

# Request for Proposal (RFP) for OKARR Certified Recovery Community Organization in Stephens County

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## OKARR Request for Proposal (RFP)

**Issued by:** Oklahoma Alliance for Recovery Resources (OKARR) on behalf of Stephens County.

**RFP Number:** OKARR004 - RFP

**Issue Date:** December 20, 2024

**Proposal Due Date:** January 10, 11:59pm

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## I. Introduction

OKARR is seeking a proposal from community partners to provide recovery community organization services for Stephens County Recovery Community Center project funded by opioid abatement funding. Its main objective is to build a recovery community organization with community partners.

## II. Purpose

The purpose of this RFP is to solicit a proposal from community partners interested in working with OKARR and Stephens County drug court and community treatment and recovery partners. The selected partner will be responsible for providing OKARR Certified Recovery Community Organization services located in Stephens County from February 2025 (contract start date)-June 2026.

## III. Scope of Services

The organization will be expected to provide the following services:

### 1. Recovery Community Organization

- Establish and operate a peer-driven Recovery Community Organization that supports individuals and families affected by opioid use, abuse and disorder.
- Must have a MOUD/MAT friendly environment.
- Foster a community-based environment that promotes long-term recovery through peer support, advocacy, and education.
- The RCO will be open serving residents on or before May 1, 2025.
- Serve a minimum of 100 unique individuals annually.

### 2. Reporting & Compliance

- Recovery capital on participants must be tracked. The partner will be responsible for tracking all residents' engagement in recovery activities and measure

retention and sobriety maintenance. Maintain accurate records and provide regular reports on outcomes, as applicable.

## **IV. Proposal Submission Requirements**

### **1. Agency Background (10 points)**

- Brief history of the agency, including years of operation, mission, and experience in recovery support services or related evidence-based services.

### **2. Staffing & Qualifications (10 points)**

- Details of the staff, if any, who will be involved in the program, including their qualifications, certifications, and experience.

### **3. Program Plan (40 points)**

- A detailed description of how the organization will implement within timeframe and manage the scope of services.
- All services and supports must be considered as evidence-based. Describe these core services and how they will be provided:
  - i. Peer Support Services
  - ii. Recovery Resources and Referrals
  - iii. Education Workshops
  - iv. Support Groups
  - v. Family Support
  - vi. Community Outreach
- How will you implement the collection of recovery capital?
- How will you track overall performance metrics?
  - i. Number of individuals served.
  - ii. Types and frequency of services provided.
  - iii. Recovery outcomes associated with recovery capital.
  - iv. Improved employment rates and life skills attainment.
  - v. Improved access to vital resources including housing, healthcare, and treatment connections measured by number of engagements.
  - vi. Describe how you will collect feedback from participants and use it to improve programs and services.

### **4. Proposed Collaborations and Community Partnerships (25 points)**

- List your proposed partnerships to provide additional support services.
- How will you engage with the community to reduce stigma and promote recovery services and support benefits?
- Letters of support are suggested but not required. You may submit a joint application and are encouraged to do so if the application will be stronger and deliverables met with success.

### **5. Budget and Sustainability Plan Proposal (15 points)**

- The budget is \$127,500 maximum. A comprehensive budget that includes all costs associated with the proposed services, including personnel, fringe benefits, travel, equipment, supplies, contractual, other direct costs, and indirect costs (maximum is 10%). Please provide detailed justifications for all budget items,

explaining the necessity and purpose of each expense in relation to the project's goals and objectives. This will help ensure that all costs are fully understood and aligned with the project's requirements. The plan should also outline how the home will remain financially and operationally viable beyond the initial funding.

## **V. Evaluation Criteria**

The proposal submitted will be evaluated by a review committee which will include persons with lived experience and professionals in the behavioral health and recovery sectors. The maximum number of points available is 100.

## **VI. Submission Instructions**

Proposals to include grant proposal summary form must be submitted no later than January 10 at 11:59pm. Late submissions will not be considered. Proposals should be submitted in PDF in 12 point Times New Roman double space to [okarr@okarr.org](mailto:okarr@okarr.org) and no longer than 20 pages. Page length over page 20 will not be read. The letters of support will not count towards the page limit. The grant proposal summary form should be no longer than one page and does not count toward the page limit.

A one hour virtual Q & A session will be held on Friday, January 3 at 9:00a.m.

<https://zoom.us/j/92581800049?pwd=euOAYIKotCfmc56nyZV7ZqAsm1NfGw.1> Questions will only be answered during this meeting.