

# **REQUEST FOR PROPOSALS (RFP)**

## **New Hampshire Test Preparation Group Trainer**

Issued By: New Hampshire Alcohol and Drug Abuse Counselors Association

Issue Date: September 9, 2025

Proposal Due Date: September 23, 2025

Point of Contact:

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### **I. Introduction**

The New Hampshire Alcohol and Drug Abuse Counselors Association (NHADACA), through the Credentialing Support Partnership, is seeking proposals from qualified individuals or organizations to provide test preparation training for candidates preparing to sit for the International Certification & Reciprocity Consortium (IC&RC) Alcohol and Drug Counselor (ADC) and Advanced Alcohol and Drug Counselor (AADC) exams. The ideal candidate will hold a MLADC for a minimum of 5 years, in good standing.

The purpose of this engagement is to support participants in strengthening their knowledge, skills, and readiness for credentialing through structured, interactive study groups. The selected trainer will provide a comprehensive review of essential content areas and facilitate group learning. This opportunity is designed for an experienced professional with a strong background in substance use counseling, clinical practice, and training facilitation.

### **II. Background**

The LADC and MLADC credentials are a critical component of New Hampshire's behavioral health and recovery support system. Candidates for these credentials must meet educational, work experience, supervision, and examination requirements. The IC&RC ADC and AADC exams assess knowledge across a variety of areas to demonstrate knowledge of the core functions and other areas related to the roles and requirements in the addiction profession.

Many prospective LADCs and MLADCs, 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 ADC/AADC 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: \$5,000 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 – brief introduction of the applicant's interest in serving as a test preparation trainer for the IC&RC exam.
- Description of current credentials, education and relevant professional background.
- Summary of experience in substance use counseling, training or adult education.
- Experiences with test preparation.
- Description of proposed methods of conducting study groups; including strategies for engaging participants in both virtual and in-person settings.
- Outline of how applicant will cover the required topics.
- Confirmation of availability to facilitate groups on proposed timeline.
- Any scheduling limitations or preferences.
- Contact information for at least two professional references.

### **V. Selection Criteria**

- Compliance with RFP requirements
- Relevant qualifications and experience.
- Understanding of the IC&RC exam.
- Quality and clarity of proposed trainer approach.

## **VI. Timeline**

- RFP Release Date: September 9, 2025
- Proposal Due Date: September 23, 2025
- Award Notification: September 26, 2025
- Anticipated Program Launch: October 13, 2025

## **VII. Submission Instructions**

Submit proposals electronically as a single PDF to:

madison@nhadaca.org

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