

The County of Franklin, Pennsylvania



Requests for Proposals (RFP) for *Franklin County Improving Justice Initiative – CRS Co-Responder Expansion*

PART I: GENERAL INFORMATION FOR AGENCIES

PART II: INFORMATION REQUESTED FROM AGENCIES

PART III: CONTRACTOR RESPONSIBILITIES

PART I: GENERAL INFORMATION FOR AGENCIES

1. **PURPOSE:** The purpose of this grant is to expand Franklin County’s existing Crisis Intervention Team (CIT) Co-Responder Program by embedding two full-time Certified Recovery Specialists (CRS) into the current multi-jurisdictional model. These peer professionals will work alongside mental health co responders, law enforcement, courts, probation, and behavioral-health agencies to respond to individuals experiencing substance use or co-occurring crises. CRSs will provide real-time peer engagement, deflection from arrest, linkage to treatment and recovery housing, and ongoing follow-up to ensure continuity of care and reduce repeat crisis contacts. This expansion builds upon Franklin County’s proven Co-Responder infrastructure, transforming immediate crisis response into a sustained recovery pathway and promoting a trauma-informed, recovery-oriented public safety system.

2. **ISSUING OFFICE:** The issuing office for this Request for Proposals (RFP) is Franklin County Grants Department.

3. **OBJECTIVE:** The County of Franklin, PA, referred to as RFP Solicitor or County, is requesting proposals from agencies, referred to as Contractors, capable of providing an added layer of peer-based recovery support to reduce justice involvement, increase engagement in treatment, and strengthen recovery outcomes for individuals with substance use and co-occurring needs. This initiative directly supports the Pennsylvania Commission on Crime and Delinquency’s (PCCD) statewide priority to strengthen deflection, diversion, and recovery-oriented responses for individuals with substance use disorders.

4. **PROPOSALS:** The proposer is asked to submit a complete response to this RFP using the format provided in Part II. Each proposal page should be numbered for ease of reference. For this RFP, the proposal information must remain valid for ninety (90) days after the submission date.

5. **RFP CONTENTS:** From the issue date of the RFP until the selection by the Issuing Office of a proposal, the Issuing Office is the sole point of contact concerning the RFP Violation of this paragraph shall be deemed grounds for disqualification.

6. **RFP CLARIFICATION:** Questions concerning the RFP should be directed via email to Melodie Hoff, grants@franklincountypa.gov. All inquiries should be made in writing no later than Wednesday, April 1, 2026; the County has no obligation to answer inquiries received later than 3 days prior to the deadline. Answers to Potential Contractor questions will be answered no later than Monday, April 6, 2026.

CALENDAR OF EVENTS

The County will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to Melodie Hoff, grants@franklincountypa.gov	Potential Contractors	April 1, 2026
Answers to Potential Contractor questions posted to https://www.franklincountypa.gov/county-grant-opportunities/ no later than this date.	RFP Solicitor	April 6, 2026
Please monitor the project web site for all communications regarding this RFP.	Potential Contractors	Ongoing
Potential Contractor proposals must be received by the Point of Contact, Melodie Hoff, grants@franklincountypa.gov no later than 4:00 p.m.	Potential Contractors	April 8, 2026 by 4:00 p.m.
Award(s) announced	RFP Solicitor	April 15, 2026

7. **RESPONSE DATE:** Proposals are due on or before **Wednesday, April 8, 2026, at 4:00 p.m.** All proposals shall

be e-mailed to Melodie Hoff, grants@franklincountypa.gov

8. **SELECTION CRITERIA:** Proposals will be evaluated based on completeness, ability to meet criteria as set forth in this RFP, experience and fiscal solvency. The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received in response to the RFP, or to re-advertise for new proposals. The

County reserves the right to waive any irregularities and/or deviations in proposal responses.

9. **INCURRING COSTS:** Franklin County is not liable for any cost incurred by the proposer to prepare this document.

10. **DISCLOSURE OF PROPOSAL CONTENTS:** All other materials submitted become the property of Franklin County and may be returned only at the County's option. Proposals submitted to the County may be reviewed and evaluated by any person at the discretion of the County. Any RFP information that is incorporated into a contract for services is available for review by any interested party. After issuance of a contract or purchase order pursuant to this RFP, all proposal submissions may be subject to disclosure pursuant to Pennsylvania Right to Know Law.

11. **AGREEMENT FOR SERVICES:** Successful proposer will be required to enter into an agreement of services incorporating RFP information and County requirements. The agreement shall be in a form and manner acceptable to the RFP Solicitor and is a condition precedent to the performance of the services by successful proposer. No work shall commence under this Proposal until certificates of insurance required are provided to the County, as set forth in the Agreement of Services.

12. **INDEPENDENT CONTRACTOR:** The relationship between Franklin County and Contractor providing the herein services is that of an independent contractor and contracting agency. Nothing herein contained shall be construed to give the Contractor and/or group facilitator any interest as an employee, joint venturer or partner of, or with, the County.

13. **NEWS RELEASES:** News releases pertaining to this project will not be made without prior Franklin County approval, and then only in coordination with the Issuing Office.

14. **NO ASSIGNMENT ALLOWED:** Unless specifically noted in this RFP, Proposer must provide all services to complete the identified work.

15. **ACCOUNTABILITY:** Proposer will be accountable to Franklin County for contract outcomes. Franklin County will monitor satisfaction with services provided by Proposer.

The performance of this contract shall be in accordance with all Federal, State and local laws as may be applicable. Any contract between the County of Franklin and the organization shall be subject to the rules and regulations of any agencies where funding is being requested.

The contract between the County and the selected consulting firm will include the following non-negotiable contract provisions:

1. Indemnification of the County.
2. Non-Indemnification of the Contractor.
3. Forum Selection (Franklin County, PA Court of Common Pleas).
4. Choice of law (Commonwealth of Pennsylvania)
5. Prevailing party attorneys' fees.
6. Termination for convenience/termination for cause by the County.
7. County ownership of the instruments of service/deliverables.
8. Work-for-Hire Transfer of Copyrights/Intellectual Property.
9. All data is the property of the County of Franklin. The contract must include express provisions guaranteeing County ownership of all data and guaranteeing that the data may be accessed post-contract using non-proprietary means. No mining, analytics, or duplication is allowed without the County's express written permission.
10. Data security, confidentiality, and use of County data and information.
11. Nondiscrimination.

12. Suspension and debarment.
13. Release of liability in favor of the County.
14. Non-release of liability of the contractor.
15. Insurance coverage and County status as additional insured as set forth in Section 7.02.
16. Terms of payment and invoicing, including 45-day payment period.
17. Any and all federal and state provisions required as a result of being a sub-recipient of grant funding.

The County reserves the right to request additional contract provisions it deems necessary as needed to protect the best interest of the County.

18. INSURANCE REQUIREMENTS

Prior to and during the performance of any services covered by this RFP, proposer shall provide the County, upon execution of an agreement, in a form and manner reasonably acceptable to the County Solicitor or Risk Manager, a certificate of insurance as evidence that it has obtained and maintains in full force and effect during the Provide evidence of General Liability, Auto Liability, Employers Liability, Umbrella Liability and Professional Liability insurances (if such exposure exists), and Workers' Compensation insurance to the extent necessary under applicable law, at the minimum amounts determined by the County as set forth in the Agreement:

1. General Liability insurance covering liability for death and bodily injury and liabilities for loss of or damage to property with a combined single limit of not less than One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate;
2. Worker's Compensation and Employer's Liability insurance as required by the laws of the Commonwealth of Pennsylvania;
3. Employee Dishonesty coverage at a minimum limit of \$25,000.00;
4. Professional Liability insurance of not less than One Million Dollars (\$1,000,000.00) per occurrence.

Franklin County shall be endorsed as additional insured on the General Liability Insurance for services and activities provided by the vendor under this agreement. Proposer shall provide proof of insurance and the requirements of this section upon execution of this agreement as requested after that. Should the vendor have any changes to their current insurance coverage, they shall notify the County within 5 business days.

1. BACKGROUND:

The Franklin County Certified Recovery Specialist (CRS) Co-Responder Expansion Initiative represents the next evolution of the county's integrated justice and behavioral-health response system. Through Pennsylvania Commission on Crime and Delinquency (PCCD) funding, the Franklin/Fulton Drug and Alcohol Program (Single County Authority, or SCA) is issuing a Request for Proposals (RFP) to contract a qualified provider responsible for hiring, training, and supervising two Pennsylvania Certification Board (PCB)-credentialed Certified Recovery Specialists. These peer professionals will become essential members of the county's established CIT Program, working in close partnership with mental health co responders, law enforcement, the courts, probation, emergency services, and behavioral-health agencies to deliver real-time recovery engagement and post-crisis support. The existing Co-Responder network operates as a coordinated, countywide system, and CRS assignments will be structured flexibly to support multiple jurisdictions based on identified need and call patterns.

This initiative operationalizes best practices identified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Bureau of Justice Assistance (BJA), which both emphasize that peer-integrated co-response models significantly improve treatment engagement, reduce recidivism, and enhance recovery stability. By embedding Certified Recovery Specialists directly within law-enforcement and judicial pathways, Franklin County is transforming moment-of-crisis encounters into opportunities for lasting recovery—creating a system where deflection, not detention, becomes the norm. This initiative directly aligns with PCCD's statewide goals to expand deflection and diversion opportunities and to strengthen recovery-oriented responses for individuals impacted by substance use disorders.

GRANT REQUIREMENTS

Specific responsibilities of the selected Contractor(s) will include:

- **Immediate Engagement:** CRSs will respond in coordination with Co-Responders to law-enforcement and court-involved individuals experiencing substance use crises. Drawing from lived experience, they will provide non-clinical de-escalation, emotional support, and recovery-oriented peer connection at the point of contact.
- **Deflection and Diversion:** CRSs will facilitate immediate linkage to treatment, recovery housing, and harm-reduction resources, helping to reduce unnecessary arrests, jail admissions, and emergency department utilization.
- **Follow-Up and Case Navigation:** Following crisis resolution, CRSs will maintain ongoing contact with individuals, assist with scheduling and transportation to treatment, recovery housing, or community resource centers, and ensure continuity of care through coordination with SCA case management, treatment providers, and recovery supports.
- **Early Identification:** In partnership with school Student Assistance Program (SAP) liaisons and the Healthy Community Partnership of Franklin County, CRSs will support early intervention for youth demonstrating risk factors for substance use or family-related stress, expanding prevention and connection at Sequential Intercept 0.
- **System Coordination:** CRSs will participate in Crisis Intervention Team (CIT) trainings, multidisciplinary case reviews, and community partner meetings to enhance inter-agency communication, reduce duplication, and strengthen shared accountability for outcomes. CRSs will collect and report required program data in coordination with the County's designated CIT Coordinator.

Funds are provided on a reimbursable basis. Proposers must certify that they are able to manage the program funds on a reimbursement basis with no lapse in program activities. Payment of expenses will be made within 45 days of submission of a complete invoice and supporting back-up documentation. No more than one invoice may be submitted per month per type of group. The County reserves the right to withhold payments for costs determined not eligible for reimbursement under these guidelines.

Funds for this project will be 18 months from January 1, 2026, through June 30, 2027, through the Pennsylvania Commission on Crime and Delinquency (PCCD). Funding is contingent upon program outcomes and funding availability. Quarterly reports detailing the expenditure of funds, and the resultant outcomes as outlined in Section IV of the Project Narrative, will be due no later than 15 days after each quarter ends.

See Also – PART III.

RESPONSE REQUIREMENTS

To apply, please submit one (1) electronic copy of the completed application by 4:00 p.m., Wednesday, April 8, 2026, to Melodie Hoff, grants@franklincountypa.gov. The application is to include all items described in Section II in the order presented in this RFP followed by the list of documents below in the order listed. Please scan all documents into one PDF file instead of sending multiple attachments and label the PDF file with your organization name.

Attachments: Please attach the following items to this application:

- Organizational Structure, including Board of Directors (with officers noted), if applicable
- IRS Determination Letter Showing 501(c)(3) Status (for tax-exempt agencies)
- Most Recent Audit (if no audit, must provide an annual Financial Statement and explanation for why a recent audit is unavailable)
- FY 2024 and FY 2025 Organizational Budgets
- Resume and certifications of any existing staff who will be working to fulfill the requirements of this contract, if awarded (if applicable)

PROVIDER SELECTION

1. A selection panel comprised of Franklin County staff members will determine the selected Contractor(s) of this RFP to meet the needs of this project. The award will be announced April 15, 2026, and funding is anticipated to begin as soon as agreements are signed and finalized.

PART II: INFORMATION REQUESTED FROM AGENCIES

Name of Organization: _____

Address, City, State, Zip: _____

Authorized Contact Person: _____ Federal ID Number: _____

Title: _____ Phone Number: _____

E-mail Address: _____

Has your organization received a 501(c)(3) designation from the IRS? Yes No

If yes, have you attached an IRS determination letter showing your 501(c)(3) status? Yes No

Does your funding request benefit Franklin County citizens? Yes No

Have you attached your organizational structure, including Board of Directors? Yes No

Have you attached the most recent audit or financial statements for your agency? Yes No

Have you attached your FY2024 and FY2025 budgets? Yes No

I certify that all the information contained in this application is true and accurate. I understand that material omission or false information contained in this application constitutes grounds for disqualification for the Contractor(s) and this application. I further understand that by submitting an application, I, as an authorized representative of the organization, am accepting the terms and conditions as approved by Franklin County.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted, as well as supporting documentation, may be considered public documents. As such, all applications and supporting documents may be viewable and obtained by the public under provisions of PA laws.

Authorized Representative

Signature: _____

Name (Please Print): _____ Date: _____

Title: _____

PROJECT NARRATIVE

Please number your responses for each corresponding question.

I. Background & Qualifications (two pages maximum; 10 points maximum)

- 1) Please provide the name, title, and contact information of an individual authorized to represent your organization in discussing the proposed project.
- 2) Provide a brief background of your organization or agency and experience working with law enforcement, co-responder programs, crisis response systems, or justice-involved populations.
- 3) Describe the key personnel and resources that would be used to implement this project.

II. Project Description (three pages maximum; 30 points maximum)

Please review the contractor responsibilities (PART III) and describe how you would propose to meet the expectations outlined.

III. Budget Narrative (two pages maximum; 20 points maximum)

Please provide a narrative budget justification for each cost per line item on the budget summary worksheet. The narrative must specify how each cost is directly related and/or necessary for the proposed project. The worksheet which follows is where you should provide a succinct overview of project costs.

The budget line items below reflect the maximum allowable amounts under this grant. Proposals must align with these categories and may not exceed the listed totals. Expenses as itemized in the grant include:

Certified Recovery Specialists: Year 1, \$109,500.00; Year 2, \$109,500. Total for two CRS's \$219,000.00.

Travel: Year 1, \$3,459, Year 2; \$3,459. Total \$6,918.00

Supplies & Operating Expenses: Total \$3,000.

If proposers anticipate reallocating costs within the approved budget categories to successfully implement the program, please provide a detailed budget narrative explaining the proposed distribution of funds.

Budget Summary Worksheet

If proposers anticipate reallocating costs within the approved budget categories to successfully implement the program, please provide a detailed budget narrative explaining the proposed distribution of funds. Personnel costs must include the number of estimated hours and hourly rate. Use additional budget lines if needed.

Project Title: _____

Budget breakdown:

Budget Category	Description	Total Project Cost
		\$
		\$
		\$
		\$
Total Budget		\$

Primary administrative office location (if applicable):

Name and signature of authorized individual submitting costs:

Name: _____

Title: _____

Signature: _____

Date: _____

Sub-recipient Questionnaire

1. Has your agency contracted with Franklin County before? If so, list all contracts held within the last 5 years.
Yes_____ No_____ N/A_____
Comments_____
2. Is the program area new for your agency (less than three years)? Yes_ No___N/A____
Comments_____
3. Describe any staff turnover or agency reorganization within the last 3 years.
Comments_____
4. Are the staff assigned to the program new to your agency (worked for the agency for less than two years)?
Yes_____ No_____ N/A_____
Comments_____
5. Has your agency had a lawsuit filed against them within the last 10 years? If yes, please explain.
Yes_____ No_____ N/A_____
Comments_____
6. Has your agency been suspended or debarred, currently or in the past 10 years?
Yes_____ No_____ N/A_____
Comments_____
7. Within the last 5 years, have any of your agency's staff been jailed, convicted of a felony or currently under criminal investigation?
Yes_____ No_____ N/A_____
Comments_____
8. Does your agency have experience with a financial management system to track and record program expenditures? (QuickBooks, visual bookkeepers, Socrates Media, Peachtree or a custom system)
Yes_____ No_____ N/A_____
Comments_____
9. If funded, what percentage of overall funding for your agency would the grant represent?
Comments_____
10. Describe the oversight in monetary decisions by the board of directors and senior management (frequency, timeliness, and nature of financial reporting):
Comments_____

PART III

Contractor Responsibilities:

The contracted provider agency will implement a transparent, competitive hiring process to recruit two full-time Certified Recovery Specialists (CRS) with demonstrated experience in peer recovery, lived experience in sustained recovery, and strong knowledge of local service systems. Candidates will meet all Pennsylvania Certification Board (PCB) requirements, undergo comprehensive background and credential checks, and complete onboarding consistent with Franklin County's Human Services and partner-agency standards.

The provider agency will establish a supervision and quality-assurance framework ensuring adherence to peer ethics, confidentiality (42 CFR Part 2 and HIPAA), and data-collection protocols. Monthly case review meetings with the SCA and MH/IDD/EI will reinforce consistency, accountability, and outcome monitoring.

Required Knowledge and Skills:

- These peer professionals will become essential members of the county's established Co-Responder network, working in close partnership with law enforcement, the courts, probation, emergency services, and behavioral-health agencies to deliver real-time recovery engagement and post-crisis support.

Program activities will include:

- Immediate Engagement: CRSs will respond in coordination with Co-Responders to law-enforcement and court-involved individuals experiencing substance use crises. Drawing from lived experience, they will provide non-clinical de-escalation, emotional support, and recovery-oriented peer connection at the point of contact.
- Deflection and Diversion: CRSs will facilitate immediate linkage to treatment, recovery housing, and harm-reduction resources, helping to reduce unnecessary arrests, jail admissions, and emergency department utilization.
- Follow-Up and Case Navigation: Following crisis resolution, CRSs will maintain ongoing contact with individuals, assist with scheduling and transportation to treatment, recovery housing, or community resource centers, and ensure continuity of care through coordination with SCA case management, treatment providers, and recovery supports.
- Early Identification: In partnership with school Student Assistance Program (SAP) liaisons and the Healthy Community Partnership of Franklin County, CRSs will support early intervention for youth demonstrating risk factors for substance use or family-related stress, expanding prevention and connection at Sequential Intercept 0.
- System Coordination: CRSs will participate in Crisis Intervention Team (CIT) trainings, multidisciplinary case reviews, and community partner meetings to enhance inter-agency communication, reduce duplication, and strengthen shared accountability for outcomes.

PART II: CONTRACTOR RESPONSIBILITIES

A. Staffing and Hiring Requirements

The contracted provider agency shall implement a transparent and competitive hiring process to recruit two full-time Certified Recovery Specialists (CRS). CRSs must meet all Pennsylvania Certification Board (PCB) requirements, demonstrate lived experience in sustained recovery, and possess knowledge of local service systems. All candidates shall undergo required background and credential checks and complete onboarding consistent with Franklin County Human Services and partner-agency standards.

B. Supervision, Ethics, and Confidentiality

The provider agency shall maintain appropriate supervision and quality-assurance practices to ensure adherence to peer ethics, confidentiality requirements under 42 CFR Part 2 and HIPAA, and County data-collection protocols. The provider shall participate in regular coordination meetings with the Franklin/Fulton Drug and Alcohol Program (SCA) and MH/IDD/EI to support consistency, accountability, and outcome monitoring.

C. Required Program Activities

The contracted provider shall ensure CRS staff perform the following activities:

- **Immediate Engagement:** CRSs shall respond in coordination with Co-Responders to law-enforcement and court-involved individuals experiencing substance use crises, providing non-clinical de-escalation, emotional support, and recovery-oriented peer engagement at the point of contact.
- **Deflection and Diversion:** CRSs shall facilitate timely linkage to treatment, recovery housing, and harm-reduction resources to reduce unnecessary arrests, jail admissions, and emergency department utilization.
- **Follow-Up and Case Navigation:** Following crisis resolution, CRSs shall maintain ongoing contact with individuals, assist with scheduling and transportation to services, and support continuity of care through coordination with SCA case management, treatment providers, and recovery supports.
- **Early Identification:** In partnership with Student Assistance Program (SAP) liaisons and the Healthy Community Partnership of Franklin County, CRSs shall support early intervention for youth demonstrating substance-use risk factors or family-related stress.
- **System Coordination:** CRSs shall participate in Crisis Intervention Team (CIT) trainings, multidisciplinary case reviews, and community partner meetings to strengthen inter-agency communication and coordinated response efforts.

D. Data Collection and Reporting

The provider shall ensure CRS staff collect and report required program data in accordance with County-defined procedures and in coordination with the designated County point of contact.