Request for Proposals

Posted October 26, 2026

Edited for clarity November 9, 2026

Contracted Position Title: *Research and Evaluation Coordinator for ACCESS's Recovery Center*

Project Overview: ACCESS was awarded funding from the Flinn Foundation to build out a research and evaluation agenda for our new substance use Recovery Center in Dearborn, MI.

Main objective for this position: To work with ACCESS staff members, and other external partners, to create a research and evaluation agenda. To accomplish this, we are seeking a coordinator that will: help coordinate a newly established multidisciplinary Research Advisory Committee to guide evaluation priorities and learning goals; work with ACCESS's Office of Evaluation and Learning to establishing data collection protocols, outcome measures, and reporting processes; help conduct client, provider, and community stakeholder interviews and focus groups to inform evaluation and future research priorities.

Details: The project runs from January 1, 2027, to December 31, 2027. Contractor will be expected to log approximately 360 hours of work on the project in that timeframe (approximately 7 hours per week). Contractor will be expected to attend virtual meetings 1-2 times per months, as well as in-person meetings in Dearborn once every 2 months. Any associated travel costs will be the responsibility of the contractor. The hours are flexible and a schedule will be determined between contractor and project leads at ACCESS. Duties may include: Conducting a literature review on research and evaluation for wrap-around recovery center models; Supporting client, provider and community stakeholder interviews and focus groups to inform research and evaluation priorities; Helping to define priority research questions with ACCESS staff and the Research Advisory Committee; Design research methodologies in partnership with external researchers; Recommend data collection protocols, outcome measures and reporting processes to inform research and evaluation priorities; Research and recommend processes to include meaningful participant engagement in research and evaluation; Attend semi-monthly meetings of the Research Advisory Committee.

Payment: The contract is for up to 360 hours from January 1, 2027 to Dec. 31, 2027. Payments will be made quarterly to the contractor, based on hours worked and invoiced for that quarter.

Qualification: Contractor should possess an advanced degree in either Public Health, Psychology, or any related Health and Human Servies field; or have comparable experience. A background in participatory research methodologies as well as experience with research and evaluation design and implementation is preferred.

Submit: A brief proposal to complete the work which includes an hourly rate for the 360 hours, along with a resume/CV and an EIN number. Contractor must have an EIN to receive payment.

Please complete this form https://www.accesscommunity.org/download/file/fid/203 and then submit resume/CV and proposal to Matt Jaber Stiffler (mstiffler@accesscommunity.org) by Nov. 20, 2026.

Vendor Selection Criteria - ACCESS reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Late bids will not be accepted. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendors' qualifications and capabilities to provide the specified service, and other factors which the ACCESS may consider. ACCESS does not intend to award a bid fully on the basis of any response made to the proposal; ACCESS reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet ACCESS' specifications and needs. ACCESS at its sole discretion may award this bid to one or several contractors whatever is deemed in the best interest of ACCESS.

Legal Requirements – The Contractor will comply with all federal, state and local laws & regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

No Contract – This notice is provided for information and invitation only and is not to be construed as an offer to contract or as a contract in and of itself.

No Assumption – ACCESS assumes no responsibility or liability for costs incurred by the Contractor prior to the effective date of any contract resulting from this RFP. Further, Contractor may be required to obtain licenses, liability insurance, and to comply with certain laws and regulations, including but not limited to, the Americans with Disabilities Acts and Equal Opportunity Employment.

Heading and Captions for Convenience Only – Headings and captions included in this this document are included herewith for the sake of convenience only and offer no substantive guidance and are not to be examined for purposes of interpretation.

Independent Contractor – Any contract issued as a result of this RFP shall not be construed as creating a relationship of employer and employee, or principal and agent, or master and servant. Rather Contractor and ACCESS shall assume the responsibility for the acts of their respective employees, agents, representatives, staff, consultants, and subcontractors, and should Contractor's proposal be accepted only an independent contractor relationship shall exist between Contractor and ACCESS.

No Assignment – A contract awarded under this RFP shall not be assignable in any form or portion without the written consent of ACCESS.

Contract Changes/Modifications - Changes mutually agreed upon by the ACCESS and the Contractor will be incorporated into this contract by written amendments signed by both parties.

Contingent Upon Funding - Contracts conditioned upon availability of funds. If funding is cut and services must be reduced or discontinued, a 30-day notice will be provided.

Disputes - Any disputes arising out of this agreement shall be governed by the laws of the State of Michigan.

Overpayments - Contract debts are amounts that have been paid to a contractor to which the contractor is not currently entitled under the terms and conditions of the contract; or are otherwise due from the contractor under the terms and conditions of the contract.

Termination for Convenience: ACCESS may terminate this contract at any time and for any reason by giving at least thirty (30) days' notice in writing to the Vendor. If the contract is terminated by the ACCESS as provided herein, the vendor will be paid a pro-rated payment as negotiated with the ACCESS for the work completed as of the date of termination.

Termination for Cause - ACCESS may terminate the whole or any part of this Agreement, by written notice of default to Vendor, in any one of the following circumstances:

(a) if Vendor fails to perform any duties or obligations within the time specified herein or any written extension thereof granted by Customer;
(b) if Vendor so fails to make progress as to endanger performance of this Agreement in accordance with its terms;
(c) if Vendor fails to comply with any of the material terms and conditions of this Agreement. Such termination shall become effective if Vendor does not cure such failure within a period of ten (10) days after written notice of default by Customer;
(d) If the other party is declared insolvent or bankrupt, or makes an assignment for the benefit of creditors, or a receiver is appointed or any proceeding is demanded by, for or against the other under any provision of the Federal Bankruptcy Act or any amendment thereof.
Upon termination, ACCESS may procure, upon such terms as it shall deem appropriate, services similar to those so terminated. Vendor shall continue performance of this Agreement to the extent not terminated.