**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA AMENDMENT #1**

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| **RFA NUMBER AND TITLE:** | 202006101 - Efforts to Increase COVID-19 Testing, Swab and Send Specimen Collection Sites |
| **RFA ISSUED BY:** | Department of Health and Human Services,  Office of the Commissioner |
| **AMENDMENT DATE:** | June 19, 2020 |
| **APPLICATION DUE DATE:** | The Department intends for the application process to remain open until there are sufficient Specimen Collection Sites open throughout the State |
| **APPLICATIONS DUE TO:** | [debra.downer@maine.gov](mailto:debra.downer@maine.gov) |
| **DESCRIPTION OF CHANGES IN RFA:**  The Department amended the RFA in its entirety on June 19, 2020, specifically:   1. RFA Cover Page and Part III.A. adds information regarding an upcoming informational meeting. 2. Part II.D. adds language related to requirements for collection of self-swab specimens. | |
| **All other provisions and clauses of the RFA remain unchanged.** | |

**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA AMENDMENT #2**

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| **RFA NUMBER AND TITLE:** | 202006101 - Efforts to Increase COVID-19 Testing, Swab and Send Specimen Collection Sites |
| **RFA ISSUED BY:** | Department of Health and Human Services,  Office of the Commissioner |
| **AMENDMENT DATE:** | June 25, 2020 |
| **APPLICATION DUE DATE:** | The Department intends for the application process to remain open until there are sufficient Specimen Collection Sites open throughout the State |
| **APPLICATIONS DUE TO:** | [debra.downer@maine.gov](mailto:debra.downer@maine.gov) |
| **DESCRIPTION OF CHANGES IN RFA:**  The Department amended the RFA in its entirety on June 25, 2020, specifically:   1. Part I.A. revises language related to the Department’s purpose of the swab and send in paragraph 3, beginning with sentence 4. 2. Part I.A. revises language related to the anticipated start date in paragraph 4. 3. Part I.D. revises language related to the reimbursement of specimen collection and additional HETL guidance in paragraph 1. 4. Part I.D. revises language related reimbursement through non-insurance sources in paragraph 2, end of sentence 2. 5. Part I.D. revises language related to non-payment of collected specimens in paragraph 2 last sentence. 6. Part II.A. adds language related to the requirements of the Department’s Standing Order issued June 18, 2020. 7. Part II.D. revises language to the requirements for swab and send specimen collection. 8. Part II.E. was added to provide suggestion for swab and send specimen collection. | |
| **All other provisions and clauses of the RFA remain unchanged.** | |

**STATE OF MAINE**

**Department of Health and Human Services**

*Office of the Commissioner*



**RFA# 202006101**

**Efforts to Increase COVID-19 Testing**

**Swab and Send Specimen Collection Sites**

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| **RFA Coordinator** | All communication, including questions and application submission, regarding this RFA must be made through the RFA Coordinator:  **Name:** Debra Downer **Title:** Deputy Director, DHHS Contract Management  **Contact Information:**  [debra.downer@maine.gov](mailto:debra.downer@maine.gov) |
| **Informational Meeting** | **Date:** June 23, 2020 **Time:** 2:00 p.m. to 3:30 p.m., Eastern Time  **Location:** ZOOM Meeting. For more information about how to join this meeting, contact the RFA Coordinator at [debra.downer@maine.gov](mailto:debra.downer@maine.gov). |
| **Submitted Questions** | Questions regarding this RFA can be submitted at any time while this RFA is open. All questions must be submitted, by e-mail, to the RFA Coordinator and must include **“RFA# 202006101 Question”** in the subject line of the email. |
| **Application Submission Period** | Applications will be accepted during the open application period. Applications must be submitted electronically to the RFA Coordinator and must include **“RFA# 202006101 Application Submission”** in the subject line of the email. |

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

*Office of the Commissioner*

**RFA# 202006101**

**Efforts to Increase COVID-19 Testing**

**Swab and Send Specimen Collection Sites**

**PART I - APPLICATION DETAILS**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking applications for “Swab and Send” COVID-19 Specimen Collection Sites (Sites) throughout the State of Maine (State).

On May 21, 2020, Governor Janet Mills announced the State has received [$52.7 million in Federal grant funding](https://www.maine.gov/governor/mills/news/governor-mills-announces-new-major-federal-funding-will-be-used-expand-lab-and-testing) from the U.S. Centers for Disease Control and Prevention (U.S. CDC) to bolster epidemiological and laboratory capacity to respond to infectious diseases, particularly COVID-19. On June 8, 2020, the Department announced [a further expansion of testing capacity](https://www.maine.gov/tools/whatsnew/index.php?topic=DHS+Press+Releases&id=2657874&v=dhhs_article_2020) at the Maine Health and Environmental Testing Laboratory (HETL). The State will use this new funding and testing capacity to enhance its ability to prevent, detect, and mitigate the spread of COVID-19 in Maine by expanding its COVID-19 Specimen Collection Sites and lab testing capacity across the State in the coming weeks and months.

As part of this effort, the Department intends to establish drive-through and mobile

COVID-19 Specimen Collection Sites for HETL. As HETL ramps up testing capacity, the Department aims to increase the number of Specimen Collection Sites outside of health care office settings. Currently, Maine has [roughly 40 sites](https://content.govdelivery.com/accounts/USDHSFEMA/bulletins/2883543) that perform specimen collection and/or lab testing outside of office settings. This RFA is meant to complement existing capacity by establishing new or expanded Specimen Collection Sites to send specimens to HETL for COVID-19 testing. The Department stands ready to support and expand private sector testing capacity, especially in rural Maine.

This application process will establish Specimen Collection Sites throughout the State to ensure Maine residents and visitors have access to a “swab and send” Site for COVID-19 specimen collection and testing. Qualified applications will be reviewed on a rolling basis with the anticipated start date of July 1, 2020 or as soon as practicable thereafter.

1. **General Provisions**
2. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
3. Issuance of this RFA does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of an application to this RFA. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
5. All submissions in response to this RFA 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.).
6. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## **Eligibility**

All interested parties who have qualified and trained personnel to conduct acceptable forms of COVID-19 specimen collection are invited to apply. Interested parties must be able to manage timely on-site logistics, which includes but is not limited to managing work flow to maximize access, collecting and entering information, and transporting specimens in accordance with guidance.

The Department encourages Applicants with the ability to offer mobile specimen collection to apply.

## **Contract Term**

The contract term will be determined by the Department in consultation with awarded Applicants. The Department will pay a fixed price of thirty dollars ($30) for every COVID-19 specimen collected and transported to HETL. The Department will also pay for travel expenses for mobile sample collection subject to further guidance. The Department will not pay for any specimen rejected by the HETL due to non-compliance of the specimen collection requirements outline in Part II.D. of this RFA. HETL will disseminate additional guidance that must be followed to ensure compliance with relevant requirements.

The Department expects the awarded Applicants to accept the fixed price per specimen collected from the Department as payment in full. The awarded Applicants shall not submit request for reimbursement to the individual or their insurance, but that does not preclude non-insurance sources of funding to support the swab and send operations (e.g., philanthropy). Applicants may be required to submit claims to private insurance, Medicare, or Medicaid for testing that occurs after August 31, 2020. The Department will not pay for specimen collection for purposes other than authorized in the Department’s [Standing Order issued June 18th, 2020](https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/providers.shtml#standingorder) (i.e., it will not pay for pre-procedure testing in health care setting or an employer’s requirement that employees get tested to return to work).

## **Awards**

The Department intends for the application process to remain open until there are sufficient Specimen Collection Sites open throughout the State. All applications submitted during the open application period will be evaluated and Applicants will be notified of a decision of acceptance or non-acceptance.

The Department reserves the right to determine which applications will result in a contract. Applications will be reviewed and approved in order based on the date and time the Applicant’s email is received by the RFA Coordinator. Applications will be reviewed to determine if the Applicant meets the Department expectations and qualifications of this RFA. More than one (1) qualified application may be accepted per location/Site.

When the Department determines a location/Site has sufficient resources for specimen collection, accepted applications will remain on file and the Department may contact the Applicant if/when it is determined that a “Swab and Send” COVID-19 Specimen Collection Site is needed within a specific location of the State.

**PART II – Maine Testing Site Locations**

1. **Swab and Send Sites (Sites)**
2. Sites established pursuant to this RFA shall provide drive-up service or otherwise be able to collect specimens without requiring the individual to enter a space where people congregate for other purposes.
3. Sites shall have trained personnel to conduct and/or oversee the swab, enter data, and ensure safe and appropriate storage and transport of specimens to HETL.
4. Sites shall have applicable licensure/certification for the establishment and staff for specimen collection and valid insurance and relevant liability insurance.
5. Sites shall provide specimen collection for all individuals meeting the criteria outlined in the Department’s Standing Order issued June 18, 2020.
6. **Swab and Send Location Considerations**
7. The Department will determine the locations of the Sites. Applicants must indicate preference for the number of Sites they wish to operate and/or the location(s).
   1. No Site shall be established under this RFA without prior Department approval.
   2. Generally, Site locations will be determined based on:
      1. Proximity to population centers;
8. Ability to improve access to testing in underserved areas;
9. Ability to reduce racial and ethnic disparities in access to testing;
10. Proximity to popular tourist destinations; and
11. Ability to continue year-round.
12. Some Sites in higher population density areas may have “walk-through” access, meaning a space where individuals may have a specimen taken that is separate from other parts of a building, but does not require a vehicle.
13. Sites are encouraged to have mobile specimen collection capability. This allows for specimen collection for individuals who are homebound and at Sites like shelters for people experiencing homelessness, where individuals cannot easily get to a Site.
14. **Locations Under Consideration**
15. Potential locations for Sites may include, but are not limited to:
16. York;
17. Ogunquit;
18. Sanford;
19. Portland;
20. Gray;
21. Farmington;
22. Rumford;
23. Lewiston;
24. Augusta;
25. Skowhegan;
26. Brunswick;
27. Waldoboro;
28. Ellsworth;
29. Bangor;
30. Belfast;
31. Machias;
32. Dover-Foxcroft;
33. East Millinocket; and
34. Presque Isle.
35. One or more mobile units that are not physically located in a particular location but are able to travel to locations around the state to perform collections as directed by the Department.
36. **Requirements for Swab and Send**
37. Applicants accepted for specimen collection shall:
    1. Provide all necessary supplies, including but not limited to, swabs, labelled test tubes, viral transport media, etc. The Department will work with Sites to ensure the quality and sufficiency of such supplies.
    2. Perform and/or oversee swabbing for SARS-CoV-2, the virus that causes COVID-19, in high-volume following Federal and Maine CDC guidelines for specimen collection and infection control procedures, ensuring:
       1. Specimen collection is performed/overseen by trained medical personnel.
       2. Specimens are collected by trained personnel or by the individual being tested using self-swabbing with clinical supervision and using an approved approach with an approved swab, such as a single nasopharyngeal (NP), mid-turbinate, or anterior nasal swab. Refer to the [FDA Emergency Use Authorizations for COVID-19](https://www.fda.gov/medical-devices/emergency-situations-medical-devices/emergency-use-authorizations) and [HETLs' SARS-CoV-2 Virus Detection using Real Time RT PCR LSIS](https://www.maine.gov/dhhs/mecdc/public-health-systems/health-and-environmental-testing/micro/documents/SARS-CoV-2-Virus-Detection-using-RT-PCR-LSIS.pdf).
          1. Samples collected using cotton swabs, calcium alginate swabs, or wooden shafted swabs will be rejected.
          2. Self-collected specimens specifically must use:
             1. Flocked or spun polyester swabs for anterior nares specimens; or
             2. Flocked tapered swabs for nasal mid turbineate specimens.
       3. Specimen collection tubes are labeled with the individual’s demographic information, including at a minimum:
          1. First and last name;
          2. Date of birth;
          3. Collection date; and
          4. Sample source.
       4. Specimens are stored and transported at four degree Celsius (4oC). Samples not maintained at four degree Celsius (4oC) will be rejected.
    3. Complete the Department’s [SARS CoV-2 (COVID-19) Priority Specimen Submission Form](https://www.maine.gov/dhhs/mecdc/public-health-systems/health-and-environmental-testing/micro/documents/SARS-CoV-2-COVID-19-Priority-Specimen-Submission-Form.docx) in its entirety, for all collected specimens, which includes individual demographic information, such as but not limited to an individual’s medical provider, race, ethnicity, and language preference.
       1. The Department anticipates updating this requirement when the bi-directional electronic Test Order and Result system is online.
    4. Provide all necessary and appropriate personal protective equipment (PPE) for safe collection of specimens.
    5. Provide transportation/courier services for all collected specimens to HETL at 221 State Street Augusta, Maine while maintaining four degree Celsius (4oC) cold chain of the samples.
       1. The Department will work with the awarded Applicants to develop a delivery schedule.
    6. Have, or be capable of developing, the capacity to submit claims for reimbursement to the individual’s insurance for specimen collection services. Insurance reimbursement may be necessary after August 31, 2020.
    7. Establish a secure system to provide testing results directly to individuals.
       1. In the event the Department obtains the ability for HETL to send results directly to the individual, the awarded Applicants will be required to obtain consent from individuals at the time of specimen collection.
    8. At the request of the Department, collect specimens for influenza viral testing as well as testing for SARS-CoV-2 as incidence of influenza increases.
38. **Suggestions for Swab and Send**
39. Applicants accepted for specimen collection are encouraged but not required to incorporate the following items into the operating model of the Site. If these elements are not incorporated, please describe how the Site will manage patient volume and accessibility.
    1. Maintain and operate a telephone and/or an online system to book client appointments and collect required information.
       1. At its entrance and online, each Site shall prominently post a telephone number for reservations and have a website to make reservations.
       2. Sites must be able to accept reservations made instantaneously if the Site is not at capacity for collecting specimens during each operational day.
    2. Offer specimen collection at a minimum of during regular Site hours, Monday through Friday, 9:00 a.m. to 6:00 p.m. and Saturday and Sunday, 10:00 a.m. to 5:00 p.m.
       1. Provide extended hours at least two (2) nights per week until 8 p.m. to accommodate individuals who are unable to obtain a test during the regular Site hours.

# **PART III - KEY PROCESS EVENTS**

## **Information Meeting**

An informational meeting will be held via ZOOM Cloud Meetings, a video conferencing platform at the date and time shown on this RFA’s cover page. The purpose of the information meeting is to document, in writing, Applicants questions in order to clarify any aspect of this RFA’s requirements that may be necessary and provide supplemental information to assist potential Applicants in submitting their application.

Meeting participants are encouraged to join via video and audio and may obtain the conference link and meeting ID and password by contracting the RFA Coordinator listed on the cover page of this RFA. Participants without video access will be given instructions on how to join via a dial in number.

## **Submitting Questions about the Request for Applications**

Questions regarding this RFA can be submitted at any time while the application is open. Any questions must be submitted by e-mail to the Grant Coordinator identified on the cover page of this RFA. Submitted Questions must include the subject line: “RFA# 202006101 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. 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 will be considered binding.

## **Amendments to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. 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.

## **Submitting an Application**

The application period will remain open and applications will be accepted until the Department determines there is a sufficient number of active “swab and send” Sites throughout the State.

Applications are to be submitted electronically to the RFA Coordinator identified on the cover page of this RFA. Applicants are to insert the following into the subject line of their email submission: “RFA# 202006101 Application Submission – [Applicant’s Name]”. Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

Applications are to be submitted as a single, typed, PDF or WORD file and must include only the “Application” pages in this RFA document, including:

1. Application Cover Page;
2. Debarment, Performance and Non-Collusion Certification; and
3. Send and Swab Application.

**STATE OF MAINE**

**Department of Health and Human Services**

**RFA 202006101**

**Efforts to Increase COVID-19 Testing**

**Swab and Send Specimen Collection Sites**

**APPLICATION - COVER PAGE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | |  | | | |
| **Name/Title of Person Responsible for Submitting Application:** | | |  | | |
| **Tel:** |  | | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | | |
| **Headquarters City/State/Zip:** | |  | | | |
| ***(Provide information requested below if different from above)*** | | | | | |
| **Point of Contact for Application - Name/Title:** | | | |  | |
| **Tel:** |  | | | **E-mail:** |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |

* 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 Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a 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 application, both programmatic and financial, is complete and accurate at the time of submission.

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

**STATE OF MAINE**

**Department of Health and Human Services**

**RFA 202006101**

**Efforts to Increase COVID-19 Testing**

**Swab and Send Specimen Collection Sites**

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

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 application:

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 application 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; and
   4. Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default.
3. 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 application 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.

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

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

**STATE OF MAINE**

**Department of Health and Human Services**

**RFA 202006101**

**Efforts to Increase COVID-19 Testing**

**Swab and Send Specimen Collection Sites**

**SWAB and SEND APPLICATION**

* Applicants must be brief and concise in providing written information required in this application.
* Incomplete application will not be accepted.
* Accepted Applications will require the Applicant to enter into a State of Maine Service Contract with appropriate riders as determined by the Department.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Name:** | Click or tap here to enter text. | | | |
| **“Swab and Send” Collection Location (Address):** | Click or tap here to enter text. | **Is this a mobile site?** | | Yes  No |
| **Describe the site location and ability to perform swab testing in a high-volume capacity within the Federal and Maine CDC Guidelines:** | | | | |
| Click or tap here to enter text. | | | | |
| **What is the estimated maximum number of specimens that could be collected per day?** | | | Click or tap here to enter text. | |
| **Does the site have the infrastructure in place to support immediate specimen collection (Part II.D)?** | | | Yes  No | |
| **Specimen Collection Schedule:** (Days, Hours of Operation, etc.) | | | | |
| Click or tap here to enter text. | | | | |
| **Describe the system for collecting required information (Part II.D).**  Include a description of the information management system used by the site, including how it maintains privacy protections of individuals | | | | |
| Click or tap here to enter text. | | | | |
| **Does the entity have the technology infrastructure to support online or telephone appointments?**  Describe the technology to be utilized: | | | Yes  No | |
| Click or tap here to enter text. | | | | |
| **Describe the process for sending swab tests to the Maine CDC Health and Environmental Testing Laboratory at 221 State Street, Augusta, Maine, including:**   1. When specimens will be shipped; 2. How often specimens will be shipped; 3. How specimens will be shipped; 4. The courier who will be transporting specimens; and 5. Any other information vital to the shipment of specimens. | | | | |
| Click or tap here to enter text. | | | | |
| **Documentation required to be submitted with the application:**   1. Applicable documentation of the Entity and Staff providing specimen collection. 2. Valid certificate of insurance on a standard ACORD form evidencing the entity’s general liability, professional liability, and any other relevant liability insurance. | | | | |