



Office of the Warden

Eugene J. Ruddy

Monroe County Correctional Facility

4250 Manor Drive

Stroudsburg, Pa 18360

Phone: (570) 266-8969 Cell: (570) 234-9013



REQUEST FOR PROPOSALS (RFP)

Drug, Alcohol, and Counseling Services

Monroe County Correctional Facility

RFP No: 2026-04

Issue Date: 09/10/2026

Proposal Due Date: 10-08-2026 @ 1:30pm

Location for drop off : Monroe County Controller's Office

1 Quaker Plaza, Room 206 Stroudsburg, PA 18360

RFP Opening: 10-08-2026 @ 2:00pm

1 Quaker Plaza Room 203, Stroudsburg, PA 18360

1. INTRODUCTION

Monroe County Correctional Facility, a county correctional institution located in Stroudsburg PA, is soliciting proposals from qualified and licensed providers to deliver comprehensive drug, alcohol, and behavioral health counseling services to incarcerated individuals.

The Facility seeks evidence-based, trauma-informed, culturally competent programming designed to reduce substance use disorders (SUD), improve mental health outcomes, reduce recidivism, and support successful community reentry.

2. BACKGROUND

The Facility houses approximately 230 incarcerated individuals at this time, with a capacity of 430 inmates including male/female pretrial and sentenced populations. A significant percentage of the population has diagnosed or suspected substance use disorders and co-occurring mental health conditions. Services provided under this RFP must comply with applicable standards including, but not limited to:

- American Correctional Association (ACA) Standards
- National Commission on Correctional Health Care (NCCHC) Standards
- Substance Abuse and Mental Health Services Administration (SAMHSA) best practices
- All applicable state licensing and regulatory requirements

3. SCOPE OF SERVICES

The selected Contractor shall provide comprehensive substance use and behavioral health services including, but not limited to:

3.1 Treatment Services

- Individual counseling
- Group therapy (CBT, trauma-informed care)
- Addiction Awareness
- Relapse prevention programming
- Co-occurring disorder treatment

3.2 Specialized Programming

- Gender-responsive programming



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- Trauma-informed services
- Reentry relevant court ordered curriculum

3.3 Crisis Intervention

- Substance-related crisis response
- Suicide risk assessment and coordination with mental health staff for aligned response
- Emergency clinical support

4. STAFFING REQUIREMENTS

- The Contractor must provide qualified, licensed personnel including:
- Licensed Clinical Social Workers (LCSW)
- Licensed Professional Counselors (LPC)
- Certified Advanced Alcohol and Drug Counselors (CAADC)
- Minimum- Requirements:
- All clinical staff must maintain active state licensure.
- Background checks and facility clearances required.
- Experience in provision of clinical services in a drug and alcohol setting required.
- Experience working in correctional or forensic settings preferred.
- Cultural competency and trauma-informed care training required.

5. SERVICE DELIVERY REQUIREMENTS

- The Contractor shall:
- Provide services four (4) days per week, six (6) hours per day.
- Provide staffing sufficient to deliver services for approximately fifty (50) to seventy-five (75) clients.
- Maintain documentation in accordance with HIPAA and correctional policy.
- Participate in interdisciplinary team meetings.
- Track performance indicators including:
- Program enrollment and completion rates
- Reentry referral outcomes

6. PERFORMANCE METRICS

- The Facility will evaluate contractor performance based on:
- Treatment engagement rates
- Program completion rates
- Consistent services delivery
- Stakeholder feedback

7. DATA COLLECTION AND REPORTING

- The Contractor must provide:
- View access to charting documentation for clients



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- Monthly service utilization reports
- Quarterly outcome evaluation reports

- Annual program evaluation summary
- Immediate reporting of critical incidents
- Data analysis reporting as requested
- All data must comply with HIPAA and applicable privacy regulations.

8. PROPOSAL SUBMISSION REQUIREMENTS

- Proposals must include:

8.1 Executive Summary

- Overview of firm and approach.

8.2 Organizational Qualifications

- Years in operation
- Experience in correctional settings
- Relevant contracts
- Licensure and accreditation status

8.3 Technical Approach

- Treatment model(s)
- Evidence-based practices
- Staffing plan
- Implementation timeline

8.4 Staffing Plan

- Organizational chart
- Resumes of key personnel and of assigned clinicians to facility
- Staff-to-client ratios

8.5 Cost Proposal

- Detailed budget-
- Hourly rates or fixed annual fee
- Breakdown of administrative costs
- Proposed payment schedule

8.6 References

- Minimum of three (3) references from comparable contracts or service delivery models.



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9. EVALUATION CRITERIA

- Proposals will be evaluated based on:

Criteria	Weight
Experience & Qualifications	25%
Technical Approach	30%
Staffing Plan	20%
Cost	20%
Reporting & Compliance	5%

- The Facility reserves the right to conduct interviews and request best and final offers.

10. CONTRACT TERM

- Initial contract term: 12/01/2026 through 11/30/2027

11. INSURANCE AND LIABILITY

- The Contractor must maintain:
 - General Liability Insurance
 - Professional Liability Insurance
 - Workers' Compensation (statutory limits)
 - Certificates of insurance must be provided prior to contract execution. Levels of coverage must meet minimum threshold amounts set by Monroe County.
- Contractor shall carry General Liability Insurance, Professional Liability Insurance with limits of \$ 1,000,000 per occurrence and \$ 2,000,000 aggregate, naming County of Monroe as additional insured. Proof shall be provided via a certificate of general liability. Workers' compensation insurance shall be required. If subcontractors are utilized, Contractor will provide certificates for each of the subcontractors under the same terms as the Contractors own insurance, naming County of Monroe as additional insured on all the certificates.

12. COMPLIANCE REQUIREMENTS

- The Contractor must comply with:
- PREA (Prison Rape Elimination Act)
- HIPAA regulations
- ADA requirements
- All facility security policies



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13. PROCUREMENT SCHEDULE

Milestone	Timeframe
• RFP Issued	9/14/2026
• Questions Due	9/21/2026
• Answers Posted	9/28/2026
• Proposal Due	10/08/2026
• Award Notification	10/21/2026
• Contract Commencement	12/01/2026

14. QUESTIONS

- All questions regarding this RFP must be submitted in writing to:
Mr. Eugene Ruddy
Warden, Monroe County Correctional Facility
eruddy@monroecountypa.gov
(570) 227-1372
- No verbal clarifications shall be binding.

15. RESERVATION OF RIGHTS

- The County of Monroe reserves the right to:
- Reject any or all proposals
- Waive minor irregularities
- Negotiate with selected proposers
- Cancel this RFP at any time

16. RFP Proposal:

- Total _____

Signed _____

Print Name _____

Date: _____