**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFP# 202306142**

**Recovery Support Centers Services**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Brittany Hall **Title:** Procurement Administrator**Contact Information:** Brittany.hall@maine.gov  |
| **Informational Meeting** | **Date:** October 2, 2023 **Time:** 9:30 a.m., local time**Location:** ZOOM Meeting Link: [Web Meeting Link for RFP 202306142](https://mainestate.zoom.us/j/85718407066?pwd=dXplK1d6a2tuaTBTblpWOFpXRzUwQT09) Meeting ID: 857 1840 7066, or by phone at 1-646-876-9923 using the Meeting ID provided.  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** October 4, 2023, no later than 11:59 p.m., local time |
| **Notice of Intent to Bid** | *All notice of intents must be received by the RFP Coordinator identified above by:***Date:** October 20, 2023, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** October 30, 2023, no later than 11:59 p.m., local time.*Proposals must be submitted electronically to the following address:***Electronic (e-mail) Submission Address:** Proposals@maine.gov |

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PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202306142**

**Recovery Support Centers Services**

The State of Maine is seeking proposals for Recover Support Services within Recovery Support Centers.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

An Information Meeting will be held on October 2, 2023, at 9:30 a.m., local time at the following ZOOM Meeting Link: <https://mainestate.zoom.us/j/85718407066?pwd=dXplK1d6a2tuaTBTblpWOFpXRzUwQT09> using Meeting ID: 857 1840 7066, or by phone at 1-646-876-9923 using the Meeting ID provided.

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on October 30, 2023. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Affected Other** | An individual who is impaired or distressed due to the substance use of a family member, including, but not limited to: parent, spouse, sibling, child, legal guardian, significant other of the addicted individual, or the significant other’s child. |
| **All Pathways Towards Recovery** | An approach utilized by organization who deliver Recovery Support Services which supports, allows for, and may provide opportunities for all pathways towards Recovery and does not exclude anyone based on their chosen pathway. All Pathways Towards Recovery includes support for harm reduction strategies and ideas aimed at reducing negative consequences associated with substance use and improving health and wellness for people who use drugs and/or alcohol. |
| [**CoacherVision**](https://www.protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=418329&CustomerID=245) | A formal Connecticut Community for Addiction Recovery (CCAR) training of standard practice for supervision of Recovery Coaches. CoacherVision shall be administered in accordance with CCAR standards and recommendations. |
| [**Connecticut Community for Addiction Recovery (CCAR)**](https://ccar.us/) | A Recovery Community organization that works to put a face on Recovery, provide Recovery Support Services, and promote Recovery from alcohol and other drug addiction through advocacy, education, and service.  |
| **Co-occurring Disorder**  | Also referred to as a dual diagnosis, a diagnosis consisting of both a mental health and Substance Use Disorder (SUD) as defined by the DSM-5-TR. |
| **Department** | Maine Department of Health and Human Services |
| **Diversity** | The presence of different and multiple characteristics that make up individual and collective identities, including race, gender, age, religion, sexual orientation, ethnicity, national origin, socioeconomic status, language, and physical ability. |
| **DOL** | Maine Department of Labor |
| **Employment Services** | Assistance provided to individuals in Recovery to determine occupational and vocational resources and attain the skills necessary to acquire employment. |
| **Equity** | When barriers are identified and removed to ensure fair treatment, equality of opportunity, and fairness in access to information and resources for all. |
| [**Ethical Considerations for Recovery Coaches**](https://www.protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=419555&CustomerID=245) | Formal ethics training utilizing CCAR curriculum developed to address ethical issues faced by Recovery Coaches using presentations, small group work, and role playing. Content areas address: defining the coaching service role and functions, coaching standards, issues of vulnerability, ethical decision-making, performance enhancement, and legal issues. Attendees are required to be graduates of the Recovery Coach Academy Training. |
| **Facilitated Groups** | A process where an individual, acceptable to all members in a group, intervenes to assist the group in solving problems and making decisions but has no authority to make decisions. |
| **FTP** | File Transfer Protocol |
| **Inclusion** | The act or practice of creating a collaborative, supportive, and respectful environment that allows individuals to participate and contribute by removing barriers, discrimination, and intolerance. |
| **Lived Experience** | Knowledge gained by an individual who has experienced the process of Recovery from trauma, Serious Mental Illness (SMI), and/or co-occurring SUD. |
| **Multiple Pathways to Recovery** | A highly personalized approach that is based on the core concepts of strength building, individualized skills development, and providing resources. Multiple Pathways to Recovery helps the person find their own path through increased commitment, and includes abstinence, harm-reduction, managed use, medication assisted Recovery, Peer Support, clinical support, twelve (12) step, and faith-based approaches. |
| **Participant** | An adult who attends a Recovery Support Center (RSC). |
| **Peer** | An adult who is receiving, or who has received, services related to the diagnosis of a SUD and/or Co-occurring Disorders and is willing to self-identify with individuals on this basis in the community. |
| **Peer Support**  | A mental health model of care which consists of a qualified Peer Support provider who assists individuals with their Recovery. Peer Support is founded on key principles of respect, shared responsibility, and mutual agreement of what is helpful to support Recovery. |
| **Recoveree** | An individual engaging in service with a Recovery Coach. |
| **Recovery** | A process through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. |
| **Recovery Action Plan** | A structured set of related goals, action steps, and measurements that support an individual’s process to achieve and maintain Recovery.  |
| **Recovery Ally/Allies** | An individual(s) dedicated to the expansion and support of Recovery services.  |
| **Recovery Capital**  | Various factors that may improve an individual’s likelihood of achieving long-term Recovery. Examples of Recovery Capital include: access to safe, stable housing; positive social and family relationships; and employment that is meaningful and supportive of an individual’s financial needs. |
| **Recovery Center Coordinator** | Responsible for the day-to-day operations of the RSC, including supporting Participants, scheduling groups and activities, and outreach and engagement activities.  |
| **Recovery Coach** | An individual in long-term Recovery or a Recovery Ally who has successfully completed the thirty (30) hour CCAR Recovery Coach Academy (RCA) training and the sixteen (16) hour Recovery Coaching Services (RCS) ethics training. Recovery Coaches provide mentoring, resource navigation assistance, and general Recovery support to individuals and families. |
| [**Recovery Coach Academy (RCA)**](https://www.protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=418831&CustomerID=245) | A CCAR, five (5) day intensive training academy focused on providing individuals with the skills needed to guide, mentor, and support anyone seeking long-term Recovery from an addiction to alcohol or other drugs.  Provided in a retreat-like environment, the RCA prepares Participants by teaching beneficial engagement and communication skills to use in self-discovery and management. |
| **Recovery Coach Coordinator** | An individual providing coordination for RCS, which may include but are not limited to data collection; training; recruitment; supervision; and developing referral networks. Recovery Coach Coordinators are responsible for quality assurance of RCS provided by Recovery Coaches via training, supervision, and ongoing technical assistance. |
| **Recovery Coaching Services (RCS)** | A form of strengths-based Recovery Support for persons with active addictions or in any stage of Recovery from alcohol, other drugs, codependency, or other addictive behaviors. RCS is carried out by formally trained individuals to promote Recovery; remove barriers; build Recovery Capital; connect Recoverees with Recovery Support Services; and encourage hope, optimism, and healthy living. |
| **Recovery Coaching Tracking Tool** | Measurement tool that includes gender, age, residence, referral source, primary and secondary substances, date of last use including substance type, and length of substance use. |
| **Recovery Education** | Educational programs to support a life in Recovery aimed at four (4) major dimensions which are health, home, purpose, and community. |
| **Recovery Support Center (RSC)** | Provide support for individuals in the State experiencing problematic substance use, mental health and/or Co-occurring challenges by coordinating and directing Peer Support programs to help persons in Recovery and seeking Recovery from addiction. |
| **Recovery Support Services** | Individuals and organizations active within the community who provide and engage in mutually supportive engagement between individuals seeking Recovery. |
| **Relationships and Parenting Education** | Any deliberate effort to help parents be more effectivein caring for children. Examples of educational process may include: group meetings, resource centers, newsletters,home visits, mentoring, or internet resources. |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **Substance Use Disorder (SUD)** | The recurrent use of alcohol and/or drugs that has caused clinical and functional significant impairment evidenced by impaired control, social impairment, risky use, and pharmacological criteria. |
| **Trauma-informed Approach** | A practice approach in social services that recognizes and responds to the impact of traumatic stress on individuals, caregivers, and service providers. |
| **Vocational Preparedness** | Relating to the process of gaining specific skills or training needed to search for, secure, and maintain employment. |

**State of Maine - Department of Health and Human Services**

*Office of Behavioral Health*

**RFP# 202306142**

**Recovery Support Centers Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking Recovery Support Center (RSC) services as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine Residents. The Department’s Office of Behavioral Health (OBH) is the State’s administrative authority responsible for the planning, development, implementation, regulation, and evaluation of substance abuse and mental health services. The mission of OBH is to ensure all Maine residents with mental health, substance use, and Co-occurring Disorders are not just managing symptoms but living lives of dignity, hope, and meaning as independently as possible.

RSCs shall provide support for individuals in the State experiencing problematic substance use, mental health, and/or Co-occurring Disorder challenges by coordinating and directing Peer Support programs to help persons in Recovery and seeking Recovery from addiction. In addition, RSC resources shall be provided to individuals seeking Recovery and/or in Recovery, including telephone and online recovery support assistance, in finding and connecting to recreational and socialization events that provide a positive alternative to previous harmful behaviors that occurred before they arrived at this point.

The RSC culture shall be welcoming, non-judgmental, and accessible, with hours of operation which consider the Participants’ needs. RSCs shall operate within the framework of an All Pathways Towards Recovery philosophy and shall not deny access or otherwise discriminate against a Participant or potential Participant based upon their individual approach to Recovery. RSCs shall offer programing within the Multiple Pathways to Recovery framework.

### Recovery Coach Coordinators at each RSC shall ensure Recovery group facilitation, access to Recovery Coaching Services (RCS), and Peer Recovery resource connections are continually available to Participants. RSCs shall utilize Peers to mentor, coach, and support Participants in their Recovery through relationships, training, and linkage to other support services.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 04/01/2024 | 03/31/2026 |
| Renewal Period #1 | 04/01/2026 | 03/31/2028 |
| Renewal Period #2 | 04/01/2028 | 03/31/2029 |

1. **Number of Awards**

The Department anticipates making multiple awards, at least one (1) award in each of the target areas identified on **Appendix J** (Notice of Intent to Bid Form) as a result of the RFP process.

**Bidders interested in providing RSC services for multiple target areas must submit a separate proposal for each RSC location. Bidders proposing a main location with a satellite office that does not function independently, is considered one (1) location.**

**PART II SCOPE OF SERVICES TO BE PROVIDED**

**Specific instructions for the Bidder to provide a narrative response to the Scope of Services may be found in Part IV, Section III, Services to be Provided.**

**General Requirements**

1. Maintain and operate the Recovery Support Center (RSC), within the proposed target area, at minimum, forty (40) hours per week, Monday through Friday, to accommodate the Participants’ availability.
2. Determine Participant eligibility based on their self-identification as acknowledge of having a problematic relationship with substances or a Substance Use Disorder (SUD) or Co-occurring Disorder or be an Affected Other.
3. Ensure the RSC promotes a culture which supports All Pathways Towards Recovery and is welcoming and non-judgmental.
4. Ensure RSC is offered to Participants free of charge.
5. Ensure a majority of the RSC’s board of directors, trustee, or advisor council are comprised of individuals with Lived-Experience, who self-identify as people in Recovery from their own SUD. Additional board members may include Affected Others and Recovery Allies.
6. Ensure the RSC facility maintains standards in compliance with Federal, State, and local laws including but not limited to Federal and State tax laws, laws governing business operations, and local zoning laws.
7. Provide individual Recovery Coaching Services (RCS) and Recovery Coach coordination service.

### Provide outreach and engagement activities within the wider community to ensure individuals, providers, and community agencies have the information necessary to access and make referrals for Recovery Support Services.

### Coordinate staff and programming to support Participants’ needs as they relate primarily to SUD challenges and are inclusive of mental health and co-occurring challenges and are inclusive of Multiple Pathways to Recovery.

### Hold or provide access to Facilitated Groups for Participants and Affected Others.

### Assist Participants with access to Employment Services (including the Maine Department of Labor (DOL) and any other);

### Assist Participants with access including, but not limited to housing, food, clinical services (individual and/or group counseling for both mental health and SUD), case management, transportation, justice system navigation, child protective services, and other resources as indicated by Participants.

1. Provide orientation to RSC staff including but not limited to: Trauma-informed Approach, strengths-based, reflective approaches, and promoting Diversity, Equity, and Inclusion.

**Technology Requirements**

1. Provide or maintain a client and data management system for tracking client activity including, but not limited to, referrals, active recoverees, recovery plans, progress notes, and discharge capable of supporting the reporting requirements of this service, and which complies with the U.S. Department of Health and Human Services, [HHS Privacy policies](http://www.hhs.gov/privacy.html).
2. For electronic data collection systems, comply with the State’s Information Technology [Policies,](https://www.maine.gov/oit/policies-standards) including but not limited to:
3. [General Architecture Principles](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/GeneralArchitecturePrinciples.pdf);
4. [System and Services Acquisition Policy and Procedures (SA-1)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/system-services-acquisition-policy.pdf);
5. [Application Deployment Certification Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/application-deployment-certification_0.pdf);
6. [Digital Accessibility and Usability Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/digital-accessibility-policy.pdf);
7. [Remote Hosting Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/remote-hosting-policy.pdf);
8. [Data Exchange policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/data-exchange-policy.pdf);
9. [Information Security Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/information-security-policy.pdf);
10. [Access Control Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/access-control-policy.pdf);
11. [Access Control Procedures for Users](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/access-control-procedures-for-users.pdf);
12. [Risk Assessment policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/risk-assessment-policy-procedure.pdf);
13. [Vulnerability Scanning Procedure](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/vulnerablity-scanning-procedure.pdf);
14. [Security Assessment and Authorization Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/SecurityAssessmentAuthorizationPolicy.pdf);
15. [System and Information Integrity Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/system-information-integrity-policy.pdf); and
16. [Configuration Management Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/configuration-management-policy.pdf).
17. Ensure the proposed solution achieves the [NIST 800-53 Rev 5](https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final) for the remaining security and privacy control families to a security baseline appropriate to the impact level of the data as determined by the Department, including address:
18. Physical and Environmental Protection;
19. Awareness and Training;
20. Planning;
21. Audit and Accountability;
22. Personnel Security;
23. PII Processing and Transparency;
24. Contingency Planning;
25. Identification and Authentication;
26. Incident Response;
27. System and Communications Protection;
28. Maintenance;
29. System and Information Integrity;
30. Media Protection; and
31. Supply Chain Risk Management.
32. Provide Peer Support to Participants and Recoverees via telephone or on-line.
33. Maintain a website that includes a calendar of events and indicates which events are available on-line.
34. Maintain a website that includes information about what services are available over the phone, and how those services may be accessed.

**Services to be Provided to Participants**

* + 1. Utilize a Multiple Pathways to Recovery approach to deliver Recovery Support Services to Participants.

### Provide orientation to each new Participant, including:

### [Rights of Recipients rules.](https://www.maine.gov/sos/cec/rules/14/193/193c001.docx)

### How to attain a Recovery Coach and the Recovery Coach matching process.

### Training for accessing and utilizing:

### [2-1-1 Maine](https://211maine.org/) Resource Directory;

### The Maine Crisis Line at 988-568-1112 to access crisis services; and

### Telephone and/or on-line Recovery Support Services.

### Training for accessing the RSC schedule for Facilitated Groups, training programs, and recreational/socialization events.

### Ensure staff and volunteers assist Participants with tasks such as setting Recovery goals, developing a Recovery Action Plan, and solving problems directly related to Recovery.

### Assist Participants in Recovery Support Services and activities such as finding suitable housing, community inclusion, contributing to and enjoying one’s community, and improving job skills.

* + 1. Provide RCS by:
			1. Offering one-on-one (1:1) individualized Recovery Coaching utilizing the Connecticut Community for Addiction Recovery (CCAR) model, or another model approved by the Department.
			2. Attending Department-approved mutual aid programs (e.g. [Alcoholics Anonymous](http://www.aa.org/), [SMART Recovery](http://www.smartRecovery.org/)) and other community-based Recovery programs with the Participant(s);

### Assisting Participants in building Recovery Capital; and

### Providing Facilitated Groups for Participants as well as Affected Others to:

### Provide Peer-led support to Participants and their families who are transitioning from rehabilitation to family and work life and aid in preventing relapse; and

### Provide Peer-led guidance, feedback, and social support in domains identified by Participants and/or staff as necessary for successful Recovery including but not limited to:

### Finding suitable housing;

### Attending mutual support groups;

### Accessing formal clinical services:

### Accessing health care services:

### Community inclusion;

### Contributing to and enjoying one’s community; and

### Improving job skills.

### Provide quarterly Department-approved training to Participants, families, and Affected Others in schools, higher education settings, and/or within neighboring communities.

### Trainings shall be focused on understanding prevention and Recovery, as well as family and relationship dynamics, including but not limited to:

### Recovery Education;

### Relationships and Parenting Education; and

### Creating and maintaining Recovery Allies.

### Provide Recovery Support to Participations including but not limited to:

### Telephone and on-line web-based support provided by Peers to individuals in Recovery through RSCs; and

### Links and/or partnerships to services such as treatment, Recovery, Vocational Preparedness, law enforcement, housing, transportation, childcare, clothing, food banks, health care, criminal justice, public assistance, and emergency relief.

### Provide Recovery-oriented recreational and social events to Participants and Affected Others which:

### Shall help establish positive relationships with family and/or friends as well as provide necessary supports to contribute in the community as citizens.

### Utilizes no more than two percent (2%) of Department funding.

**Staffing Requirements**

1. **Center Coordinator**
2. Employ and/or subcontract one (1) FTE to serve as the Recovery Center Coordinator to:
3. Support Recovery group facilitation and Peer Recovery resource connections for Participants and Affected Others;
4. Utilize Peers to support Participants and Recovery Support Services and activities;
5. Provide training in schools and the community that includes Recovery Education as well as Relationships and Parenting Education; and
6. Provide orientation to RSC staff and Participants which includes but is not limited to:
	* 1. Trauma-informed Approaches;
		2. Strengths-based, reflective approaches; and
		3. Promoting Diversity, Equity, and Inclusion.
7. **Recovery Coach Coordinator**
8. Employ and/or subcontract one (1) FTE to serve as the Recovery Coach Coordinator who has Lived Experience to:
9. Provide RCS;
10. Support Participants in their Recovery through relationships, training, and linkage to other Recovery Support Services;
11. Oversee Recovery activities, including:
12. Individual RCS;
13. Assisting Participants with access to Employment Services (including DOL and any other);
14. Recruiting and training volunteer Recovery Coaches to actively contribute to substance abuse Peer Recovery activities;
15. Assisting Participants in the completion of a Department-identified Recovery Coaching Tracking Tool;
16. Supporting Recovery group facilitation and Peer Recovery resource connections;
17. Utilizing Peers to support Participants and Recovery Support Services and activities;
18. Holding or providing access to Facilitated Groups for Participants and Affected Others; and
19. Providing training in schools and the community that will include Recovery Education as well as Relationships and Parenting Education.
20. **Recovery Coaches**
21. Employ and/or subcontract Peers trained as, or in the process of being trained as, Recovery Coaches.
22. Ensure Recovery Coaches complete:

Recovery Coach registration/certification with the [Maine Recovery Coach Certification Board](https://peerrecoverycoachme.org/), or a certification approved by the Department, within six (6) months of hire; and

CCAR training prior to providing RCS to Participants, which includes:

Recovery Coach Academy (RCA); and

1. Ethical Considerations for Recovery Coaching.
2. Ensure Recovery Coaches participate in Department-approved CoacherVision, at least one (1) time per month.

# **Reporting/Site Review Requirements**

Ensure all reports submitted to the Department are password protected and submitted through an FTP (File Transfer Protocol) system.

The Department will provide the FTP portal system and instructions on how to submit the required data.

Participate in the Department-conducted annual site review of the RSC program, services, and financial records.

Produce all requested documentation to complete the annual site review, including but not limited to:

Site visits/Department-provided site-monitoring tools;

Review of formal policy and procedures;

Group attendance lists; and

Meeting and event schedules.

Facilitate and participate in interviews of RSC staff and Participants, conducted by the Department’s assessment team.

**Performance Measures**

1. Perform all services proposed in response to this RFP by achieving all Performance Measures listed in **Table 1**.
	1. Submit data to support the performance measure utilizing **Appendix H -** Performance Measure Report or via a third-party data source, as indicated within the performance measure data source column of **Table 1**.

|  |
| --- |
| **Table 1****Mandatory Performance Measures** |
|
| **Performance Measure** | **Assessment Cycle** | **Supportive Documentation and Performance Measure Data Source** |
| *Office Goal/Initiative:* *Increase RSC utilization and participation in services and programs.* |
| **a.** | Establish the RSC’s baseline participation at the end of year one (1): Total Participants in year one (1). | Annual | RSC Participation Report |
| **b.** | Increase the RSC’s number of unique Participants by twenty-five percent (25%) by end of year two (2). |  Annual | RSC Participation Report |

# **Reports**

Track and record all data/information necessary to complete the required reports listed in **Table 2**:

|  |
| --- |
| **Table 2 – Required Reports** |
| **Name of Report**  | **Description or Appendix #** |
| **a.** | Performance Measures Report | **Appendix H** |
| **b.** | RSC Participation Report | **Appendix I** |
| **c.** | Annual Site Review | As agreed, upon by the awarded Bidder and the Department. |
| **d.** | Quarterly Report of Revenue and Expenses | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/contracts/index.html)  |
| **e.** | Contract Closeout Report | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/contracts/index.html) |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 3**:

|  |
| --- |
| **Table 3 – Required Reports Timelines** |
| **Name of Report**  | **Period Captured by Report**  | **Due Date** |
| **a.** | Performance Measures Report | Quarterly | Thirty (30) calendar days after each quarter |
| **b.** | RSC Participation Report | Quarterly | Thirty (30) calendar days after each quarter |
| **c.** | Annual Site Review | Annually | Annually, at the Department’s discretion |
| **d.** | Quarterly Report of Revenue and Expenses | Quarterly | Thirty (30) calendar days after each quarter |
| **e.** | Contract Closeout Report | Entire Contract Period | Sixty (60) calendar days following the close of the contract period |

**PART III KEY RFP EVENTS**

1. **Informational Meeting**

The Department will sponsor an Informational Meeting concerning the RFP beginning at the date, time and location shown on the RFP cover page. The purpose of the Informational Meeting is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Informational Meeting is not mandatory, it is strongly encouraged that interested Bidders attend.

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties must use **Appendix K** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator, identified on the cover page of the RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
		3. Submitted questions must include the RFP number and title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the State’s [Division of Procurement Services’ Request for Proposals (RFP) website page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps) no later than seven (7) calendar days prior to the proposal due date. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website are considered binding.
2. **Amendments**

All amendments released in regard to the RFP will be posted on the State’s [Division of Procurement Services’ Request for Proposals (RFP) website page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Notice of Intent to Bid

* + - 1. **Notice of Intent Due:** Bidders interested in submitting a proposal are required to submit **Appendix J** - Notice of Intent by the date and time specified on this RFP’s cover page.

Failure to submit a Notice of Intent by this deadline will automatically result in a Bidder’s proposal being disqualified from the evaluation process.

* + - 1. **Submission:** Notices of Intent are to be submitted only to the RFP Coordinator listed on this RFP’s cover page. The Bidder is responsible for allowing adequate time for delivery. The Department assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.
1. **The Bidder must submit a separate Notice of Intent for each RSC location they intend to bid on.**
2. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP. E-mails containing original proposal submissions, or any additional or revised proposal files, received after the 11:59 p.m. deadline will be rejected without exception.
	2. **Bidders must submit a separate proposal for each RSC location they intend to bid on.**
	3. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202306142 Proposal Submission – [Bidder’s Name]”**
		6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Debarment, Performance and Non-Collusion Certification)

All required documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form)

**Appendix D** (Subcontractors Form), if applicable

**Appendix E** (Litigation Form)

All required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

**Appendix F** (Response to Proposed Services Form)

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*Excel and PDF format preferred*

**Appendix G** (Cost Proposal Form)

All required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Debarment, Performance and Non-Collusion Certification**

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, including consultants, Bidders must complete **Appendix D** (Subcontractors Form) by providing a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Litigation**

Bidders must complete **Appendix E** (Litigation Form) providing a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none” on **Appendix E** (Litigation Form).

* 1. **Organizational Chart**

Bidders must provide an enterprise-wide organization chart showing officers, major organization components, and the project team proposed to meet the requirements of this RFP. This chart must indicate to whom the project team reports. Note: individual project team positions are to be identified in the job description and staffing plan requirements of **Appendix F** (Response to Proposed Services Form).

* 1. **Financial Viability**

Bidders must provide the three (3) most recent years of Financial Statements audited or reviewed by a Certified Public Accountant.

* 1. **Certificate of Insurance**

Bidders must provide a valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

|  |
| --- |
| **Required Attachments Related to Organization Qualifications and Experience**  |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form  |
| Two (2) | Subcontractors Form |
| Three (3) | Litigation  |
| Four (4) | Organizational Chart |
| Five (5) | Financial Viability  |
| Six (6) | Certificate of Insurance |

Attachments 1 – 6, must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 6 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of this RFP.

**Section III Proposed Services** (File #3)

Bidder must complete **Appendix F** (Response to Proposed Services Form) by providing a detailed response to the requirements outlined in this RFP.

|  |
| --- |
| **Required Attachments Related to Proposed Services** |
| **Attachment #:** | **Attachment Name:** |
| Seven (7) | Quarterly Training Plan |
| Eight (8) | Communications Plan  |
| Nine (9) | Recreational and Social Events Plan |
| Ten (10) | Job Descriptions |
| Eleven (11) | Staffing Plan |
| Twelve (12) | Implementation - Work Plan |

Attachments 7 – 12, must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 7 – 12 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of this RFP.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the initial period of performance, starting 4/01/2024 and ending on 3/31/2026.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**
1. Bidders must fill out **Appendix G** (Cost Proposal and Budget Narrative Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.
2. **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Preliminary Information (No Points)**

Includes all elements addressed above in Part IV, Section I.

**Section II. Organization Qualifications and Experience (30 points)**

Includes all elements addressed above in Part IV, Section II.

**Section III. Proposed Services (40 points)**

Includes all elements addressed above in Part IV, Section III.

**Section IV. Cost Proposal (30 points)**

Includes all elements addressed above in Part IV, Section IV.

* 1. Cost Proposal (25 points)
	2. Budget Narrative (5 Points)
	3. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
	4. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are to provide their best value pricing with the submission of their proposal.

The remaining five (5) points allocated to the Cost Proposal (**Appendix G**) will be used to evaluate the responsiveness of the narrative material and supporting documentation for accuracy and reasonableness of the proposed cost (assumptions used in calculating the costs). The evaluation team will use a consensus approach to evaluate and score the budget narrative.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State Service Contract with appropriate riders as determined by the issuing department.

Forms and contract documents commonly used by the Department can be found on the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management).

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least fourteen (14) calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Subcontractors Form

**Appendix E** – Litigation Form

**Appendix F** – Response to Proposed Services Form

**Appendix G** – Cost Proposal and Budget Narrative Form

**Appendix H** – Performance Measure Report Template

**Appendix I** – RSC Participation Report Template

**Appendix J** – Notice of Intent to Bid Form

**Appendix K** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PROPOSAL COVER PAGE**

**RFP# 202306142**

**Recovery Support Centers Services**

|  |
| --- |
| **Proposed Target Area** *(Select one (1) Target Area per proposal submission)* |
| p 1 Yorkp 2 Cumberlandp 3 Androscoggin | p 4 Franklin/Oxfordp 5 Waldo/Lincoln/Knox/Sagadahocp 6 Somerset/Kennebec | p 7 Penobscot/Piscataquisp 8 Washington/Hancockp 9 Aroostook |
| **Bidder’s Organization Name:** |  |
| **Vendor Customer Code** (for current State of Maine vendors)**:** | VC |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Street Address:** |  |
| **City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**

**RFP# 202306142**

**Recovery Support Centers Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202306142**

**Recovery Support Centers Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. In addition:** 1. **Describe the Bidder’s experience addressing needs related to issues of Diversity, Equity, and Inclusion.**
2. **Describe the Bidder’s experience with culturally-competent and responsive services.**

**Bidders may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of the RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** |
|  |

|  |
| --- |
| **Project Three** |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## SUBCONTRACTORS FORM

**RFP# 202306142**

**Recovery Support Centers Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **If subcontractors, including consultants, are to be used, provide each individual subcontractor’s business or consultant’s name, contact person, address, phone number, and a brief description of the subcontractor’s organizational or consultant’s capacity and qualifications. Bidders should add additional Subcontractors/Consultants as needed.** |

|  |
| --- |
| **Subcontractor/Consultant** |
| **Subcontractor Business or Consultant’s Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor/consultant organizational capacity and qualifications** |
|  |

|  |
| --- |
| **Subcontractor/Consultant** |
| **Subcontractor Business or Consultant’s Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor’s organizational capacity and qualifications** |
|  |

**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## LITIGATION FORM

**RFP# 202306142**

**Recovery Support Centers Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Provide a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none.”** |

|  |
| --- |
|  |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |

**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## RESPONSE TO PROPOSED SERVICES FORM

**RFP# 202306142**

**Recovery Support Centers Services**

**The response to proposed services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**



**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**COST PROPOSAL AND BUDGET NARRATIVE FORM**

**RFP# 202306142**

**Recovery Support Centers Services**

|  |
| --- |
| **Proposed Target Area** *(Select one (1) Target Area per proposal submission)* |
| p 1 Yorkp 2 Cumberlandp 3 Androscoggin | p 4 Franklin/Oxfordp 5 Waldo/Lincoln/Knox/Sagadahocp 6 Somerset/Kennebec | p 7 Penobscot/Piscataquisp 8 Washington/Hancockp 9 Aroostook |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | $ |

**Instructions:** The Bidder must complete and submit budget forms providing a detailed breakdown of expenses in performing the services for the initial period of performance as described in this RFP and in the Bidder’s proposal. The total expenses amount is the proposed cost to be used in the scoring cost formula for evaluation purposes.

**The Budget Form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**

****

**The Budget Form Instructions may be obtained in a PDF (.pdf) format by double clicking on the document icon below.**

****

**Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms.

****

**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PERFORMANCE MEASURE REPORT TEMPLATE**

**RFP# 202306142**

**Recovery Support Centers Services**

**The performance measure report template may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**



**APPENDIX I**

 **State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RSC PARTICIPATION REPORT TEMPLATE**

**RFP# 202306142**

**Recovery Support Centers Services**

**The RSC Participation report template may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**



**APPENDIX J**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**NOTICE OF INTENT TO BID FORM**

**RFP# 202306142**

**Recovery Support Centers Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Location of Proposed Center:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

|  |
| --- |
| **Signature of person authorized to enter into the contract with the Department:** |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX J (continued)**

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the specific targeted area.

|  |  |  |
| --- | --- | --- |
|  | **Targeted Areas** | **Counties** |
| [ ]  | Area 1  | York |
| [ ]  | Area 2  | Cumberland  |
| [ ]  | Area 3 | Androscoggin |
| [ ]  | Area 4  | Franklin, Oxford |
| [ ]  | Area 5  | Waldo, Lincoln, Knox, Sagadahoc |
| [ ]  | Area 6 | Somerset, Kennebec |
| [ ]  | Area 7  | Penobscot, Piscataquis |
| [ ]  | Area 8  | Washington, Hancock |
| [ ]  | Area 9  | Aroostook |

|  |
| --- |
| **Provide a brief description of the Bidder’s experience and ability to perform the work required within this RFP.** |
|  |

**APPENDIX K**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**SUBMITTED QUESTIONS FORM**

**RFP# 202306142**

**Recovery Support Centers Services**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary*

*\*\*\* Submit in WORD format, not PDF*