**STATE OF MAINE**

**Department of Health and Human Services**

*Office of MaineCare Services*



**RFA# 202205084**

**Capital Funds for Residential Substance Use Disorder**

**Treatment Facilities**

**Grant Funding Opportunity**

|  |  |
| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator identified below.  **Name:** Brittany Hall **Title:** Procurement Administrator  **Contact Information:** [Brittany.hall@maine.gov](mailto:Brittany.hall@maine.gov) |
| **Submitted Questions** | *All questions must be received by the RFA Coordinator identified above by:*  **Date:** June 24, 2022 no later than 11:59 p.m., local time and must include **“RFA# 202205084 Questions”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** July 14, 2022 no later than 11:59 p.m., local time.  *Applications must be submitted electronically to the following address:*  **Electronic (e-mail) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov)  and must include **“RFA# 202205084 Application Submission – [Applicant’s Name]”** in the subject line of the e-mail. |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **ASAM** | [American Society of Addiction Medicine](https://www.asam.org/) |
| **Consumers** | People seeking, engaged in, previously engaged in, or at high risk of requiring residential Substance Use Disorder (SUD) treatment services |
| **Department** | Department of Health and Human Services |
| **MaineCare** | Maine's Medicaid program |
| **Populations that have Historically Experienced Health Disparities** | Black, indigenous, and other people of color (BIPOC); lesbian, gay, bisexual, and transgender (LGBTQIA+) persons |
| **RFA** | Request for Application |
| **State** | State of Maine |
| **SUD** | Substance Use Disorder |

**Details and Instructions**

## Application Purpose and Background

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine residents.

[Maine’s Opioid Response: 2021 Strategic Action Plan](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Strategic%20Action%20Plan%202021.Full%20Plan.1.31.21%20FINAL.pdf) identifies as a priority the availability of treatment that is local, immediate, affordable, and the best fit for the individual. In support of this plan, the Department has implemented multiple initiatives to increase access to Substance Use Disorder (SUD) treatment services. Treatment of SUD exists on a continuum, with residential treatment facilities servicing individuals among the highest acuity stages of treatment for SUD before transitioning individuals to lower levels of community-based care. Maine’s SUD treatment facilities are licensed, overseen by the Department, and held to standards aligned with the American Society of Addiction Medicine (ASAM).

There is a well-documented need to expand residential SUD treatment capacity Statewide, especially for MaineCare members and uninsured individuals. This has been exacerbated by the pandemic-related increase in behavioral health crises and overdoses. In 2021, Maine experienced a twenty-three percent (23%) increase in fatal overdoses.

To help address this need, in December of 2020, Maine received approval for a five (5) year SUD 1115 demonstration waiver that allows MaineCare to draw down federal funding for sites with more than sixteen (16) beds (previously not permitted under the Centers for Medicaid & Medicare (CMS) “Institution of Mental Disease” (IMD) exclusion). The Department has implemented significant reimbursement rate increases for residential SUD treatment, implemented policy changes to improve service delivery, and provided technical assistance to SUD providers.

While residential providers have expressed eagerness and a commitment to expand capacity with these new options and support, they often lack the funding to change the physical plant to accommodate additional beds and/or to meet associated licensure requirements and build out their desired continuum of care(e.g., flexible treatment levels, more highly supported transitions of care).

The purpose of this RFA is to provide funding, with a cap of one hundred fifty thousand dollars ($150,000) per additional bed, to increase supply of residential treatment for SUD in alignment with new MaineCare regulations permitting utilization and coverage of larger residential treatment facilities. Residential treatment services are a critical component of the care continuum for treating SUD and are in severe shortage – especially for MaineCare members and uninsured individuals.

## General Provisions

1. 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.
2. 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.
3. 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.).
4. 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 to Submit Applications

In order to be eligible for this grant funding opportunity, applicants must have a current:

1. MaineCare Provider Agreement or a contract with the Department for providing behavioral health services to uninsured individuals; and
2. License through the Department’s [Children’s Licensing and Investigation Services for children’s residential services](https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/residential-provider-or-child-placing-agency) or the [Division of Licensing and Certification for Behavioral Health Services](https://www.maine.gov/dhhs/dlc/licensing-certification/behavioral-health).

## Awards

The Department anticipates making multiple awards as a result of this RFA process, including partial awards. The Department may award all or some of the available funding. The Department reserves the right to eliminate the lowest scoring application(s), approve or deny funding requests and/or make awards at amounts less than that requested, whichever is in the best interest of the State. Application funding requests will be considered on a case-by-case basis.

The Department intends to apply priority scoring for applications for programs specifically designed to serve families and adolescents or tribal citizens in any location of the State, and programs located in and serving Kennebec, Aroostook, Androscoggin, and Washington counties, and the cities of Portland and Bangor.

Any person aggrieved by the award decision that results from the RFA 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.

1. **Contract Terms**

The Department anticipates issuing one-time capital funding awards for a contract period to begin as early as August 15, 2022. Contract periods may vary based on the date each application is received and scored and the Department’s ability to fully execute each contract.

Applicants must fund at least ten percent (10%) of the total project costs through existing or anticipated resources from non-State sources. Previous investments in projects already in progress, but not funded by the Department, may be eligible to count toward the ten percent (10%) requirement.

# **Priority Populations**

1. **Services to Priority Populations**

Applicants who intend to service priority populations must describe the priority populations this project is designed to serve, including to what extent the population:

* + 1. Includes families, adolescents, or tribal citizens in any location of the State,
    2. Is located in Kennebec, Aroostook, Androscoggin, or Washington county, or the cities of Portland or Bangor.

**Activities and Requirements**

1. **Project Workplan**
2. Provide a workplan that addresses, at a minimum, projected timelines for the following project phases, as applicable:
3. Project design;
4. Site control;
5. Permits/approvals;
6. Construction;
7. Program certifications and licensing;
8. Onboarding of staff; and
9. Anticipated delivery of new or expanded service.
10. If/when there are changes to the timeline, provide an updated workplan to the Department within seven (7) calendar days of identification of change, to ensure the Department is informed of the progress of the work to be performed.

**Programmatic Requirements**

1. **Program Requirements**
2. Describe the agency’s experience in collaborating and coordinating with other community service agencies, prisons/jails and/or correctional facilities, and other providers and support services within the continuum of care and services and programs that address social drivers of health.
3. Describe how the agency will collaborate with agencies and other stakeholders to support individuals pre- and post-discharge from the residential SUD treatment facility and plans for continuing to engage individuals returning to the community in recovery.
4. Describe the services to be offered and the treatment regimen, including evidence supporting the structure of the program(s) alignment with applicable American Society of Addiction Medicine (ASAM) criteria and other evidence-based practices that may be part of the proposal.
5. If the applicant provides care to adolescents, describe how the agency will work with the adolescent’s family/natural supports to address clinical issues and build upon specific strengths within the relationship as a part of treatment planning.

Outline how the agency will engage and utilize family members/natural supports in the adolescent’s treatment and recovery.

1. **Equity and Consumer Engagement**
   1. Provide a plan for or demonstrate how Consumer input and input from Populations that have Historically Experienced Health Disparities will be (or has already been) collected and integrated into the project.
   2. Describe efforts to engage Consumers and members of Populations that have Historically Experienced Health Disparities in governance, leadership, and direct service staffing.
   3. Describe efforts to support fair and equitable selection of contractors to perform the required work, including efforts to engage contractors that have Consumers and members of Populations that have Historically Experienced Health Disparities in governance and positions of leadership, and efforts to ensure compliance with the [Maine Human Rights Act](https://www.maine.gov/mhrc/about) and the Fair Chance Employment Act.
   4. Explain any active or outstanding complaints or issues with relevant credentialing bodies against the agency, its leadership, or governance, and active or outstanding complaints or issues with the [Maine Human Rights Commission](https://www.maine.gov/mhrc/) within the past four (4) years.
2. **Operational Requirements**
   1. Provide documentation of all required certifications/licenses, including those required by the Department.
   2. For projects that cannot be licensed/certificated by the State and/or local level until the project is complete, demonstrate an understanding of the licensing/certification timelines and requirements.
   3. Provide a brief proposal to meet staffing requirements mandated by State and local licensing agencies to plan to operate a new facility.
   4. Provide a brief outline of the procedures and standards for staff providing residential Substance Use Disorder (SUD) treatment, including:
      1. Hiring;
      2. Retention;
      3. Supervision; and
      4. Training, including confidentiality.
   5. Provide the anticipated physical location, hours of operation, number of potential Consumers to be served based on increased supply (number of beds) of residential treatment for SUD (taking into account new Medicaid regulations permitting utilization of larger residential treatment facilities under the MaineCare program, when applicable) and stratified by health insurance payer type (i.e. private pay, commercial, MaineCare, Medicare, uninsured), and the age ranges of Consumers to be served at the proposed location.
   6. Describe how the agency intends to prioritize services for MaineCare members and/or uninsured individuals.
3. **Allowable Use of Funds**

Describe the proposed project and how allowable use of funding will meet the requirements outlined in the RFA.

Funding is only allowed to support the creation of new residential SUD treatment beds within the State. Funds may be spent on necessary capital expenditures to enable the expansion of existing facilities or the creation of new facilities through construction, acquisition, or renovation for the purpose of residential SUD treatment. “New” means projects that are not yet operational for service delivery and require additional capital investment in order to become operational and that such capital is not already secured through other means.

**Key Process Events**

## Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions must include the subject line: “RFA# 202205084 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 the Application

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

At the Department’s discretion, this RFA may be reopened to fund additional applicants who meet the requirements of the RFA.

1. **Submission Instructions:** Applications must be submitted electronically to the State of Maine Division of Procurement services, via e-mail, to [proposals@maine.gov](mailto:proposals@maine.gov).
   1. Only applications 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 applications 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 organizations Information Technology team to ensure your security settings will not encrypt your proposal submission.
   4. File size limits are 25MB per e-mail. Applicants may submit files 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. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202205084 Application Submission – [Applicant’s Name]**”.
   6. Applications must be submitted as a single, typed, WORD file and must include the following items:
      * 1. Application Cover Page (**Appendix A**)
        2. Debarment, Performance and Non-Collusion Certification (**Appendix B**)
        3. Eligibility and Application Form (**Appendix C**) and all related documents:
           + Applicant Eligibility Information (**Part I**)
           + Priority Populations (**Part II**)
           + Activities and Requirements (**Part III**)
           + Budget Form and Narrative (**Part IV**)
        4. Valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Applicant’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the services provided as a result of this RFA.

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

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| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part I – Eligibility | Pass/Fail |
| Part II – Priority Populations | **20** |
| Part III – Activities and Requirements | **50** |
| Part IV – Budget Form and Narrative | **30** |
| **Total Points** | **100 points** |

1. **Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

The Department intends to apply priority scoring for applications for programs specifically designed to serve families and adolescents or tribal citizens in any location of the State, and programs located in and serving Kennebec, Aroostook, Androscoggin, and Washington counties, or the cities of Portland and Bangor.

Regarding the Cost Proposal, the Grant Review Team will consider whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

Applicants receiving a total score of sixty (60) points or higher will be considered for either full or partial funding.

1. **Selection and Award:** Notification of selection or non-selection will be made in writing by the Department. Issuance of this RFA in no way constitutes a commitment by the State of Maine to award a contract, or to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.

The Department will consider all application funding requests on a case-by-case basis. The Department reserves the right to approve or deny any funding requests including approval of an application at an amount lower than requested by the Applicant.

**APPENDIX A**

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

*Office of MaineCare Services*

**RFA# 202205084**

**Capital Funds for Residential Substance Use Disorder Treatment Facilities**

**GRANT FUNDING APPLICATION COVER PAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | |  | | |
| **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 Application - Name/Title:** | | |  | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (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 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 contract with the Department should they be 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 application, 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 MaineCare Services*

**RFA# 202205084**

**Capital Funds for Residential Substance Use Disorder Treatment Facilities**

**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 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.*

**Failure to provide this certification will result in the disqualification of the Applicant’s Application.**

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

**APPENDIX C**

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

*Office of MaineCare Services*

**RFA# 202205084**

**Capital Funds for Residential Substance Use Disorder Treatment Facilities**

## ELIGIBILITY AND APPLICATION FORM

## The Application may be obtained in a Word (.docx) format by double clicking on the document icon below.

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