

# REQUEST FOR PROPOSALS (RFP)

## New Hampshire CRSW Test Preparation Group

Issued By: New Hampshire Alcohol and Drug Abuse Counselors Association

Issue Date: December 1, 2025

Proposal Due Date: December 22, 2025

Point of Contact:

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## I. Introduction

The Credentialing Support Partnership program at the New Hampshire Alcohol and Drug Abuse Counselors Association (NHADACA) invites proposals from qualified individuals or organizations to develop and facilitate a test preparation group for candidates pursuing the New Hampshire Certified Recovery Support Worker (CRSW) credential. The goal is to support participants in successfully passing the IC&RC Peer Recovery (PR) examination, which is required for CRSW certification through the New Hampshire Board of Licensing for Alcohol and Other Drug Use Professionals.

## II. Background

The CRSW credential is a critical component of New Hampshire's behavioral health and recovery support system. Candidates for this credential must meet educational, work experience, and examination requirements. The IC&RC PR exam assesses knowledge across four domains: advocacy, ethical responsibility, mentoring and education, and recovery and wellness support.

Many prospective CRSWs, particularly those from peer-led and community-based organizations, may face barriers to successful exam preparation, including limited access to structured study supports. This RFP seeks a partner to deliver a trauma-informed, culturally responsive, and competency-based test preparation group that improves exam readiness and confidence.

## III. Scope of Work

- Curriculum Design: Align with IC&RC PR exam content outline and NH Board guidance; cover key knowledge areas; include test-taking strategies.
- Group Facilitation: Develop curriculum and facilitate weekly open-ended test prep study groups for cohorts of up to 10 candidates each. Each session will be 60-90 minutes in duration and occur over a virtual meeting platform such as Zoom or Teams.)
- Materials and Resources: Provide resources for study guides, sample questions, and NH-specific ethical and supervision resources.

- Participant Support: Offer tutoring/office hours as deemed appropriate. NHADACA will provide access to a limited number of participant study manuals/materials from a shared library, when possible.
- The Credentialing Support Partnership staff will screen and facilitate all referrals to participate in study test prep. Prospective participants would enroll through the Credentialing Support Partnership before accessing the study test prep groups.
- Evaluation and Reporting: Track attendance, collect participant feedback, and report exam outcomes (as available). Provide monthly progress reports to NHADACA by the 10<sup>th</sup> of each month to meet NHADACA's State contract funding requirements.
- Renumeration: \$3,500 for 6 months of study group development and facilitation of up to two groups per week (one session per week until the number of candidates participating exceeds 10 people, then a second group will be added for the remainder of the 6-month period). This agreement may be extended pending funding availability and upon agreement between the Facilitator and the Credentialing Support Partnership.

#### **IV. Proposal Requirements**

- Cover Letter: Introduce applicant and summarize qualifications.
- Program Description: Include learning objectives, format, instructional approach, and materials.
- Facilitator Qualifications: Relevant credentials and experience with IC&RC or similar exams.
- Timeline and Work Plan: Proposed schedule and milestones.

#### **V. Selection Criteria**

- Relevance and effectiveness of curriculum.
- Experience with peer recovery and CRSW competencies.
- Use of culturally-informed and trauma-informed practices.
- Alignment with NH certification guidelines.

#### **VI. Timeline**

- RFP Release Date: December 1<sup>st</sup>
- Proposal Due Date: December 22, 2025
- Award Notification: January 7, 2025
- Anticipated Program Launch: January 12, 2026

#### **VII. Submission Instructions**

Submit proposals electronically as a single PDF to:

[madison@nhadaca.org](mailto:madison@nhadaca.org)

Subject Line: "CRSW Test Prep Proposal – [Your Name or Organization]"