

OASAS Youth Clubhouses RFP

OVERVIEW

On January 25, 2017, the New York State Office of Alcoholism and Substance Abuse Services (OASAS) released a Request for Proposals (RFP) for the development and operation of four Youth Clubhouses for adolescents (12-17 years old) and/or young adults (18-21 years old) who are at-risk of a Substance Abuse Disorder. The full RFP is available [here](#).

Funding

Under this RFP, OASAS will award up to \$250,00 in annual state aid operating funding per program to four Youth Clubhouse programs—one in each of Queens, Richmond, Bronx and Kings counties. Operating contracts will last for five years, with the following budget specifications:

- The administration budget may not exceed 20% of total program expenses; and
- The start-up budget must not exceed 25% of the total annual state aid.

In the event that qualifying applications in a given county are not received, OASAS may offer multiple awards in another county.

Funding for capital expenses is not allowable under this RFP.

Eligible Applicants

To receive funding under this RFP, applicants must:

- Be a not-for-profit, voluntary agency; and
- Submit an acceptable letter of support from the New York City (NYC) Department of Health and Mental Hygiene (DOHMH) with their application.

Experience operating an OASAS-certified treatment program or an OASAS-funded prevention program is not required.

Target Population(s)

This RFP is intended to support adolescent youth (12-17 years old) and/or young adults (18-21 years old) who are seeking community-based preventive and/or recovery support services for substance use disorders.

Applicants may serve either or both adolescent youth and young adult populations. Applicants who wish to serve both populations must describe how program activities for each population will remain separate and developmentally appropriate for each group.

Application

OASAS will review applications based on the following criteria:

1. Statement of Need (10 points)
2. Approach to Service Delivery/Project Description (30 points)

3. Staffing (20 points)
4. Marketing/Community Integration Plan (10 points)
5. Data and Reporting (8 points)
6. Budget (20 points)
7. Diversity Practices (2 points)

Proposals will be ranked by highest overall score. In the case of a tie, the proposal with the highest Proposal Evaluation score (an average of criteria 1-5 listed above) will be ranked higher. In the case of a Proposal Evaluation score tie, the proposal that scores higher on the Approach to Service Delivery/Project Description section will be ranked higher.

Timeline

The key dates for this RFP include:

- **RFP Release Date** - January 25, 2017
- **Required Non-Binding Letter of Intent (LOI) Due Date** - February 8, 2017
 - LOIs should be sent to the designated OASAS contact, Karen Stackrow, at procurements@oasas.ny.gov.
- **Questions Due Date** - February 24, 2017
 - Questions on the RFP should be submitted by email to procurements@oasas.ny.gov.
- **Question and Answer Release Date** - On or About March 10, 2017
- **Proposal Due Date** - April 10, 2017
- **Anticipated Award Notification Date** - June 1, 2017
- **Anticipated Start Date** - Within 90 Days of Executing Contract with OASAS