LINCOLN COUNTY SHERIFF'S OFFICE - REQUEST FOR PROPOSALS

Substance Use Disorder Recovery Services

Date: November 24, 2026

I. INTRODUCTION

The Office of the County Commissioners for the County of Lincoln (hereinafter known as the "County") will receive sealed proposals for the contracting of one full-time Recovery Coach and one full-time SUD Counselor. These positions will work in collaboration with the **Lincoln County Sheriff's Office** to provide recovery coaching and substance use disorder (SUD) counseling services in Lincoln County.

Delivery of this service will begin on or about **January 1, 2027**.

II. INSTRUCTIONS FOR THE SUBMISSION OF PROPOSALS

All proposals are to be submitted in sealed envelopes marked: **"SUD Recovery Services"** to:

Lincoln County Commissioners
P.O. Box 249
Wiscasset, Maine 04578

By mail or in hand no later than **3:00 p.m. Friday, December 11, 2026**.

Any proposal received after the deadline will not be considered. The sealed proposals will be opened by the County Commissioners at their regularly scheduled meeting on **Tuesday, December 15, 2026, at 9:00 a.m.** Anyone interested in attending the opening of the proposals is welcome. Questions regarding this request for proposals should be directed toward **Sheriff Todd B. Brackett** at (207) 882-6576.

The County of Lincoln is exempt from Federal and State tax.

Each proposal is required to state:

- Their name and place of business.
- That the proposal is made without any connection with any other entity making any proposal for the same services.
- That no person acting for or employed by the County of Lincoln is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates or in any portion of the profits therefrom.

III. SCOPE OF SERVICES

The County of Lincoln is currently seeking sealed proposals to provide two full-time substance use disorder treatment providers to include one certified recovery coach and one substance use disorder counselor (LCSW or greater in certification). Services must include Peer-to-Peer Recovery Coaching and Substance Use Disorder Counseling services to two populations of clients: post-incarcerated inmates and other appropriate referrals within the jurisdiction of the Lincoln County Sheriff's Office.

These positions will work in collaboration with the Lincoln County Sheriff's Office to meet the following essential functions:

1. Peer-to-Peer Recovery Coaching – 40 hours per week

- Transitional services at Two Bridges Regional Jail, community-based group services, and individual services at various locations across Lincoln County.

- Outreach methodology designed to reduce recidivism, help clients achieve long-term recovery, and connect clients to housing, employment, and self-help groups.
- Individual onboarding meetings with Pre-Released Inmates by Classification at TBRJ.
- Program oversight and supervision at 1.5 hours per week.
- Must obtain and maintain Recovery Coach Academy certification and International Peer Support Specialist certification.

2. Substance Use Disorder Counseling – 40 hours per week

- Individual and group SUD counseling for previously released inmates or community members at risk of incarceration due to substance use.
- Services available as needed at the Lincoln County Sheriff's Office.
- Program oversight and supervision at 1.0 hour per week.
- Must hold a valid license in the State of Maine (such as CADC, LADC, LCSW, or LCPC) and maintain required CEUs.

IV. GENERAL & COST PROPOSAL

It is expected that all costs will be included in any proposal reflecting expenses for direct hours and any ancillary expenses. The successful proposer must agree to negotiate with the County on a final contract detailing operational expectations, payment methods, limitations, and contract termination terms.

Position / Item	Hours / Week	Annual Hours	Proposed Total Annual Cost
Certified Recovery Coach	40 hrs	2,080 hrs	$ _____
Licensed SUD Counselor	40 hrs	2,080 hrs	$ _____
Ancillary / Travel / Admin Costs	—	—	$ _____
TOTAL PROPOSED COST	**80 hrs**	**4,160 hrs**	**$ _____**

Proposers must describe their plan to maintain uninterrupted services in the event of a vacancy or extended absence in either position. The proposal must identify available backup personnel, recruitment and replacement procedures, anticipated timeframes for filling vacancies, and how the provider will ensure that all replacement personnel meet the required qualifications and credentials.

V. ACCESS TO FACILITIES & RESERVATION OF RIGHTS

Access to Facilities: The County expects to provide the successful proposer with reasonable access to office equipment (copy machine, telephone, facsimile machine) and internet access, as well as confidential office space appropriate for effective clinical services.

Acceptance / Rejection: The County of Lincoln reserves the right to waive any informalities in proposals, to accept any proposals, and to reject any or all proposals should it be deemed in the best interest of the County to do so. Proposals may be held by the County for up to thirty (30) days from the opening date to review qualifications prior to award, which would extend the anticipated start date.