Exhibit 1

BSAS Request for Response 506123: Voluntary Statewide Certification for Alcohol and Drug Free Housing, with DPH questions and answers

Source

Department of Public Health (DPH) public records production, request BSAS-2025-35, second production, pages 195 to 200 and 138.

Redactions

Redactions made by the producing agency are preserved as produced. In addition to those, the Vanderburgh Foundation has redacted email addresses and telephone numbers. Our redactions are solid black boxes. Nothing else has been altered; pages appear in their original order.

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC HEALTH

BUREAU OF SUBSTANCE ABUSE SERVICES

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Request for Response (RFR)

Document Title: Voluntary Statewide Certification for Alcohol and Drug Free Housing

COMMBUYS BID Number: BD-15-1031-BSAS0-BSA01-00000002279

DPH RFR Document Number: 506123

November 14, 2014

Standard Template 9-26-2014

It is the responsibility of the prospective Bidder and awarded Contractor to maintain an active registration in COMMBUYS and to keep current the email address of the Bidder's contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the Purchasing Department, including requests for clarification. The Purchasing Department and the Commonwealth assume no responsibility if a prospective Bidder's/awarded Contractor's designated email address is not current, or if technical problems, including those with the prospective Bidder's/awarded Contractor's computer, network or internet service provider (ISP) cause email communications sent to/from the prospective Bidder/Awarded contractor and the Purchasing Department to be lost or rejected by any means including email or spam filtering. To register go to www.COMMBUYS.com.

This BID requires the submission of electronic quotes**. All Bidders are advised to allow adequate time for submission of their quotes by considering potential online impediments like Internet traffic, Internet connection speed, file size, and file volume**. DPH is not responsible for delays encountered by Bidders or their agents, or for a Bidder's local hardware failures, such as computers or related networks, associated with bid compilation or submission. Bids submitted via COMMBUYS are time stamped by the COMMBUYS system clock which is considered the official time of record.

Procurement Category: 80-10-00 Object Code: JJ2 Activity Code: 4864

1.1 Procurement Scope and Description:

The Massachusetts Department of Public Health (MDPH), Bureau of Substance Abuse Services announces the availability of funding to develop and implement a voluntary statewide certification program for Alcohol and Drug Free Housing, also known as "sober homes", in the Commonwealth. The Bureau seeks to fund one or two vendor(s) in the Commonwealth. The purpose of a statewide certification program is to implement policy, procedures, systems and best practices to support safe, supportive and ethically managed homes for individuals who are seeking drug and alcohol free housing. As part of the FY15 budget process the legislation requires The Department of Public Health's Bureau of Substances Abuse Services (BSAS) to establish and provide for the administration of a voluntary training and certification program for operators of alcohol and drug free housing, also known as Sober Homes. BSAS will contract with a vendor to certify sober homes in the Commonwealth. The Commonwealth will be using the National Association of Recovery Residences (NARR) standards as a sole basis for certification. The vendor(s) chosen may be required to become an affiliate of NARR as part of this contract. Based on the needs of the Department the vendor(s) will be trained and will receive technical assistance from NARR to implement NARR Standards and to certify sober homes in the Commonwealth using the NARR standards. The vendor(s) will be trained by NARR as a trainer, for the purpose of providing ongoing training to staff of certified sober homes.

Priority will be given to organization(s) that has extensive experience in housing, substance abuse and recovery, has extensive knowledge of the statewide sober housing system and varied models and has trained and certified staff. For the purposes of this RFR, Alcohol and Drug Free Housing ("ADH") commonly known as a sober home, provides or advertises as providing, an alcohol and drug free living environment for people recovering from alcohol or substance use disorders. Alcohol and Drug Free Housing provide a vital service for initiating and maintaining long-term recovery. The development of this statewide model will create a universal standard in the Commonwealth for Alcohol and Drug Free Housing to support the health, safety, professionalism, training and ethically managed home; all which have a vital impact on the recovery process for any resident. The vendor(s) chosen will help to develop the certification process with DPH and NARR, and once this process is completed the majority of the services provided by the vendor(s) will be to certify and provide ongoing training on the certification process for sober homes. The vendor(s) must be a non-profit, member-directed organization.

The funding for this procurement is approximately $350,000 per year.

1.2 Applicable Procurement Law

Check Appropriate Box ("X"):	Type of Purchase	Applicable Laws
	Executive Branch Goods and Services	
☒	Goods and Services	MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00
☐	Human and Social Services	MGL c. 7, § 22, § 22N; c. 30, § 51, § 52; 801 CMR 21.00; 808 CMR 1.00
☐	Legal Services	MGL c. 30, § 51, § 52 and § 65; c. 7, § 22; and 801 CMR 21.01(2) (b)
☐	Grants	MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00

1.4 Whether Single or Multiple Contractors Are Required For Contract(s):

Check One ("X"):	
☐	Single Contractor
☒	Multiple Contractors

1.5 Calendar Rule Type:

Check One ("X"):	Type	
☒	Standard	Procurement will not be reopened after the Bid Opening Date (Response deadline date)
☐	Open	May be reopened at a time and for a duration as deemed necessary by the Department.
☐	Rolling	Bidders may submit unsolicited proposals during the entire contract period.

1.6 Acquisition Method:

Check All Applicable ("X"):	Category
☒	Fee-For-Service
☐	Outright Purchase
☐	Rental
☐	Term Lease
☐	Tax Exempt Lease-Purchase
☐	License
☐	Other:

1.7 Use of a Procurement by a Single or Multiple Departments:

Check One ("X"):	Eligible Entities
☒	**Limited User Contract – Restricted to Use by Issuing Entity Only.**
☐	**Limited User Contract – Restricted to Use by Defined Entities Only.** Any Contract(s) resulting from this Bid will be open for use by the issuing Purchasing Department and the following other entities: • Identify additional Eligible Entities by name or type. The Purchasing Department reserves the right to add or remove additional authorized users during the contract term.

1.8 Expected Duration of Contract:

Anticipated Initial Duration up to: __4__ year(s) _4___months;

Anticipated Renewal Options: __2__ options to renew for __2___ year(s) each option

Final End Date of this Contract: _____6/30/2023_____

1.9 Anticipated Expenditures, Funding Or Compensation For Expected Duration

Estimated Value of Procurement (Including Anticipated Renewal Options):

Amount $ __1,516,666.00_____

Check One ("X"):	
☒	Contract will have a Maximum Obligation
☐	Rate Contract: Contract will NOT have a Maximum Obligation Amount
☐	Subject to Quotes by Pre-Qualified List of Contractors

Will Federal Funds be used to fund any part of Contract(s)?		
☐	No	
☒	Yes	

Funds Balance Forward Requirement for Capital, Trust and Federal Accounts Only: Any funds designated in the budget that are unspent in any fiscal year will not be available for expenditure in the subsequent fiscal year without a formal contract amendment re-authorizing these funds. The maximum obligation of the contract will automatically be reduced by the amount of the unspent funds from the prior fiscal year.

2.0 Specifications

The Bureau anticipates funding one or two vendors that will develop a statewide alcohol and drug free certification program which will provide at minimum the following elements:

A. ***Certify sober homes using national standards:***

1. The Commonwealth has chosen the National Association of Recovery Residences (NARR) standards as sole basis for its sober homes certification.
2. The vendor(s) chosen may be required to become an affiliate of NARR.

3. The vendor(s) will be trained and provided technical assistance from NARR to implement NARR Standards and will certify sober homes in the Commonwealth using the NARR standards.
4. The vendor(s) will provide ongoing training to staff of certified sober homes.
5. The vendor(s) will create a process for performance or compliance evaluation and for maintaining and removal of certification.

B. Serve as the primary unit of accountability for the system of certified residences in the Commonwealth of Massachusetts.

1. Ensure that all of the NARR standards [redacted] are met by certified sober homes.
2. Conduct residence inspections.
3. Respond to and resolve any and all complaints from residents and from the community in an efficient and timely manner.

C. Develop and foster Statewide Representation & Coalition:

1. Cultivate and maintain relationships with state and local government bodies.
2. Create and regularly update list of local providers of other services utilized by sober home residents.
3. Create and regularly update list of local community groups.
4. Participate in programs and information sharing opportunities at state and national level.
5. Collaborate with independent research initiatives in improving our knowledge about recovery outcomes, best practices and the best ways to support recovering populations.

D. Supervision and Training

1. Provide training and support for affiliate inspectors.
2. Provide training and support for all sober home providers and staff.
3. Provide training to sober home operators seeking voluntary certification.
4. Evaluate curriculum and revise curriculum as needed.

E. Manage fiscal and administrative operations of certification process:

1. Manage banking and oversee all financial management related to the certification processes, including accounting and bookkeeping systems as well as payroll
2. Facilities management and operations

F. Maintain a Website that provides information on all certified sober houses in the Commonwealth

1. Provide and regularly update certified sober housing information to the substance abuse treatment Central Navigation System and to BSAS.
2. Conduct an annual survey of all certified sober houses
3. Have a transparent process for voluntary certification, criteria for performance, process of evaluation, and process for removing certification.

In the case of two contracted vendors, final division of required duties will be determined at the time of contract negotiation.

3.0 Start-Up Costs:

Proposals may include a separate budget for anticipated start-up costs. While DPH does not anticipate funding start-up costs, certain circumstances determined to be in the best interest of the Department will be considered. DPH anticipates that any start up contract will be in place for a maximum of three months. Any start-up costs associated with this procurement contract must be negotiated to the satisfaction of DPH.

DPH may, as a result of this procurement, issue a cost reimbursement contract and/or authorize a Capital Budget if deemed necessary by DPH for contract start-up

Requests for start-up costs will be reviewed and considered on an individual basis.

Additional services might be provided to ensure the effective management and operation of a statewide system. The Vendor will work closely with NARR who will provide technical assistance and staff training to insure the successful launch of this initiative. The National Association of Recovery Residences was established in 2010 and is comprised

of regional recovery residence associations representing all areas of the United States. The mission of NARR is to create, evaluate and improve the standards and measures of quality for all levels of recovery residences. The NARR standard assures that certified alcohol and drug free housing or sober homes provide a safe community residence that promotes recovery.

4.0 Performance Requirements and Contract Monitoring

Program Monitoring and Evaluation

A. Vendor(s) will meet with BSAS staff at least once per month for the first quarter. Subsequently, the vendor will meet with BSAS staff at least quarterly for the remainder of the first year. After the first year the vendor will meet with BSAS staff at least once per year or more frequently, as needed.
B. Vendor(s) will be responsible for meeting program outcomes based on specified measures.
C. Vendor(s) will receive training in NARR standards.
D. Vendor(s) will conduct survey of sober homes interested or seeking certification using NARR standards.
E. Vendor(s) will certify sober homes in the Commonwealth that have requested certification.
F. Vendor(s) will track and record all grievances/complaints, record resolution and/or disposition for certified sober homes.
G. Vendor(s) will collect and provide data to BSAS, including a list of programs certified and those who become uncertified and the reasons for the action.
H. The vendor(s) will collaborate with BSAS and NARR on additional tools designed to measure standards and performance, as needed.
I. The vendor(s) will agree to self-monitor performance and submit an annual report on progress made in the overall provision of services under this RFR and achievement of results and measures.
J. The vendor(s), in collaboration with BSAS and NARR, will establish targets for improvement and assess progress made each year.

The PMT shall negotiate with contractors any requirements not set forth in the RFR

5.0 Contract Invoicing

Contractors on this contract will bill monthly through their contract manager.

Cost Reimbursement Contracts:

a. DPH billing procedures through the EIM/ESM system require that contracted providers submit an invoice, on a monthly basis, for all services provided in the previous month.
b. DPH requires that this invoice be authorized in EIM-ESM no later than the 14th day of the month, following service delivery. This includes a zero invoice if no services were provided.
c. The only exceptions will be when the Bureau has been previously notified of extenuating circumstances and the request has been approved by the Bureau contract manager. If corrections need to be made to previously submitted invoices, supplemental invoices must be submitted for the month in which the billing was originally submitted.
d. All offsets must be reported for each UFR line item on the Invoice.
e. Refer to the *Provider Billing Booklet: Cost Reimbursement Policies and Billing in EIM* at for detailed invoicing requirements.

Payment through Electronic Funds Transfer is required for any contract awarded through this solicitation. Please see the COMMBUYS Bid Solicitation; File Attachments Section for this form.

6.0 Evaluation Criteria

Proposals undergo review:

The quality of the response to each question in the narrative is evaluated by a team of objective reviewers who score each question according to criteria related to that question. Reviewers are instructed to evaluate each question for content, comprehensiveness, and clarity of each answer.

RFR #506123
Voluntary Statewide Certification for Alcohol and Drug Free Housing
Additional Questions and Answers

Question: Is the Lead Vendor required to have more than 50% of the total per year resources for the project? Are there any other financial restrictions specific to the proportional distribution of resources among the Lead and its partners?
Answer: The lead vendor is not required to have more that 50% of the total per year resources. There are no financial restrictions specific to the proportional distribution of resources among the Lead and its partners.

Question: Section 1.1. of the RFR notes that "the vendor must be a member-directed organization, a non-profit and not a provider of sober home services." Must the Lead be a certified MA Vendor to qualify or can it be in the process of becoming a certified MA Vendor? If it needs to be a certified MA Vendor, can a partner's credentials as a MA Vendor qualify the team for the purposes of the application?
Answer: The vendor would have to become a certified MA vendor before a contract could be established. This does not preclude the vendor from submitting an application.

Question: Does the Lead Vendor have to currently have non-profit status to qualify or can it be in the process of securing non-profit status and still be eligible? If it needs to be a current non-profit, can the credentials of a partner as a non-profit qualify the team until status is secured?
Answer: The non-profit at time of application would need to submit documentation that that they have applied for non-profit status and at the time of contracting would need to have obtained non-profit status.

Question: Can the "start-up" budget be used to build the required infrastructure qualifications? Are there any specific limitations to these start-up costs?
Answer: DPH anticipates that any start up contract will be in place for a maximum of three months. Any start-up costs associated with this procurement contract must be negotiated to the satisfaction of DPH. DPH may, as a result of this procurement, issue a cost reimbursement contract and/or authorize a Capital Budget if deemed necessary by DPH for contract start-up. Requests for start-up costs will be reviewed and considered on an individual basis.
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