



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF RENEWAL**

DATE:	August 31, 2023
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	CHIRP Third Party Administration Services
CONTRACT NUMBER:	2175A
COMMODITY CODE:	948.07
CONTRACT PERIOD:	September 1, 2023 through August 31, 2024
RENEWAL OPTIONS:	Two one-year renewal options remaining through 2026
USER DEPARTMENT:	County Manager's Office
Contact Name:	Michael Feinmel
Phone Number:	804.501.7580
Email Address:	fei@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	No
SUPPLIER: Name:	Virginia Association of Recovery Residences
Address:	4103 Monument Avenue
City, State:	Richmond, VA 23230
Contact Name:	Anthony Grimes
Phone Number:	804.593-1360 ext. 203(office) 804.489.4224 (mobile)
Email address:	agrimes@varronline.org
ORACLE SUPPLIER NUMBER:	408111
BUSINESS CATEGORY:	Non-SWAM
PAYMENT TERMS:	Net 45
DELIVERY:	As Requested
FOB:	Destination
BUYER: Name:	Oscar Knott, CPP, CPPO, VCO
Title:	Purchasing Director
Phone:	80.501.5649
Email:	kno008@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## **I. INTRODUCTION**

### **A. Purpose**

The intent and purpose of this Request for Proposal (“RFP”), and the resulting contract, is to obtain services from a qualified and experienced firm to provide third-party administration (“TPA”) and related services to support the operation of the Community-based Housing for Individuals in the Recovery Process (“CHIRP”) program, including the associated operational and business practices necessary for the program to be successfully brought to realization in accordance with the Scope of Services section of the solicitation.

### **B. Background**

In early 2021, the County of Henrico, Virginia (the “County”) through the Henrico Area Mental Health and Development Services (“HAMHDS”) department, launched a new program called the Community-based Housing for Individuals in the Recovery Process or CHIRP Program, to assist individuals who are recovering from substance use disorders by providing them with linkage to housing in safe, state-certified, county-approved sober recovery residences. This program establishes a mechanism whereby the County may provide financial support to recovery residences that are both Virginia Association of Recovery Residences (“VARR”) accredited and County approved.

The services of a qualified and experienced firm to function as a TPA for CHIRP is a necessary component for the successful creation and implementation of the program.

## **II. SCOPE OF SERVICES**

### **A. General Requirements**

The Successful Offeror shall provide all labor, supervision, materials, equipment, etc. to provide complete TPA and related services as noted herein. The Successful Offeror shall:

1. Maintain an accurate listing of recovery residences in the Commonwealth of Virginia that are accredited by VARR.
2. Maintain an accurate listing of recovery residences that are approved by the County for participation in the County CHIRP program.
3. Maintain an accurate list of individuals who have been approved by the County for participation in the CHIRP program.
4. Identify an appropriate and suitable recovery residence for each individual CHIRP participant and provide initial transportation of the individual to the residence if needed; assist in the process of introducing the individual to the residence, assure the individual has been properly accepted into the residence; and ensure the individual is provided appropriate accommodations, including bedding, toiletries, and clean clothing.
5. Accept and review requests from CHIRP participants who express a desire or need transfer to a different recovery residence and facilitate such a transfer when approved.
6. Coordinate all financial transactions under an Agreement with HAMHDS.

7. In the event that any CHIRP participant separates early from the CHIRP program, regardless of the recovery residence involved, retain and account for accordingly, any unspent funding.
8. Maintain complete records and provide an accounting to the County, immediately upon request, how CHIRP funds are disbursed, including the number of bed nights funded for each participant, and the amounts of funds provided to each recovery home and/or their parent organizations. Maintain these records and produce evidence of CHIRP participant bed usage and resulting payments to the residences to the County immediately upon request. All funds expended under the Agreement will be subject to annual audit by the County or its agents using generally accepted auditing practices.
9. Conduct thorough and timely investigations at the request of the County of alleged violations of the recovery home's organizational policies and/or VARR accreditation standards and provide a written statement of findings in a form approved by the Henrico County Community Corrections Program ("CCP"). Such investigations may be requested based on credible information or complaints received by the County. CCP will serve as the point of contact in this process and may facilitate communications between the TPA and various County agencies and State agencies that comprise the County's criminal justice system.
10. Maintain the confidentiality of CHIRP participant information, complainant information, and other confidential information or records unless required by law to disclose such information. Notify the Director of Henrico County Community Corrections within 24 hours by telephone with a follow-up via email if a data breach is believed to or has occurred. Continue to maintain open communication as to any breach and the remedial measures to remedy the breach.
11. Provide a single point of contact responsible for resolving issues, answering complaints, administrative inquiries and expediting services related to the overall performance of the program.

### **III. SUCCESSFUL OFFEROR QUALIFICATION REQUIREMENTS**

#### **A. The Successful Offeror shall possess the following qualifications:**

1. Authority and approval from the National Association of Recovery Residences ("NARR") to accredit and/or to revoke accreditation from recovery homes in the Commonwealth of Virginia.
2. Extensive expertise and understanding of how peer-led recovery homes operate in the Commonwealth of Virginia.
3. Capability to provide transportation for CHIRP participants, when needed, on initial admission to the recovery home or transfer to a different recovery home.
4. The ability to conduct and document professional, timely investigations of complaints against recovery homes.
5. Expertise in fiscal management and record keeping.

### **IV. COUNTY RESPONSIBILITIES**

#### **A. General County Responsibilities**

The County will designate an individual to act as the County's representative with respect to the work to be performed under this contract. Such individual shall have

the authority to transmit instructions, receive information, and interpret and define the County's policies and decisions with respect to the contract.

**B. Specific County Responsibilities**

1. Henrico CCP will maintain its own list of County-approved recovery residences and provide the current version to VARR.
2. The County, through HAMHDS, will oversee the enrollment of individuals into the CHIRP program and share this information as needed with the TPA to facilitate the exchange of information as needed to ensure that individuals are properly placed in approved residences.
3. In the event an individual must be removed from the CHIRP program by the County, the County will notify the recovery home and the TPA in a timely manner.
4. The County will refer to the TPA credible complaints and allegations of policy violations against recovery residences. In the event a complaint or allegation is of a potential criminal nature, or alleges a state or county code violation, the appropriate law enforcement and/or code enforcement agencies will retain their statutory authority and respond accordingly.
5. The County will pay the TPA with the following fees for services provided:
  - a. A one-time per year annual set-up fee of \$2,500.
  - b. A flat fee of \$20 for each CHIRP participant transported from County owned property to a recovery home in the Richmond metro area for initial admission.
  - c. For each CHIRP approved participant, \$5 for each individual bed-night completed.
  - d. For each CHIRP approved participant, \$35 for each full week of seven consecutive nights completed. This will be in addition to 5c (above).
6. Nothing in this Agreement shall preclude the County from providing funding directly to recovery residence operators, should the County choose to do so.

**V. ANTICIPATED PROCUREMENT SCHEDULE**

The following represents the timeline of the process currently anticipated by the County:

Request for Proposal Distributed	May 28, 2021
Questions Due	June 15, 2021
Receive Written Proposals	June 24, 2021
Conduct Oral Interviews with Offerors	July 2021
Negotiations Completed	July/August 2021
Award Contract	August 2021

**VI. GENERAL CONTRACT TERMS AND CONDITIONS**

**A. Annual Appropriations**

The contract resulting from this procurement ("Contract") shall be subject to annual appropriations by the Henrico County Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror ("Successful Offeror" or "Contractor") shall not be entitled to seek redress from the County or its elected officials, officers,



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Non-Professional Services Contract**  
**Contract No. 2175A**

This Non-Professional Services Contract (this "Contract") is entered into this 19th day of August 2021, by and between the Virginia Association of Recovery Residences (the "Contractor") and the County of Henrico, Virginia (the "County").

**WHEREAS** the County has awarded the Contractor this Contract pursuant to Request for Proposals No. 21-2175-5JKOK (the "Request for Proposals"), for CHIRP Third-Party Administration Services.

**WITNESSETH** that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall provide the services to the County as set forth in the Contract Documents.

**COMPENSATION:** The compensation the County will pay to the Contractor under this Contract shall be:

1. A one-time per year annual set-up fee of \$2,500.00.
2. A flat fee of \$50.00 for each CHIRP participant transported, by the Contractor, from County owned property to a recovery home in the Richmond metro area for initial admission.
3. For each CHIRP approved participant, \$5.00 for each individual bed-night completed.
4. For each CHIRP approved participant, \$35.00 for each full week of seven consecutive nights completed (this is in addition to the fee for Item 3 above).
5. The County will pay the Contractor an initial payment of \$5,000 to cover the Contractor's fees and allowable expenses under the Contract as well as payments the Contractor makes to the recovery residences on the County's behalf. Once all of the funds from this initial payment are fully expended, the County will provide quarterly payments of \$15,000 each for this purpose. The Contractor must provide a monthly accounting of its fees and expenses to the County and reconcile funds each quarter. If funds are inadequate to cover the fees and allowable expenses for the quarter, the County may provide additional funds to the Contractor. At the County's option, any funds not used by the Contractor within a quarter may be carried over to the next quarter, result in a reduced payment for the following quarter, or returned to the County.

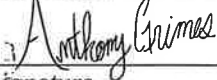
**CONTRACT TERM:** The Contract term shall be for a period of one year beginning September 1, 2021, and ending August 31, 2022. The County may renew the Contract for up to four one-year terms giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Non-Professional Services Contract between the County and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals.
3. Contractor's Original Proposal dated June 3, 2021 (Exhibit A).
4. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.


Virginia Association of Recovery Residences  
4103 Monument Avenue  
Richmond, VA 23230

  
\_\_\_\_\_  
Signature

Anthony Grimes, Executive Director  
\_\_\_\_\_  
Printed Name and Title

8/20/21  
\_\_\_\_\_  
Date

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

  
\_\_\_\_\_  
Signature

Oscar Knott, CPP, CPPO, VCO  
\_\_\_\_\_  
Purchasing Director

8/31/21  
\_\_\_\_\_  
Date

Digitally signed by: Oscar Knott  
DN: CN = Oscar Knott email = kno008@henrico.us C = US O =  
County of Henrico, VA OU = Department of Finance - Purchasing  
Division  
Date: 2021.08.31 08:02:48 -0500

**APPROVED AS TO FORM**

 8-30-21  
\_\_\_\_\_  
**ASSISTANT COUNTY ATTORNEY**

## Exhibit A



**Virginia Association of Recovery Residences**  
**4103 Monument Ave, Richmond, VA 23230**

## TABLE OF CONTENTS

COVER LETTER .....	1
ATTACHMENT A .....	2
ATTACHMENT B .....	3
ATTACHMENT C .....	4
ATTACHMENT D .....	5
ATTACHMENT E .....	6
ATTACHMENT E CONTINUED.....	7
INSURANCE CERTIFICATE.....	8
STATEMENT OF SCOPE.....	9
QUALIFICATIONS.....	10
REFERENCES.....	11
SERVICE APPROACH.....	12
SERVICE APPROACH CONTINUED.....	13
COST PROPOSAL.....	14
EXCEPTIONS.....	14





## **VIRGINIA ASSOCIATION OF RECOVERY RESIDENCES**

4103 Monument Ave, Richmond, VA 23230 | 804-410-4843 | [agrimes@varronline.org](mailto:agrimes@varronline.org)

June 23, 2021

County of Henrico  
Purchasing Director  
County of Henrico  
4301 E Parham Rd,  
Henrico, VA 23228

Dear County of Henrico:

The Virginia Association of Recovery Residences (VARR) values the relationship we have built with the County of Henrico. Through this partnership we have been able to serve the substance use disorder population more effectively and ensure equitable access into a safe, certified recovery residence.

Respectfully,

Anthony Grimes  
Executive Director



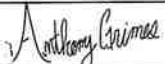
Virginia Association of Recovery Residences

## ATTACHMENT A PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal ("RFP") No. 21-2175-5JOK – CHIRP Third Party Administration Services.

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):	
Virginia Association of Recovery Residences	
ADDRESS:	4103 Monument Ave Richmond, VA 23230
FEDERAL ID NO:	47-5357211
SIGNATURE:	
NAME OF PERSON SIGNING (PRINT):	
Anthony Grimes	
TITLE:	Executive Director
TELEPHONE:	804-410-4843
FAX:	
EMAIL ADDRESS:	agrimes@varronline.org
DATE:	6/3/2021

## ATTACHMENT B BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: Virginia Association of Recovery Residences

This form completed by: Signature: Anthony Crimes Title: Executive Director

Date: 6/3/2021

PLEASE SPECIFY YOUR **BUSINESS CATEGORY** BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- ☐ SMALL BUSINESS
- ☐ WOMEN-OWNED BUSINESS
- ☐ MINORITY-OWNED BUSINESS
- ☐ SERVICE-DISABLED VETERAN
- ☐ EMPLOYMENT SERVICES ORGANIZATION
- ☐ NON-SWam (Not Small, Women-owned or Minority-owned)

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia's electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? ☒ Yes ☐ No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.  
\_\_\_\_\_ NUMBER \_\_\_\_\_ DATE

### DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

**"Small business"** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

**"Women-owned business"** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**"Minority-owned business"** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

**"Service disabled veteran business"** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

**"Employment services organization"** means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

**ATTACHMENT C**  
**Virginia State Corporation Commission (SCC)**  
**Registration Information**

**The Offeror:**

☒ is a corporation or other business entity with the following SCC identification number:  
SCC ID-0752302-0 **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids: ☐

**ATTACHMENT D**  
**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF OFFEROR: \_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Offeror must specifically identify the data or materials to be protected including the section(s) of the proposal in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. Va. Code § 2.2-4342(F) prohibits an Offeror from classifying an entire proposal, any portion of a proposal that does not contain trade secrets or proprietary information, line item prices, or total proposal prices as proprietary or trade secrets. If, after being given reasonable time, the Offeror refuses to withdraw such classification(s), the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

**ATTACHMENT E**  
**COUNTY OF HENRICO**  
**INSURANCE SPECIFICATIONS**

The following insurance coverages and limits are required in order to provide goods, services, construction, professional and non-professional services to Henrico County general government agencies and Henrico County Public Schools. These requirements are specific to this procurement and may or may not be the same for future requests.

Please be sure and review the **Additional Requirements Section**

The Successful Bidder/Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Bidder/Offeror, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia and that is representative of the insurance policies. The Certificate shall show that the policy has been endorsed to add the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. **The certificate must not show in the description of operations section that it is issued specific to any bid, job, or contract.** The coverage shall be provided by a carrier(s) rated not less than "A-" with a financial rating of at least VII by A.M. Best or a rating acceptable to the County. In addition, the Successful Bidder/Offeror shall agree to give the County a minimum of 30 days prior notice of any cancellation or material reduction in coverage.

**Workers' Compensation**

Statutory Virginia Limits

Employers' Liability Insurance - \$100,000 for each Accident by employee  
\$100,000 for each Disease by employee  
\$500,000 policy limit by Disease

**Commercial General Liability**

\$1,000,000 each occurrence including contractual liability for specified agreement  
\$ 2,000,000 General Aggregate (other than Products/Completed Operations)  
\$ 2,000,000 General Liability-Products/Completed Operations  
\$ 1,000,000 Personal and Advertising injury  
\$ 100,000 Fire Damage Legal Liability

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

**Umbrella Liability**

\$2,000,000 Per Occurrence and in the aggregate

## Additional Requirements

In addition to the requirements above, the Successful Bidder/Offeror shall thoroughly review the scope of work that is included and if any of the following are included in the services that will be provided, the following additional insurance will be required, if required:

- ☒ **Professional Liability - \$2,000,000 Per Occurrence (or limit in accordance with Statute for Medical Professional)**  
Required if the Scope includes providing advice or consultation including but not limited to; lawyers, bankers, physicians, programming, design (including construction design), architects & engineers and others who require extensive education and/or licensing to perform their duties.
- ☒ **Cyber Liability - \$2,000,000 Per Occurrence**  
Required if the Scope includes the collection and electronic transmittal of Personal Health Insurance (PHI), or any other demographic data on individuals including but not limited to Name, Address, Social Security Numbers or any other sort of personally identifying information.
- ☐ **Abuse and Molestation Coverage - \$1,000,000 Per Occurrence**  
Required if the scope of work includes the offering of professional or non-professional services to any child or student where one on one contact or consultation is to be provided.
- ☐ **Pollution Liability - \$1,000,000 Per Occurrence**  
Required if the scope of work involves the use (other than in a motor vehicle) or removal of a substance or energy introduced into the environment that potentially has an undesired effect or affects the usefulness of a resource. These include, but are not limited to Asbestos, PCB's, Lead, Mold, and Fuels.
- ☐ **Explosion, Collapse & Underground Coverage (XCU)**  
Required of a Contractor in limits equal to the General Liability Limit when the Scope includes any operations involving Blasting, any work underground level including but not limited to wires, conduit, pipes, mains, sewers, tanks, tunnels, or any excavation, drilling, or similar work.
- ☐ **Builders Risk Coverage**  
Required if the scope of work includes the ground up construction of a structure. Limit of insurance shall be 100% of the completed value of the structure. For projects for the renovation of an existing structure, The County shall insure the Builder's Risk with the Contractor being responsible for the first \$10,000 of any claim.
- ☒ **Other as Specified Below**  
Employee Dishonesty payable to 3<sup>rd</sup> party. Minimum Limit \$500,000 per occurrence.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
BB Insurance Marketing Inc  
10167 W Sunrise Blvd  
3rd Floor  
Plantation FL 33322

CONTACT NAME: Certificate Department

PHONE (A/C, No, Ext): 888-728-0817

FAX (A/C, No): 954-452-0450

E-MAIL ADDRESS: certificates@bbimi.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : VantaPro Specialty Insurance Company

INSURER B : Scottsdale Ins Co

41297

INSURER C :

INSURER D :

INSURER E :

INSURER F :

**INSURED**  
Virginia Association of Recovery Residences Inc  
4103 Monument Avenue  
Richmond VA 23230

VIRGASS-01

**COVERAGES**

CERTIFICATE NUMBER: 1207330543

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			5088-1037-01	10/25/2020	10/25/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5088-1037-01	10/25/2020	10/25/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A B	Professional Liability Directors & Officers			5088-1037-01 41648	10/25/2020 10/25/2020	10/25/2021 10/25/2021	1,000,000 Each Occ Limit 3,000,000 Agg 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Office located at 4103 Monument Ave, Richmond, VA 23230.

**CERTIFICATE HOLDER****CANCELLATION**

County of Henrico Risk Management  
PO Box 90775  
Henrico, VA 23273

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Statement of Scope

As Virginia's only National Alliance for Recovery Residences (NARR) accredited body, the Virginia Association of Recovery Residences (VARR) monitors, evaluates, and improves standards to build the highest level of quality for recovery residences, so all Virginians have timely access to effective recovery support services. VARR maintains a database of all certified recovery residences that is updated each time a recovery residence is certified. Through our certification process, VARR maintains regular communication with each recovery residence operator.

- VARR has the systems in place to review applications from individuals for potential placement in a recovery residence, as well as maintain accurate records of CHIRP program participants.
- As the CHIRP Program 3<sup>rd</sup> Party Administrator, VARR would identify proper placement of individuals into approved recovery residences, and submit payments to recovery residence operators on behalf of Henrico County and provide accurate accounting reports of funding distributed.
- VARR would initiate transportation, when needed for CHIRP program individuals to the recovery residence and ensure their intake needs are met.
- VARR would conduct investigations as needed or upon request due to any issue that causes concern or if a complaint is made. Upon completion of the investigation, a written summary with the findings would be submitted to Henrico CCP.

## **Virginia Association of Recovery Residences Qualifications**

The Virginia Association of Recovery Residences (VARR), is the only National Alliance for Recovery Residences (NARR) accredited body in the state of Virginia. As such our mission is to set high levels of standards for quality recovery residences in Virginia and accredit residences that meet such rigorous criteria in order to support persons in recovery with information and access to recovery residences bound together by the core principles of standards, ethics, and unity.

- In 2019 the Virginia Legislature passed HB 2045 calling for the certification of recovery residences by the Department of Behavioral Health and Developmental Services (DBHDS). DBHDS wrote VARR into Virginia Code as a credentialing entity for this state certification of recovery residences.
- VARR's Executive Director and Assistant Director are both Virginia Certification Board Certified Peer Recovery Specialists, and have multiple years of experience in working with individuals with substance use disorder as well as in recovery residence operations experience.
- VARR has received state funding from the State Opioid Response Grant and has current contracts with the DBHDS Office of Recovery Services in which VARR has met all deliverables.
- VARR received a two-year budget amendment from the Virginia General Assembly in which VARR has successfully distributed funding to certified recovery residence organizations for indigent bed reimbursement. The budget amendment is for \$750,000 dollars total.

## References

1. Department of Behavioral Health and Developmental Services Office of Recovery Services, Director Mark Blackwell  
Email: [mark.blackwell@dbhds.virginia.gov](mailto:mark.blackwell@dbhds.virginia.gov)  
Phone: 804-837-5890  
Services Period: 2019-2021 Ongoing
  
2. Department of Behavioral Health and Developmental Services State Opioid Response Grant Team, Grant Manager Michael Zohab  
Email: [mike.zohab@dbhds.virginia.gov](mailto:mike.zohab@dbhds.virginia.gov)  
Phone: 804-381-8537  
Service Period: 2019-2021 ongoing
  
3. Department of Behavioral Health and Developmental Services State Opioid Response Grant Team, Recovery Services Coordinator Angela Weight  
Email: [angela.weight@dbhds.virginia.gov](mailto:angela.weight@dbhds.virginia.gov)  
Phone: 804-297-5457

## **Service Approach**

1. The Virginia Association of Recovery Residences (VARR) certifies recovery residences as a credentialing entity for the Department of Behavioral Health and Developmental Services (DBHDS) state certification of recovery residences. We maintain an accurate listing of certified recovery residences that is shared with the state. This process allows VARR to maintain the most up to date database of certified recovery residences that will be used in conjunction with the CHIRP approved list provided by Henrico County.
2. A column will be added to our current listing database system for maintaining certified recovery residences to identify the ones approved by CHIRP based on the list provided by Henrico County.
3. VARR will maintain an accurate list of CHIRP participants in a spreadsheet format to indicate the date entered, residence entered, residence operator, and number of weeks paid for by CHIRP.
4. VARR will review all pertinent information collected on the CHIRP participant application to evaluate the best available residence with availability. We will evaluate the applicant's transportation or lack thereof, location of the residence, the applicants job location if applicable and prior barriers to recovery if applicable when evaluating placement. Through the certification process and subsequent interaction thereafter, VARR is able to gain a great understanding of how certified residences operate.
5. If a CHIRP participant has a desire or need to move to another residence, VARR will review this request and if approved interview the participant to gain an understanding of the specific need that can be met at another residence and facilitate that transfer.
6. VARR will work with Henrico Area Mental Health and Developmental Service (HAMDS) to establish a financial structure for receiving and distributing payments agreeable to both parties.
7. VARR will track the CHIRP participants stay in approved residences by the day rather than the week. Payments issued to recovery residence organizations will be allocated based upon bed nights spent in the recovery residence.

8. VARR recovery residence organizations utilize the Advanced Recovery Management System (ARMS) provided to them by VARR. Upon entrance into a recovery residence the CHIRP participant would do their intake in the system as well as a REC-CAP evaluation. The system also contains a Financial Management (FM) module which will allow VARR to set up a funding subscription titled CHIRP and track the day by day bed nights and monetary value of each bed night for reimbursement. This will also allow us the opportunity to collect long term data and outcomes metrics on these individuals.
9. VARR is well versed in conducting investigations on behalf of Henrico County concerning any issue or complaint received. Previously at the request of Henrico County, VARR has conducted multiple investigations and issued our findings. The investigation process can include site visits to the residence in which a complaint occurred, resident interviews, staff interviews, and supporting documentation gathered to cultivate our findings report.
10. VARR upholds all state and federal confidentiality laws as do our certified recovery residence organizations. In the event that a data breach occurs concerning a CHIRP participant, the recovery residence operator will notify immediately and VARR will send notification to the Director of Henrico County Community Corrections within 24 hours via email.
11. VARR will provide the contact information for our Assistant Director who is the point of contact for all complaints and grievances for the VARR office.

## **Cost Proposal**

VARR has fully read the pricing and compensation structure of the RFP and fully understands the payments issued for services rendered.

- VARR would propose an increase in the transportation fee from \$20.00 dollars to \$50.00 dollars to align with the current pricing some VARR operators charge for transportation from the jail to the recovery residence.

## **Exceptions**

VARR would request the ability to sub-contract the transportation of CHIRP participants from the jail to the recovery residence. The sub-contractors would be the recovery residence that the CHIRP participant is going to reside in would provide the transportation to that individual and VARR would remit the proposed \$50.00 fee provided by Henrico County to VARR to the recovery residence organization.