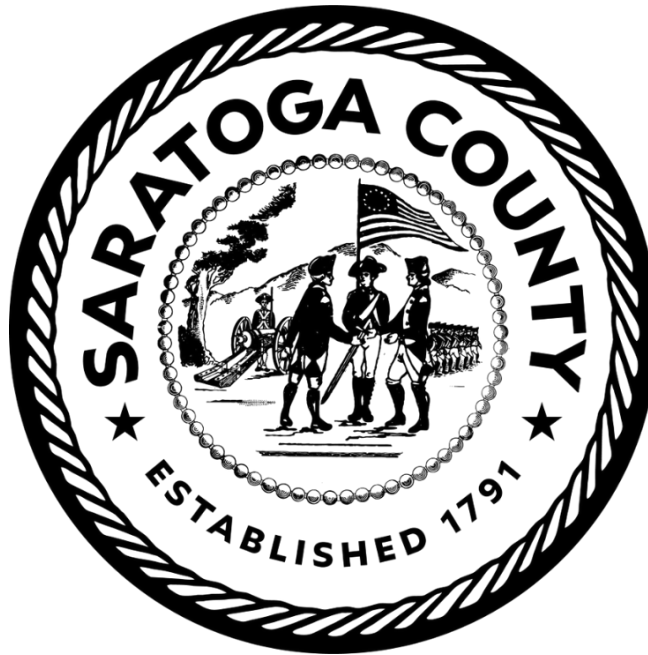


COUNTY OF SARATOGA
REQUEST FOR PROPOSAL
CERTIFIED RECOVERY PEER ADVOCATE

26-RFP-MHCRPA-1



Received until 5:00 pm, October 9, 2026

Saratoga County Department of Central Services
John T. Warmt, Director of Purchasing
50 West High Street Ballston Spa, New York 12020

**CERTIFIED PEER RECOVERY ADVOCATE
REQUEST FOR PROPOSAL
26-MHCPRA-1**

The County of Saratoga, hereafter referred to as the “County”, through its Department of Central Services, Purchasing Division, is requesting proposals from qualified organizations to provide school-based Certified Peer Recovery Advocate (CRPA) services to students and families within participating Saratoga County school districts.

Proposals, one (1) clearly marked original (should include original signatures) and one (1) electronic copy on USB drive, PDF format preferred, will be accepted until 5:00 pm, Friday, October 9, 2026 at the Saratoga County Department of Central Services, 50 West High Street, Ballston Spa, New York 12020. All questions regarding this Request for Proposal (RFP) should be directed to John Warmt, Director of Purchasing, at (518) 885-2210 or email jwarmt@saratogacountyny.gov.

PURPOSE

The purpose of the program is to provide accessible, peer-based support to students who may be experiencing substance use, recovery, or related challenges; connect students and families with appropriate community resources; and strengthen coordination between schools, families, and available behavioral health and recovery services.

GOALS

The primary goals of this project are to:

1. Increase access to early, peer-based support for students experiencing substance use, recovery, behavioral health, or related challenges.
2. Improve connections to appropriate services and supports by providing timely referral, linkage, navigation, and follow-up for students and families.
3. Promote recovery-oriented and supportive school environments through peer education, consultation, and increased awareness of available community resources.

SCOPE OF WORK

The selected provider will employ two Certified Peer Recovery Advocates (CRPAs) who will work collaboratively with participating school districts and community partners.

Services will include, but are not limited to:

- Providing peer-based support, education, and recovery-oriented assistance to students and families;
- Helping students and families identify needs and navigate available behavioral health, substance use, and recovery resources;
- Providing linkage and referral to appropriate community-based services and supports;
- Assisting with connections to treatment, recovery support, family support, and other community resources;

- Following up with students and families, as appropriate, to support successful connections to referred services;
- Working collaboratively with school personnel and community providers to facilitate appropriate referrals and coordination of services;
- Providing consultation and resource information to school personnel regarding available recovery and behavioral health supports; and
- Participating in meetings and other activities necessary to coordinate services with participating school districts.

Referrals may originate from students or families, school personnel, school resource officers, community providers, or other appropriate community partners. The program should be accessible to students regardless of the source of the referral.

The provider must have an appropriately qualified peer supervisor who will provide regular supervision, consultation, and support to the CRPAs. The proposal should describe the supervisor's qualifications, anticipated level of involvement, and approach to supporting the CRPAs in their work with students, families, schools, and community partners.

The selected provider will work with participating school districts to establish a process for referrals, communication, and coordination of services. The provider should describe its proposed approach to working within school settings while maintaining appropriate confidentiality, professional boundaries, and compliance with applicable laws and regulations.

APPLICANT ELIGIBILITY

Eligibility for this RFP is limited to organizations that are either 1) a non-profit agency, or 2) licensed or certified by the New York State Office of Mental Health or New York State Office of Addiction Services and Supports.

Applicants shall demonstrate:

- Experience providing peer recovery or related support services to youth, families, or individuals experiencing substance use or behavioral health challenges;
- Experience providing qualified peer supervision for program staff; and
- The organizational capacity to recruit, retain, supervise, and support CRPA staff.

Organizations not currently operating within Saratoga County must demonstrate their ability to establish operations and fulfill all contractual requirements prior to contract execution.

COMPENSATION

Funding for this project is provided through the Opioid Regional Abatement Funding designated for prevention-related initiatives.

TERM

The County intends to award one contract for a term of three (3) years commencing on 11/1/2026 or as soon as reasonably possible and ending on or about 12/31/29.

PROPOSAL REVIEW:

The County will review proposals based on the following:

1. Cost Proposal - 50 Points
2. Understanding the scope of the project - 20 points
3. Experience - 20 points
4. Creativity and approach - 10 points

VENDOR INFORMATION
FOR THE COUNTY OF SARATOGA

Please complete the following information which is necessary in order for Saratoga County to track vendor applicant information and the County's purchasing process.

Business Name _____

Address _____

Business Type (Sole Proprietorship, Corporation, LLC, etc.) _____

Is your business a Disadvantaged Business Enterprise (DBE)? Yes ☐ No ☐

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes ☐ No ☐

Does your business have a small business status? Yes ☐ No ☐

Any other business status, please provide information: _____

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the County before? Yes ☐ No ☐

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : _____

How did you discover this Bid opportunity? _____

Do you use the Empire State Municipal Purchasing Group Website (BidNet)? Yes ☐ No ☐

If Yes, do you find it useful (explain) or if No, why? _____

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.

Thank you.

INDEMNITY AND INSURANCE AGREEMENT

IT IS HEREBY AGREED by _____, the PROFESSIONAL, as follows:

INSURANCE **PROFESSIONAL'S LIABILITY INSURANCE**

The Professional shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the Professional's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Professional may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Professional, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work. The County must be named and included as an additional insured under the Professional's general liability insurance. Proof that the County has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the Saratoga County Attorney

The Professional's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Professional's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Professional shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Professional's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Professional's obligation to indemnify the COUNTY.

Attorney's Approval

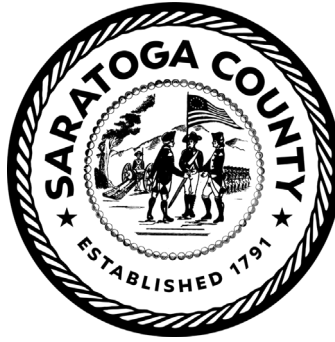
All documents submitted shall be subject to the approval of the Saratoga County Attorney as to form and content.

HOLD HARMLESS

The Professional shall, to the fullest extent permitted by law, at all times indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Professional, any person employed by the Professional, or anyone for whom the Professional is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the COUNTY.

IN WITNESS WHEREOF, the PROFESSIONAL has set its hand this ____ day of _____, _____.

SIGNATURE _____
NAME & TITLE _____



**STATEMENT OF REQUIRED
DISCLOSURES, REPRESENTATIONS AND CERTIFICATIONS**

Note: ALL Sections on the following pages must be completed and this Statement must be SIGNED (see Instructions to Bidders for Electronic Signature Requirement)

Name of the Reporting Entity:

Address: _____

Remit to Address if different from above:

FID No.: _____

Name of Individual Completing this form: _____

Title/Position: _____

Telephone Number: (_____) _____

Fax Number: _____

EMAIL address: _____

EMAIL address (for Purchase Orders to be emailed, this is mandatory):

SIGNATORY FIRST & LAST NAME: _____

SIGNATORY TITLE: _____

Disclosure Requirements under New York State Finance Law

Sections 139-j and 139-k

1. Background:

In compliance with New York State Finance Law Sections 139-j and 139-k, any individual or entity applying for this procurement must submit certain disclosures concerning its compliance with the state's procurement lobbying rules.

2. Disclosure of Prior Findings of Non-Responsibility:

The Offeror must disclose whether it has been found non-responsible within the last four years by any governmental entity for:

- Engaging in impermissible contacts under Section 139-j of the State Finance Law, or
- Knowingly and willfully providing false or incomplete information in required disclosures.

3. Required Documentation:

The Offeror is required to submit a signed disclosure form, detailing any such findings of non-responsibility, including the nature of the violation and the entity that made the finding.

If the Offeror has not been found non-responsible, it must certify that no such findings have occurred within the past four years.

4. Consequences of Non-Compliance:

Failure to disclose accurate and complete information as required by Sections 139-j and 139-k could result in a determination of non-responsibility, leading to rejection of the proposal or termination of any awarded contract.

INITIAL: _____

Disclosure of Prior Non-Responsibility Determinations Form
Pursuant to New York State Finance Law
Sections 139-j and 139-k

Name of Proposer: _____

Address: _____

RFP/Contract Title: _____

1. Has any governmental entity made a Finding of Non-Responsibility regarding the Proposer in the last four years?

☐ Yes

☐ No

2. If yes, please provide the following details for each Finding of Non-Responsibility:

Governmental Entity: _____

Year of Finding: _____

Reason for Finding of Non-Responsibility (e.g., impermissible contacts or provision of false or incomplete information):

3. Was the Finding of Non-Responsibility due to a violation of State Finance Law Section 139-j?

☐ Yes

☐ No

4. Was the Finding of Non-Responsibility due to the intentional provision of false or incomplete information?

☐ Yes

☐ No

5. If you answered "Yes" to any of the above questions, please provide an explanation of the circumstances and any steps taken to address the situation:

Section A. AFFIDAVIT OF NON-COLLUSION

(This form must be included with bid package and initialed)

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s), nor the amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

The person signing this bid, under the penalties of perjury, affirms the truth thereof.

INITIAL:

Section B. COMPLIANCE WITH IRAN DIVESTMENT ACT

Pursuant to General Municipal Law §103-g, which generally prohibits the County of Saratoga from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

BIDDER'S CERTIFICATION

- ☐ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
- ☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

INITIAL:

Section C. COMPLIANCE FOR THE PREVENTION OF SEXUAL HARASSMENT

Pursuant to State Finance Law §139-l of the State of New York, effective January 1, 2019, where competitive bidding is required for certain public contracts, every bid must contain the following statement affirming that the bidder has implemented a written policy addressing sexual harassment prevention and that the bidder provides annual sexual harassment prevention training, which statement must be signed by the bidder and affirmed by such bidder under the penalty of perjury:

[Please Check One]

BIDDER'S CERTIFICATION

- ☐ By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the labor law.
- ☐ I am unable to certify that I, or my employer, have implemented a written policy addressing sexual harassment prevention in the workplace. The reason(s) why neither I nor my employer can make such certification is/are: _____

_____.

INITIAL:

Section D. TITLE VI NONDISCRIMINATION STATEMENT

The County of Saratoga, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to the advertised bid, that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The entire County of Saratoga Title VI Plan can be viewed by going to the Saratoga County website (www.saratogacountyny.gov). A Vendor Information questionnaire is included with this bid which provides an opportunity to disclose any DBE designation.

INITIAL: _____

Section E. Freedom of Information Law (FOIL) Notice

All proposals and other materials submitted in response to this Request for Proposal (RFP) are subject to disclosure under the New York State Freedom of Information Law (FOIL), Article 6 of the Public Officers Law.

Bidders who believe that specific information in their proposal constitutes trade secrets or is otherwise exempt from disclosure under FOIL must clearly mark such information as "CONFIDENTIAL" on each relevant page. Additionally, bidders must provide a written explanation that identifies the specific FOIL exemption(s) applicable and the reason(s) why the information should not be disclosed.

Please note the following:

1. Saratoga County will review all requests for confidentiality and determine whether the information will be withheld in compliance with FOIL.
2. Marking documents as "CONFIDENTIAL" does not guarantee protection from disclosure. All determinations regarding the applicability of FOIL will be made by Saratoga County.
3. When Saratoga County receives a FOIL request for materials marked as "CONFIDENTIAL," the bidder will be notified, and the bidder will have an opportunity to respond before any determination is made regarding the release of such information.
4. Any portions of the proposal that are not clearly identified as confidential will be available for release in response to a FOIL request.

By submitting a proposal, bidders acknowledge that Saratoga County may be required to disclose records in compliance with FOIL and agree not to hold the Saratoga County liable for any damages arising from such disclosure.

INITIAL: _____

Section F. Choice of Law Notice

This Request for Proposal (RFP), any resulting contract, and any disputes arising therefrom shall be governed by and construed in accordance with the laws of the State of New York, without regard to its conflict of law principles. The parties agree that any legal actions or proceedings arising from this RFP or the contract resulting from it shall be brought exclusively in the State of New York.

By submitting a proposal in response to this RFP, the bidder agrees to submit to the jurisdiction of the courts of the State of New York and to waive any claims of forum non conveniens or other objections to venue.

INITIAL: _____

Section G. Non-Binding Notice

This Request for Proposal (RFP) is issued solely for the purpose of obtaining information and proposals for evaluation by Saratoga County. The issuance of this RFP does not obligate Saratoga County to award a contract, nor does it constitute a commitment by Saratoga County to enter into a contract with any bidder.

Any costs incurred by bidders in the preparation and submission of proposals are the sole responsibility of the bidder. Saratoga County reserves the right, at its sole discretion, to accept or reject any or all proposals, to negotiate with any or all bidders, and to cancel this RFP at any time without liability.

Nothing in this RFP, or in any subsequent communications, shall be construed as creating any binding obligation or contract of any kind between Saratoga County and any bidder, unless a definitive agreement is executed and delivered by both parties.

INITIAL: _____

Section H. SIGNATURE

I hereby acknowledge and understand that by signing this form either electronically or by hand that I have read and understand the bid documents including the Instructions to Bidders, the General Terms and Conditions, the Specifications, and the Proposal Page, and that the pricing offered on the proposal pages will be held firm for the time period provided for in the bid documents.

Print Name: _____

Name of person responsible for this solicitation.

I acknowledge the receipt of _____ addendum(s)

Email Address: _____

Direct Phone Number: _____

Fax Number: _____

Date: _____

SIGNATURE: _____

NOTE: This is not a guarantee of Purchase, The County of Saratoga will issue an authorized Purchase Order after the bid has been awarded.