PURCHASING DIVISION
Joni Laming, Manager
(616) 632-7720
purchasing@kentcountymi.gov

SOLICITATION

Solicitation Type	Request for Proposal (RFP)
Solicitation Number	6775
Description	Peer Recovery Capital Coach – 17th Circuit Court
Date of Issuance	10/29/2026
Inquiries Deadline Date & Time (local)	11/16/2026, 2 PM
Due Date & Time (local)	11/18/2026, 2 PM
Pre-Submission Conference	No
Buyer Name	LaBudde

INTRODUCTION

The Kent County Purchasing Division is soliciting proposals for an Independent Contractor (IC) to work with the 17th Circuit Court Treatment and Support Court (TASC) team to provide individualized, practical, and recovery-oriented support to participants with substance use disorders (SUD) and co-occurring mental health conditions. This position focuses on building *recovery capital*—the internal and external resources necessary for participants to maintain sobriety, achieve stability, and reduce recidivism. The Peer Recovery Capital Coach (PRCC) works closely with clinical staff, probation, treatment providers, and community partners to help participants build life skills, overcome practical barriers, connect with prosocial supports, and build a recovery community.

PRCC will be an independent contractor and not a County employee. PRCC (a) has the right and fully intends to perform Services for third parties; (b) has the sole right to control and direct the means, manner, and method by which the Services will be performed; (c) has the right to perform the Services at any place or location and at such times as PRCC may determine; (d) shall not receive any training from County in the professional skills necessary to perform the Services; (e) shall not devote full time to the performance of the Services; (f) will not receive the majority of its annual compensation from County; (g) will be responsible for its own transportation, mileage, supplies, insurance (vehicle and liability, and is required to provide proof of same), and any other cost.

The term of the contract will be one year unless terminated earlier by Kent County or the awarded candidate. Total compensation shall not exceed $61,037.

COUNTY SUPPORT AND RESOURCES

Notwithstanding the independent contractor relationship established herein, Kent County may provide PRCC with reasonable administrative, logistical, and operational support necessary to facilitate the effective performance of the contracted Services. Such support may include, but is not limited to:

- Access to County facilities, meeting spaces, and work areas, as appropriate;
- Access to relevant County information, records, technology systems, and equipment, subject to applicable security and confidentiality requirements;
- Orientation regarding County policies, procedures, systems, and operational practices relevant to the contracted Services;
- Coordination and communication with County employees, departments, and other stakeholders;
- Administrative assistance, scheduling coordination, and other reasonable support related to the contracted Services.

The provision of such support shall not alter PRCC's status as an independent contractor or constitute County direction or control over the professional means, methods, or manner by which PRCC performs the Services. PRCC shall retain responsibility for independently performing the contracted Services in accordance with the terms of this Agreement.

SCOPE OF WORK

ESSENTIAL DUTIES & RESPONSIBILITIES

Participant Support & Recovery Capital Development

- Administer the Multidimension Inventory for Recovery Capital at intake, the start of phase 3, and end of phase 4.
- Provide one-on-one peer support focused on building recovery capital in the four key domains, including housing stability, employment readiness, budgeting, transportation, healthcare access, and community connection.
- Assist participants in identifying and accessing recovery-oriented resources such as peer recovery groups, Sheldon Clubhouse, peer support organizations, and sober recreation opportunities.
- Support participants in navigating community systems including benefits enrollment, scheduling medical/behavioral health appointments, and obtaining identification or documentation.
- Assist participants in developing individualized recovery capital plans that address areas if capital deficits and that align with treatment court requirements and goals.
- Facilitate Life Skills group to teach and practice basic competencies and life skills to promote growth and sustain recovery and mental health stability.

Housing & Stability Support

- Help participants secure recovery housing, emergency housing, or independent housing, based on Court goals (25% access to recovery housing; 35% access to emergency housing).
- Conduct housing check-ins and collaborate with housing providers to support participant stability.

Treatment Engagement

- Work collaboratively with participants to eliminate barriers (time management, preparing for appointments, transportation, etc. that impede attendance to assessments, treatment sessions, and MAT appointments.

- Provide peer encouragement, skill-building, and problem-solving to promote treatment adherence and reduce missed appointments.

Employment, Education & Life Skills Support

- Assist participants with employment searches, resume development, interview preparation, and workplace expectations.
- Provide support in pursuing GED, vocational training, or higher education opportunities.
- Connect participants with job training, volunteer experiences, and community-based skill-building activities.

Documentation & Data Tracking

- Maintain accurate records of coaching sessions, participant progress, group lessons and attendance and resource linkages.
- Submit weekly or monthly engagement logs as required by the Court.
- Participate in case staffing meetings and provide input on participant progress, barriers, and support needs.

Team Collaboration

- Attend multidisciplinary team meetings, case reviews, monthly evaluator check-ins, and training as required.
- Work collaboratively with the Clinical Liaison, Eligibility Screener, treatment providers, and probation officer.
- Provide peer recovery perspective to ensure services remain person-centered and trauma-informed.

QUALIFICATIONS

Required:

- High School Diploma
- Lived experience with substance abuse and mental health systems.
- Certification as a Peer Recovery Coach
- Knowledge of recovery resources, mental health resources, community services, and peer support principles.
- Knowledge of local workforce development, education resources, and social service agencies.
- Valid driver's license and reliable transportation.
- Ability to work with individuals from diverse backgrounds, including those with co-occurring disorders and complex life circumstances.
- Flexibility to meet participants in the community, at court, or in service locations.

Preferred:

- Experience working in a treatment court, behavioral health setting, or justice-involved program.
- Familiarity with recovery housing, MAT programs, trauma-informed care, and motivational interviewing.

Skills & Competencies

- Strong communication and interpersonal skills.
- Experience mentoring or teaching skills.
- Ability to build trust and rapport with participants yet maintain professional and appropriate boundaries.

- Problem-solving and resource navigation skills.
- Cultural humility and a non-judgmental, strengths-based approach.
- Ability to maintain confidentiality and adhere to ethical standards.
- Comfort working in a multidisciplinary team environment.

Kent County will award and contract for the goods and services in this Solicitation in an efficient and timely manner. In no event will notification of award be more than 45 days from the date of submission.

The Kent County Standard Submission Terms posted on the Bid Opportunities page of the Kent County Purchasing Division website are incorporated by reference and shall be deemed to have the same force and effect as if fully set forth herein.

INQUIRIES

Any and all communication regarding this Solicitation shall be on the Kent County Purchasing Division Inquiry Blog via the Bid Opportunities page or during pre-proposal meetings. Kent County reserves the right to determine the response format or not respond, at its sole discretion.

REQUEST FOR PROPOSAL SUBMISSION

Complete submissions must be received in the Kent County Purchasing Division on or before the due date/time specified by the designated clock (local time). Late, faxed, or emailed submissions will NOT be considered.

Submissions may be submitted electronically on the Bid Opportunities page of the Kent County Purchasing Division's website. Respondent must include a complete proposal as 1 non-password protected PDF document.

Submit a resume and three (3) references

The time required to upload a submission may vary. Respondent assumes all risks associated with electronic submission, including technological difficulties, and deems the County and its service provider harmless and without fault. Successful electronic submissions are confirmed via Respondent's email. Respondent shall view the link in the confirmation email to determine accuracy prior to due date/time.

Submissions may only be withdrawn by written request if the request is received before the due date/time. Withdrawals after opening shall be subject to Kent County Fiscal Policy - Centralized Purchasing 5(i)(2).

NO BID

Please provide feedback if you are electing not to participate in this Solicitation.