

Submission of Information for OIFSP Project:

LSF Health Systems is seeking subrecipient collaborators to be partners in our Apprenticeship Program for Certified Recovery Peer Support Specialist

- **Targeted Providers:**
 - Providers in Circuit 4 (Nassau, Duval and Clay Counties) who support the enhancement of Peer Support Specialists by career opportunities on a variety of teams, professional development by access to trainings, and the availability of clinical and non-clinical staff to provide mentorship and oversight.
- **Contract Overview:**
 - October 1, 2023-August 31, 2024, in the amount of \$30,000 for one year. Funding is split at a 50/50 ratio between administrative (Supervisors, Managers, Directors or other leadership personnel that will provide supervision to students) costs and participant (Peer Support Specialists) costs. Administrative costs may be used to support salary increases, support time allocated to administrative duties, travel, equipment, etc. Participant costs may be used to support peer support specialists duties except for peer salaries. This includes computers, cell phones, office equipment, peer interactive activities/tools, etc.
- **Project Goals**
 - Increase the number of trained and certified behavioral healthcare paraprofessionals in medically underserved areas to support opioid impacted children and families and provide students enrolled in this program with hands-on learning and on the job training consistent with the didactic and experiential learning requirements of the Certified Recovery Peer Specialist (CRPS) and/or the Certified Recovery Support Specialist (CRSS) certificates.
- **Minimum Contractual Requirements**
 - Assign qualified supervisor as defined by the CRSS and CRPS supervision requirements to monitor the experiential learning opportunity.
 - Assure the student is supervised at the experiential learning site.
 - Collect data in an agreed-upon format to demonstrate success in the deliverables.
 - Submit billing and program data monthly in the manner determined by LSF, no later than the 8th of the month for the previous month's data.
 - Benefits of Apprenticeship
 - a. Provides hands-on training
 - b. Gain workers with customized skills

- c. Provides targeted support for one-to-one learning
- d. Apprenticeships are good for business
- e. Increases retention and job satisfaction
- f. Provide a positive return on investment
- g. <https://www.employmentfirstfl.org/agencies/apprenticeships-benefit-both-employers-and-job-seekers-in-florida/#:~:text=Apprenticeships%20provide%20an%20opportunity%20for,areas%20according%20to%20employer%20standards.>

- Who is an Apprentice?
 - Apprentice – means a person at least sixteen (16) years of age and who has entered into an Apprenticeship Agreement with a registered Apprenticeship Program Sponsor and who is engaged in learning an occupation through actual work experience under the supervision of Journeyworkers. 6A-23.002(2) FAC
- What is an Apprenticeship Agreement?
 - Apprenticeship Agreement – means a written agreement between an Apprentice and a Participating Employer or an Apprenticeship Committee acting as agent for the Participating Employer(s), which contains the terms and conditions of the employment and training of the Apprentice. 6A-23.002(3) FAC
- Join us for an informational session! Hear from current participating providers, peers who've completed the program, and ask questions.
 - **Wednesday, September 13th at 1pm via Zoom**
 - <https://lsfnet-org.zoom.us/j/88326061533?pwd=T0V5c2VMS0lYOEpWVmFwY2ZwTU9UQT09>
- **Proposal Submission Deadline:**
 - **September 15, 2023**
- Thank you to our current Participating Employers:
 - Starting Point Behavioral Healthcare, Nassau Co.
 - Clay Behavioral Health Center, Clay Co.
 - Inspire to Rise, Inc., Duval Co.

To Submit a Proposal:

- **Response Content and Organization**
 - The response to this solicitation must be organized in the following format and must contain, as a minimum, all listed items in the sequence indicated. Formatting is 1 inch margins, using size 11.5 font, 1.15 spaced, on 8 ½ by 11 paper and printed on one side only.
- Title Page;
- Table of Contents;
- Collaboration, Engagement and Outcomes
- Proposed Budget with Narrative Description; and
- References.

The following is a list of required content:

A. Title Page

Agency's response must include a coversheet or title page detailing the agency name, Procurement Manager Name and contact information along with a title page addressed to the contact indicated in Section 2 of this solicitation.

B. Table of Contents

The table of contents must contain a list of all sections of the response and the corresponding page numbers. Alternatively, submissions may contain tabs as an index to the contents contained therein.

C. Narrative Program Description

The response to the solicitation should address the need and purposed outlined herein with an overview of how the agency intends to meet same. The agency must provide a thorough description of objectives and services to be provided under the project.

Agencies must provide a detailed description of staffing in their responses. The minimum requirements for this section are: A description of the staff that will be employed or contracted by the provider and their qualifications such as education, years of work experience, role and management responsibilities, licenses, certificates, and any relevant technical courses or training.

Identify the number of unduplicated consumers that the team anticipates serving under the project. Describe any community partnerships in place to support the project. If any matching funds or collaborative funding sources are available for this project, provide details on said availability.

D. Budget and Budget Narrative

Agencies will include a proposed budget, accompanied by a detailed budget narrative. The budget shall be completed using the templates in Appendix A. The budget narrative must

explain and demonstrate that each entry on the line-item budget sheet is allowable, reasonable and necessary.

E. References

Each proposal should contain three references who can be contacted to obtain a recommendation concerning the provider's performance in providing services similar to those required by this project. Agencies may submit letters of support in lieu of simply listing a reference.

I. How to Submit a Proposal

This section describes how to correctly submit a proposal for this solicitation. Failure to submit all information requested or failure to follow instructions may result in the proposal being considered non-responsive and therefore rejected. Please follow the instructions carefully.

1. Proposals must be delivered, sealed, clearly marked "Solicitation, Forensic Community Diversion Beds," and delivered by the deadline indicated in the Schedule of Events and Deadlines.
2. Pages should be numbered, have 1 inch margins, using size 11.5 font, 1.15 spaced, on 8 ½ by 11 paper and printed on one side only. Double-sided proposals will not be accepted. Applicants are encouraged to use economy in preparing submissions and present information in the most succinct manner possible.
3. Do not include spiral or bound materials or pamphlets. All attachments or exhibits must be letter sized, and if reduced to letter sized, must be readable. Ink and paper colors must not prevent the entire proposal from being photocopied.
4. Each proposal should be unbound, collated, and include a table of contents with each section clearly labeled with the appropriate heading.
5. An original and two copies of the proposal and supporting materials are required. An electronic version of the proposal should be submitted on a USB Thumb Drive. The original must be marked "original" and must contain an original signature of an official of the agency who is authorized to bind the agency to its proposal.

II. Proposer Questions or Inquiries

- Questions related to this solicitation must be received in writing by the contact person listed in Section 2, II, and in accordance with the Schedule of Events and Deadlines. Questions must be sent via e-mail. Responses to questions will also be published in accordance with the Schedule of Events and Deadlines. Inquiries shall not be made via telephone. No inquiry shall be made to any other personnel from either LSF Health Systems or the Department of Children and Families with regard to this solicitation.

PROPOSAL SCHEDULE OF EVENTS AND DEADLINES

ACTIVITY/EVENT	DATE	METHOD
Solicitation published	9/5/2023	LSF Health Systems Website
Written questions due	9/8/2023	Submit to: Stephanie Mooneyham Grant Performance and Impact Manager stephanie.mooneyham@lsfnet.org
Responses to written questions	9/12/2023	Posted on LSF Health Systems Website
Information Zoom Session	9/13/2023 at 1pm	Via Zoom
Sealed solicitation responses due	9/15/2023 at 5pm	Submit to: Stephanie Mooneyham Grant Performance and Impact Manager stephanie.mooneyham@lsfnet.org
Mandatory criteria evaluation and proposal scoring begins	9/18/2023	LSF Health Systems
Posting of award recipient(s)	9/20/2023	LSF Health Systems Website
Start contractual negotiations	9/21/2023 – 9/29/2023	
Anticipated Contract start date	10/1/2023	

Template Recommendation for Collaboration, Engagement and Outcomes

<p>1. Describe your program or departments that provide peer support specialists.</p>
<p>2. Please briefly describe the counties and populations served that will be impacted by this request.</p>
<p>3. A journeyworker is considered a CRPS that has held the certification for a minimum of 12-months. How many “Journeyworkers” do you have on staff that will provide the apprentice mentorship?</p>
<p>4. How many peers do you currently have on staff that are certified through the Florida Certification Board as a CRPS (<i>include endorsement Adult, Family, Youth, Veteran designations</i>)?</p>
<p>5. It is required that there is at least one supervisor to support this program. How many supervisors, managers, directors or other leadership will provide the supervision for apprentices.</p>
<p>6. How many current openings you need filled and how many you project to have available within the next 6-12 months due to program growth.</p>