**STATE OF MAINE REQUEST FOR PROPOSALS**



**RFP AMENDMENT# 1 AND**

**SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP#202503039 Statewide Substance Use Disorder Learning Community |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Behavioral Health |
| **SUBMITTED QUESTIONS DUE DATE:** | May 14, 2025, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | May 21, 2025 |
| **PROPOSALS DUE DATE:** | June 19, 2025, no later than 11:59 p.m., local time. |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Part IV, Section IV, 1.a. is revised. 2. **Appendix H** Cost Form is revised. | |
| **REVISED LANGUAGE IN RFP:**   1. *Part IV, Section IV, 1.a. is amended to read:*    * 1. Bidders must submit a cost proposal that covers the period of performance, starting 1/1/2026 and ending on 6/30/2027. 2. *Appendix H Cost form is replaced in its entirety:*   **The amended Cost Proposal form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.** | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Section IV  Page 18 | What is the time period for the completion of the Excel Rate Based Cost F for the initial period of performance? 1. A. says 1/1/2026 and ending on 12/31/2027 and on the cost form it says 7/1/2025 to 6/30/2027. Which time frame should we use? |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part II, A.3.  Page 9 | 1. There is lists of #a through #g for minimum expectations. Can there be additional learning activities proposed? 2. Does attachment 7 include the description in detail or just an outline? 3. Should the bidder also describe a response to #3 in the attachment Appendix G. |
| **Answer** | |
| 1. It is at the Bidder’s discretion. 2. An outline. 3. Yes. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| N/A | Can the Department please clarify the anticipated award floor and  ceiling for this RFP? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| N/A | Can the Department please clarify if Letters of Support are required or  encouraged? |
| **Answer** | |
| Letters of support are not required as part of this RFP process. In addition, 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. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 11 | 1. Who currently owns the domain name for <https://mesudlearningcommunity.org/>? 2. Will ownership or administrative access be transferred to the awarded vendor? |
| **Answer** | |
| 1. Co-Occurring Collaborative Serving Maine (CCSME), with support from the Catherine Cutler Institute’s e-learning team. 2. No. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 11 | Who currently hosts the Maine SUD Learning Community website, and will the awarded vendor be expected to maintain that hosting relationship or migrate the site? |
| **Answer** | |
| Refer to the answer to question 5.a. of this document. The awarded Bidder will be expected to develop and maintain its own site with the requirement to carry over any required information from the previous site, as indicated by the Department. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 11 | Are there any existing maintenance or licensing contracts related to the website that the awarded vendor should be aware of or assume responsibility for? |
| **Answer** | |
| No. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part II A.7.  Page 10 | Can the Department confirm whether enduring materials (e.g., recorded webinars, asynchronous modules, newsletter) count toward the required number of educational opportunities? |
| **Answer** | |
| Enduring materials do not count toward the required number of educational opportunities. Educational opportunities must be live, and can be conducted via in-person, virtual, and/or hybrid modalities. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part II, B.7.  Page 11-7 | Can the Department clarify that food and beverage service is considered an allowable expense under this contract for in-person events, including the Annual SUD Learning Community Conference and other Department-approved educational events? |
| **Answer** | |
| Food and beverage service(s) are considered an allowable expense for in-person events. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Appendix H  Page 33 | 1. “other” in the budget, can one line item be used for all direct costs, such as occupancy, utilities, printing, room rental, CEU fees? 2. Do all of the individual costs for these items need to be listed? 3. If allocated, does it need to say they are allocated and how it is allocated? 4. Can a line item for Indirect costs be added? 5. Does it need to say how indirect costs are determined? |
| **Answer** | |
| 1. It is at the Bidder’s discretion; however, each specific item contributing to the cost must be delineated and its associated cost must be indicated if utilizing only one (1) line item. 2. Yes. 3. Yes. 4. Yes, refer to the amended cost form at the beginning of this document. 5. Yes. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Appendix D, Page 28 | Can activities under a whole grant be used for a project description? Or does it need to be a specific activity within a grant? |
| **Answer** | |
| The Department is looking for three (3) distinct projects which occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| N/A | What is the budget for this project? |
| **Answer** | |
| As this is a competitive process the Department declines to answer. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| N/A | Are organizations based in other states (Massachusetts) eligible to bid on this opportunity. |
| **Answer** | |
| All interested parties who meet the eligibility requirements outlined in Part I, C. and Appendix C of the RFP are invited to submit a bid. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 6 | Recognizing the RFP is aimed at continuing Learning Community efforts (with some modifications and expansions), we acknowledge efforts to-date have been supported by an incumbent.   1. To what extent is the state satisfied with the incumbent contractor and feel that they have met the expectations of the state and needs of the Learning Community? 2. Related, to what extent is the state open to inviting new perspectives and expertise to support the initiative? |
| **Answer** | |
| 1. As this is outside the scope of the RFP, the Department declines to answer. 2. The Department intends to issue an award to the proposal which provides the best value to the State of Maine, refer to Part V, A. of the RFP which outlines the evaluation process. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 8 | What is the cumulative Not-to-Exceed Amount for the entire contract?  What is the Not-to-Exceed Amount for each of the following:  a. Initial Period of Performance  b. Renewal Period #1  c. Renewal Period #2 |
| **Answer** | |
| As this is a competitive process the Department declines to answer. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part II, A.  Page 9 | Approximately how many Prescribing Clinicians and Medical and Behavioral Health Practice Teams are currently engaged in the Learning Community? Is the state able to provide any current engagement metrics from the programs and activities outlined in the RFP? |
| **Answer** | |
| The number of engaged Prescribing Clinicians and Medical and Behavioral Health Practice teams is variable. On average, per quarter, over five hundred (500) unique participants have engaged across all learning offerings. Approximately twenty-five percent (25%) are Prescribing Clinicians, and there have been over three hundred (300) unique Practices involved in the educational offerings. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Part II, A.  Page 9 | Regarding the “Identification of training gaps and needs for the SUD treatment provider community, with a summary of findings provided to the Department,” is the state able to provide any data from past Learning Community participant surveys or other sources (e.g., past reports) that may speak to training gaps and needs? |
| **Answer** | |
| Training gaps and needs have been assessed on an ongoing basis as identified needs are variable, with gaps and needs varying at any given time. A non-exhaustive list of some recently identified topics of interest are harm reduction strategies; contingency management; methadone treatment; gabapentin prescribing; and treating ADHD in adults who also have SUD. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part II, A.  Pages 9-11 | Other than TikTok (page 11), are there any restrictions on content or language that can be used in materials (e.g., curriculums, webinars, trainings, meetings, resources, consultations, conference presentations, etc.) developed for and/or shared with the Learning Community? |
| **Answer** | |
| Online content restrictions are determined by the State’s [Office of Information Technology](https://www.maine.gov/oit/policies-standards), additional limitations will be discussed during contract with the awarded Bidder, as needed. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV.  Page 18 | The RFP states “Bidders must submit a cost proposal that covers the period of performance, starting 1/1/2026 and ending on 12/31/2027.”   1. Is the state assuming costs will remain constant for the renewal periods? 2. Will the state consider proposals that include cost estimates for the renewal periods as well? |
| **Answer** | |
| 1. The Department will negotiate reasonable renewal cost with the awarded Bidder at the time of the renewal. 2. No, the Department will only consider cost for the initial period of performance. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV.  Page 18 | Other than costs related to preparation of the proposal and contract negotiation, are there any restrictions on the use of funds? |
| **Answer** | |
| No. However, anticipated costs indicated on the cost proposal must be reasonable and applicable to the costs required to complete the requirements of the RFP. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part IV  Pages 16-18 | 1. Does the state have a desired page limit for proposals or any sections thereof? 2. Are there any other guidelines the state would like to offer regarding font, margins, or other formatting requirements? |
| **Answer** | |
| 1. No. 2. All information must be presented in the same order and format as described in the RFP. | |