



NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE  
Mary T. Bassett, MD, MPH  
*Commissioner*

**November 15, 2016**

**Notice of Solicitation**  
**NEGOTIATED ACQUISITION – Peer Advocate Financial Support Program (PAFSP)**  
**PIN: 17SA016300R0X00**

The New York City Department of Health and Mental Hygiene is soliciting Expressions of Interest for the Peer Advocate Financial Support Program (PAFSP). The goal of the PAFSP is to administer and disburse grants to qualified applicants to cover the exam and administrative fees associated with applicants' New York State Office of Alcoholism and Substance Abuse Services (OASAS)-Certification as a Peer Recovery Advocate as defined at <http://www.oasas.ny.gov/recovery/PeerServices.cfm>. The PAFSP will support NYC's interest in building a workforce of qualified peers with lived substance use experience to provide peer support services in OASAS-licensed treatment and designated Home and Community Based Service programs that work with clients who either meet the criteria for a substance use disorder and/or engage in high-risk substance use.

DOHMH anticipates awarding up to two contracts for these services. DOHMH anticipates that contracts will begin no earlier than Winter 2017 and will terminate on June 30, 2018.

Each PAFSP must be approved by OASAS as a Certified Recovery Peer Advocate Certification Board at the time of submission of the Expression of Interest.

The PAFSPs will accept applicants who have met all of the qualifications for the Certified Peer Recovery Advocate (CPRA) and can provide documentation of New York City residency and financial need.

Each PAFSP will fund approximately 120 grantees (note: subject to change based funding availability) during the first contract year, with an optional second year as funding availability and need allow. Program will be responsible for screening all eligible applicants and providing the following information to NYC DOHMH:

- Total unique number screened for CPRA eligibility
- Total number grants funded
- Total grants funded for each category (certification fee and exam fee)
- Basic demographics (gender, age, race, county of residence, employment status) of grantees
- Percentage of those grantees who pass the certification exam and receive certification
- Reasons why for those who don't complete their certification (need timeframe specification)
- Additional information may be requested

Vendors interested in providing these services should submit a letter containing an Expression of Interest and statement of relevant experience. The letter should be no more than 2 pages long, and it should be addressed to the contact person named below. Please also include documented evidence of OASAS Certification Board status. Responses are due by **December 6, 2016** at 2:00 p.m., and they may be mailed or emailed to:

New York City Department of Health and Mental Hygiene  
Office of the ACCO  
42-09 28<sup>th</sup> Street, 17<sup>th</sup> floor, CN#30A  
Long Island City, NY 11101  
ATTN: Michael Santangelo, Esq.

Email: [NA@health.nyc.gov](mailto:NA@health.nyc.gov)  
Phone: 347-396-6671

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If you haven't done so already, submit a NYC-FMS Vendor Enrollment Application. You can access it on-line at [www.nyc.gov/selltonyc](http://www.nyc.gov/selltonyc) or request it by calling 212 857-1680. For most procurement, NYC agencies are required to send out notices of contracting opportunities to all, or a random sub-set, of the vendors on established mailing lists (called Bidders Lists) which are open to and free of charge to all interested vendors.