and by when each step would be completed. Be sure to include the process of MCORR and Maryland state certification. Contracts are expected to start on July 1, 2026. **(10 points)**

## 9. Required Documents

- Most recent final Financial Audit package, including Findings and Management Letter from an independent auditor (preferred) **OR** a recent unaudited Income Statement **AND** Balance Sheet. If an audit is not available, please upload a statement detailing why.
- Most recent IRS 990 – Return of Organization Exempt from Income Taxes, **OR** if an IRS 990 form is not required to be filed, the most recent Business Tax Return, OR the Schedule C only of the most recent Personal Tax Return. (Please redact any social security numbers on the Schedule C.)
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation. (If the selected applicant's business is registered in a state other than Maryland, they will be required to register in Maryland as part of the contracting process.)
  - The certificate **must be dated within one year** of the RFP submission due date.
  - **Screenshots from the MDAT website will not be accepted.**
- Completed and signed [Organizational Capacity Assessment](#). (This form is available on BHSB's website. Click on For Providers, select Forms for Providers, then scroll down to Key Information for Contracts.)

- Proposed line-item budget for the contract period that includes anticipated revenue from grant funding, fee-for-service reimbursement, and all expenses
- Organizational chart
- Resume or curriculum vitae for individuals/consultants working on this project
- Copies of all relevant licenses/certifications, including any licenses issued by the Maryland Department of Health (BHA and OHCQ). BHSB is aware that BHA is experiencing delays with license applications. Please upload a copy of the letter from BHA acknowledging receipt of the application, if applicable, a letter of extension from BHA, along with a copy of the most recent license.
- Most recent site visit report from MCORR, the Administrative Services Organization (ASO) for Maryland's fee-for-service public behavioral health system, accrediting organization, and/or the Office of Health Care Quality (OHCQ), including any statements of deficiencies and program improvement plans
- If available, a copy of the lease or deed
- If available, a copy of the Fire Inspection Certificate
- If available, a copy of the Use and Occupancy Certificate