

Request for Proposals

New Hampshire CRSW Supervisor

Issued By: New Hampshire Alcohol and Drug Abuse Counselors Association

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Proposal Due Date: 09/17/2025

Point of Contact:

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Questions regarding this RFP may be submitted to Maddie Kiernan at madison@nhadaca.org by September 17, 2025. Answers will be shared with all potential applicants. Late submission will not be accepted.

I. Introduction

The Credentialing Support Partnership program at the New Hampshire Alcohol and Drug Abuse Counselors Association (NHADACA) is seeking proposals from qualified professionals to provide external supervision to Certified Recovery Support Workers (CRSWs) in accordance with New Hampshire Board of Licensing for Alcohol and Other Drug Use Professionals (LADC Board) standards. The selected contractor will deliver professional supervision to ensure NH recovery support workers meet certification and renewal requirements, maintain ethical standards, and enhance the quality of recovery support services.

II. Scope of Work

The external CRSW supervisor will:

- Provide group supervision as required by NH LADC Board such that there are no more than 8 supervisees per group and supervision is provided weekly.
- Document supervision provided/supervision sessions in compliance with LADC Board requirements.
- Submit required supervisory documentation to both supervisee and employer in a timely manner.
- Guide CRSWs in applying ethical decision-making, professional boundaries, and recovery-oriented practices.
- Provide monthly participation and activity reports to the NHADACA Credentialing Support Partnership for state SOR contract progress reporting by the 10th of each month.
- Provide consultation services as requested such as, but not limited to:
 - Answering inquiries from current and prospective CRSWs about certification requirements, renewal processes, and continuing education.
 - Providing one-on-one guidance to applicants navigating the certification process.

- Assisting in the creation or revision of CRSW guidance materials, application checklists, and resource documents.
- Providing feedback on NHADACA's CRSW-related policies and procedures.
- Providing monthly reports summarizing activities, challenges, and recommendations.
- Attend the Credentialing Support Program team meetings on Wednesdays from 9AM-11AM.
- Minimum of 5 hours per month of consultation.
- Support supervisees in developing competencies across the domains of:
 - Advocacy;
 - Ethical Responsibility;
 - Mentoring/Education;
 - Recovery/Wellness Planning; and
 - Address case scenarios, crisis management, and skill development.

III. Qualifications

Minimum qualifications include:

- Current NH LADC Board-approved CRSW supervisor in good standing
- Minimum 2 years post-certification direct work as a CRSW.
- Minimum 2 years of experience providing supervision to CRSWs or candidates toward CRSW.
- Demonstrated knowledge of recovery support ethics, recovery-oriented systems of care, and trauma-informed practice.
- Strong communication and documentation skills.
- Understanding of RSA 330-C and the Alc 300 and Alc 400 administrative rules.

Preferred qualifications include:

- Experience with group/meeting facilitation.
- Familiarity with NHADACA's mission and services.
- Experience in grant-funded or contract-based work.

IV. Terms of Contract

- Anticipated start date: 09/30/2025
- Initial term: 6 months.
- Supervision frequency: Up to two (2) one-hour supervision groups per week not to exceed 8 supervisees per group and up to 5 hours/month per group.

- If contractor is unavailable, contractor must contact NHADACA to secure a suitable substitute so that supervision is consistent and meets LADC Board guidelines for participants.
- Fee Structure – up to \$7,500 for 6 months of CRSW services as outlined in the scope of work section of the RFP. This agreement may be extended based on funding availability and mutual agreement between the CRSW supervisor and the Credentialing Support Partnership.

V. Proposal Requirements

- Cover Letter – Brief introduction and interest statement and if you are applying to be a consultant, supervisor or both.
- Qualifications & Experience – Resume/CV, relevant certifications, and summary of supervision experience.
- Approach to Supervision – Description of your supervision philosophy, methods, and tools.
- Sample Documentation – A redacted example of a supervision log or template (if available).
- References – At least two professional references who can speak to your supervision work.
- Consultation Service Fee- propose your hourly rate and your maximum availability.

VI. Evaluation Criteria

- Compliance with RFP requirements.
- Relevant qualifications and experience.
- Understanding of CRSW supervision standards and ethics.
- Quality and clarity of proposed supervision approach.

VII. Submission Instructions

Submit proposals electronically in a single PDF to: Madison@NHADACA.org Subject line: “RFP - CRSW Supervisor” - [Your Name]