STATE OF MAINE

Department of Public Safety



RFA# 202303065

Residential Substance Abuse Treatment Grant

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| **RFA Coordinator** | All communication regarding this RFA must be made through the RFA Coordinator identified below.  **Name:** Mary-Ellen Savage **Title:** Grant Specialist  **Contact Information:** [mary-ellen.savage@maine.gov](mailto:mary-ellen.savage@maine.gov) |
| **Submitted Questions Due** | All questions must be received by the RFA Coordinator identified above by:  **Date:** April 7,2023, no later than 11:59 p.m., local time |
| **Application Submission** | Proposals must be received by the Division of Procurement Services by:  **Submission Deadline:** April 20, 2023, no later than 11:59 p.m., local time.  Applications must be submitted electronically to the following address:  **Electronic (email) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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**State of Maine - Department of Public Safety**

**RFA# 202303065**

**Residential Substance Abuse Treatment Grant**

# PART I INTRODUCTION

## A. Purpose and Background

The State of Maine Department of Public Safety (Department), through the Maine Justice Assistance Council, seeks applications for grant projects under the Residential Substance Abuse Treatment Program. The Residential Substance Abuse Treatment (RSAT) Program assists states and local governments to develop and implement substance use treatment programs in State and local correction and detention facilities. The RSAT Program is also intended to accomplish the objectives defined in the table below. Treatment practices/services should be, to the extent possible, evidence-based.

This document provides instructions for submitting proposals, the procedure, and criteria by which the successful Applicants(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine and the successful Applicant(s).

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| **PROGRAM** | **CFDA** | **OBJECTIVES** |
| Residential Substance Abuse Treatment (RSAT) Program | 16.593 | 1. Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates;  2. Prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and  3. Assist offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services.  <https://www.bja.gov/ProgramDetails.aspx?Program_ID=79> |

## B. 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 aforementioned RFA Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this RFA does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFA. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFA and all written supplements and amendments (such as the Submitted Questions), 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 this RFA.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFA, 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 shall be signed by a person authorized to legally bind the Bidder and shall 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 RFA and the selected Bidder’s proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following the announcement of an award decision, all submissions in response to this RFA will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).  
   Website: [State of Maine Freedom of Access Act](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html)
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 this RFA.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

Eligible applicants include state agencies, units of local governments and federally recognized Indian tribal governments. Nonprofit agencies are not eligible to apply for RSAT funds.

## D. Contract Term

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

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date**  (Federal Funding Period Begins) | **End Date** |
| Project Period of Performance | May 1, 2023 | September 30, 2024 |

## E. Number of Awards

The Department anticipates making multiple awards as a result of this RFA process. Approximately $460,863 is available in funding subject to the availability of Federal funds.

|  |  |
| --- | --- |
| RSAT FY2020 Funds | $ 145,156 |
| RSAT FY2021 Funds | $ 148,354 |
| RSAT FY2022 Funds | $ 167,353 |
| Total | $ 460,863 |

# PART II SCOPE OF SERVICES TO BE PROVIDED

## Program Requirements

RSAT funds may be used to provide individual and group treatment activities in three types of programs: Residential, Jail-based, and Aftercare.

### 1. Residential Programs

1. Engage inmates for a period of between 6 and 12 months.
2. Provide residential treatment facilities set apart – in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants – from the general correctional population.
3. Focus on inmates’ substance use diagnosis and addiction-related needs.
4. Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
5. Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
6. If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in confinement so the inmate can be released from prison instead of returning to the general prison population after completing the program.

### 2. Jail-Based Programs

1. Engage inmates for at least 3 months.
2. Focus on inmates’ substance use diagnosis and addiction-related needs.
3. Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
4. Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
5. Prepare offenders for successful community reintegration, which may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers, including those that support the use of medication-assisted treatment.
6. Jail-based programs are required to separate the treatment population from the general correctional population.

### 3. Aftercare Programs

1. Programs must involve coordination among the correctional treatment program, treatment court, and other social service and rehabilitation programs, such as education and job training, probation supervision, halfway houses, self-help, and peer group programs.
2. Aftercare services can include but are not limited to alcohol/drug testing, housing/vocational assistance, and substance abuse treatment.
3. To qualify as an aftercare program, the head of the substance use treatment program must work in conjunction with state and local authorities and organizations involved in substance use treatment to assist in the placement of program participants into community substance use treatment facilities on release.

### 4. Drug Testing

All successful Applicants must agree to implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to RSAT programs in correctional facilities.

## Performance Measures

The Department, as the federal applicant agency, is required to collect and submit data documenting the outcome or impact of the grant-funded activities for each successful Applicant as a result of this RFA.

To aid in the Department’s submission, all successful Applicants who receive funding as a result of this RFA must provide data that measures the results of their work. Progress reporting will take place no later than 15 days after the end of each quarter using the form to be provided at contract award. The Progress Reports serve as the basis for the federally required Performance Measurement Tool (PMT) quarterly report submitted by the Department, and must include performance information on implementation, activity, goals, and objectives specific to the successful Applicant’s program.

It is imperative that Applicants review the data required prior to submitting their proposal. The following measures are examples of some of the core performance measures for the RSAT program, but Applicants should examine the complete list on the Bureau of Justice Assistance (BJA) website: [**https://bjapmt.ojp.gov/help/RSATPerformanceMeasures.pdf**](https://bjapmt.ojp.gov/help/RSATPerformanceMeasures.pdf)

The scope of your project will determine which performance measures will be required.

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| --- | --- | --- |
| **Objective** | **Performance Measures** | **Data to be Provided** |
| To reduce substance use and recidivism among RSAT participants by providing therapeutic treatments services to those incarcerated and in the community. | 1. Number of participants enrolled in the program | 1. Total number of participants currently enrolled in the program 2. Number of new participants admitted to the program |
| 1. Percentage of participants successfully completing the program | 1. Total number of participants successfully completing the program 2. Total number of participants who did not complete the program |
| 1. Percentage of aftercare participants charged with drug or non-drug offense(s) | 1. The number of aftercare participants. 2. The number of aftercare participants charged with drug offense(s). 3. The number of aftercare participants charged with non-drug offense(s) |
| 1. Average treatment cost per participant | 1. Total BJA-funded expenditures this reporting period 2. Total number of participants currently enrolled |
| 1. Percentage of participants in the residential program who have passed drug testing | 1. Total number of residential participants tested for alcohol or illegal substances 2. Of those residential participants tested, the number of participants who tested positive for the presence of alcohol or illegal substances |

## Allowable Uses of RSAT Funds

Allowable uses of RSAT Funds may include, but are not limited to, the following:

1. Licensed Addiction Counselor
2. Treatment therapist, family therapy
3. Case management services

Allowable costs are those cost principles identified in 2 CFR Part 200, the Federal government-wide framework for grant management: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, DOJ Grants Financial Guide”, RSAT’s authorizing legislation, and the RSAT grant requirements and solicitation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

#### **1. Contracts & Consultants**

When a successful Applicant engages in contracts for work or services, the following is required:

* 1. Follow State procurement procedures located at <https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110>.

1. All consultant and contractual services shall include written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the grant contract period.
2. A copy of all written contracts shall be provided to DPS upon their ratification.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.
4. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles 2 CFR Part 200, Subpart E: Cost Principles (200.400 – 200.475) which can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>, and state policy.
5. Nothing above current State rates are to be used for calculating mileage (currently $.45 per mile). Per Diem rates are found at <https://www.maine.gov/osc/travel> and lodging rates are found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

## Prohibited Uses of RSAT Funds

1. RSAT funds shall not be used for land acquisition or construction projects.
2. RSAT funds shall not be used for lobbying purposes such as, but not limited to:
   1. Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
   2. Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
   3. All successful Applicants must understand that no federally appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of the Department and Office of Justice Program (OJP);
   4. Other restrictions apply. See  
      <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.13b.htm#f> for more details.
      1. The costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions may not be charged as direct or indirect costs against awards. However, certain fundraising costs for the purposes of meeting the Federal program objectives may be allowable with the prior written approval of the Department and OJP. See [2 C.F.R. § 200.442](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=870db2718d81511f58f280c0fdc0957d&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1442) for more details.
   5. The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
   6. An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
   7. Nothing in this section should be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by Federal or matching funds.

# PART III KEY PROCESS EVENTS

## Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by the date and time on the cover page of this document. Submitted Questions must include the subject line: “RFA# 202303065 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 following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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 following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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 your Application

Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov). Applications must be received by the date and time on the cover page of this document. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.

Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

Applicants are to insert the following into the subject line of their email submission: **“RFA# 202303065 Application Submission – [Applicant’s Name]”**

Applications are to be submitted as a single, typed, PDF or WORD file and must include pages **19-31** of this RFA document. The information provided in the application must give the scoring committees a good understanding of the applicant and the project. There is no page limit on the amount of information that can be provided in the narrative.

# PART IV APPLICATION SUBMISSION REQUIREMENTS

This section contains instructions for Applicants to use in preparing their proposals. The Applicant’s proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department and its evaluation team for this RFA have the sole discretion to determine whether a variance from the RFA specifications should result in either disqualification or a reduction in the scoring of a proposal. Rephrasing of the content provided in this RFA will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Applicant’s experience and ability to perform the requirements specified throughout this document.

## Application Format

* 1. All pages of an Applicant’s application must be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments.
  2. For clarity, the Applicant’s name must appear on every page, including all attachments. Each attachment must reference the section or subsection number to which it corresponds.
  3. Applicants are asked to be brief and concise in responding to the RFA questions and instructions.
  4. All electronic documents must be formatted for printing as formatting will not be adjusted prior to any printing when reviewing applications.
  5. The Applicant may not provide additional attachments beyond those specified in the RFA for the purpose of extending their response. Additional materials not requested will not be considered part of the application and will not be evaluated.
  6. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFA.
  7. It is the responsibility of the Applicant to provide all the information requested in the RFA package at the time of submission. Failure to provide the information requested in this RFA may, at the discretion of the Department’s evaluation review team, result in a lower rating for the incomplete sections and may result in the application being disqualified for consideration.

## Proposal Contents

**Preliminary Information**

#### Applicants must complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFA and provide it with the Applicant’s proposal. It is important that the cover page shows the specific information requested, including Applicant address(es) and other details listed. The application cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

#### Applicants must complete and submit the “Debarment, Performance and Non-Collusion Certification Form” provided in **Appendix B** of this RFA. Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.

### Section I – Organization Qualifications and Experience

#### **Overview of the Organization**

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

#### **Subcontractors**

If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

#### **Organizational Chart**

Provide an organizational chart of the Applicant’s organization.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

#### **Litigation**

Attach a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which the Applicant 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 will be included, write “none” on submitted attachment.

#### **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services.

#### **Certificate of Insurance**

Provide a 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 proposed services.

### Section II – Proposed Services

#### **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of this RFA and what the Applicant will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors or consultants are involved, clearly identify the work each will perform.

#### **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

### Section III – Cost Proposal

#### **General Instructions**

#### Applicants must submit a cost proposal that covers the entire period of the contract. Please use the expected “Period of Performance” dates stated in PART I, D.

#### The cost proposal shall include the costs necessary for the Application to fully comply with the contract terms and conditions and RFA requirements.

#### No costs related to the preparation of the proposal for this RFA or to the negotiation of the contract with the Department may be included in the proposal. Only costs incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

#### **Cost Proposal Form Instructions**

Applicants must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. All budget amounts shall be rounded to the nearest dollar. Applicants must complete each of the Budget Worksheets to provide a detailed breakdown of expenses in the performance of the services as described in the Applicant’s proposal. 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.

#### **Budget Narrative**

Describe costs associated with implementing the program, explaining, and justifying the amounts requested in each of the Budget Worksheets.

The budget narrative must also demonstrate that the costs of the proposed program and its associated costs are considered reasonable in view of the types and range of activities to be conducted, the anticipated number of participants to be served, and the expected results and benefits.

If the proposed project will require further funding to sustain it, explain how it will continue to be funded.

#### **Minimum Match Requirements is 30%:**

Awards made under this grant program may support up to 70% of the total cost of each project. The applicant must identify the source of the 30% non-federal portion of the budget and how match funds will be used. Applicants must satisfy a match requirement for each award year funding with either cash or in-kind services.

The formula to calculate matching funds is:

|  |
| --- |
| Federal Award amount = $X ***then*** $X \* 30% = $ Match Required  70% |

**Example:**

Federal Award Amount of $350,000

|  |
| --- |
| $350,000 = $500,000 ***then*** $500,000 \* 30% = $150,000 Match Required  70% |

#### **Supplanting**

RSAT grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. RSAT grant funds shall not be used to replace existing funds.

Supplanting is strictly prohibited for all RSAT grants. When using outside funds as match, applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

## PART V APPLICATION EVALUATION AND SELECTION

Evaluation of the submitted applications shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. A Grant Review Team, comprised of qualified reviewers, will judge the merits of the applications received in accordance with the criteria defined in the RFA.
      2. Officials responsible for making decisions on the selection of a contractor shall 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 the review of the applications and to ensure that the contract is awarded to the Applicant whose application provides the best value to the State of Maine.
      3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants if needed to obtain clarification of information contained in the applications received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to applications will not be permitted during any interview/presentation process. Therefore, Applicants should submit proposals that present their rates and other requested information as clearly and completely as possible.

## 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 application meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Maximum Points Available** |
| Section I – Organizational Qualifications and Experience | 30 points |
| Section II – Proposed Services | 40 points |
| Section III – Cost Proposal | 30 points |
| **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 the assignment of points for each of those sections.

## Selection and Award

1**.** The final decision regarding the award of the contract(s) will be made by representatives of the Department subject to approval by the State Procurement Review Committee.

2**.** Notification of contractor selection or non-selection will be made in writing by the Department.

3**.** Issuance of this RFA 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 this request, 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 applications or to make multiple awards.

## Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [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 contract award.

# PART VI CONTRACT ADMINISTRATION AND CONDITIONS

## Contract Document

1. The successful Applicant(s) will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.
2. The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)
3. 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 RFA 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): [Chapter 110](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110))
4. This provision means that a contract cannot be effective until at least 14 calendar days after award notification.
5. The State recognizes that the actual contract effective date depends upon completion of the RFA 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 this RFA may need to be adjusted, if necessary, to comply with mandated requirements.
6. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the State of Maine.

## Standard State Agreement Provisions

1**.** Agreement Administration

a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as the administrator during the entire contract period. Department staff will be available after the award to consult with the successful Applicant(s) in the finalization of the contract(s).

b. In the event that an acceptable contract cannot be negotiated with the highest-ranked Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant, and so on, until acceptable contracts have been finalized. Alternatively, the Department may cancel the RFA, at its sole discretion.

2**.** 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 this RFA.

# PART VII LIST OF RFA APPENDICES AND RELATED DOCUMENTS

1. **Appendix A** – Proposal Cover Page
2. **Appendix B** – Debarment, Performance and Non-Collusion Certification
3. **Appendix C** – Qualifications and Experience Form
4. **Appendix D** – Cost Proposal Form

**APPENDIX A**

**State of Maine**

**Department of Public Safety**

**PROPOSAL COVER PAGE**

**RFA# 202303065**

**Residential Substance Abuse Treatment Grant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| Project Title: | |  | | |
| Chief Executive - Name/Title: | |  | | |
| Tel: |  | | E-mail: |  |
| Headquarters Street Address: | |  | | |
| Headquarters City/State/Zip: | |  | | |
| Project Director - Name/Title: | |  | | |
| Tel: |  | | E-mail: |  |
| Street Address: | |  | | |
| City/State/Zip: | |  | | |
| Fiscal Officer - Name/Title: | |  | | |
| Tel: |  | | E-mail: |  |
| Street Address: | |  | | |
| City/State/Zip: | |  | | |
| Organization Mailing Address: | |  | | |
| City/State/Zip: | |  | | |
| Federal Tax ID Number: | |  | | |
| State of Maine Vendor number that corresponds to “Organization Mailing Address” above | |  | | |
| DUNS number | |  | | |
| System for Award Management (SAM) registration expiration date | |  | | |

**APPENDIX A (cont.)**

[Federal Funding Accountability and Transparency Act](https://www.epa.gov/grants/federal-funding-accountability-and-transparency-act) (FFATA or Transparency Act - P.L.109-282), requires the Applicant to complete the following three criteria questions:

|  |  |  |
| --- | --- | --- |
| 1. | YES NO | received 80% or more of the Subgrant Recipient’s annual gross revenues in Federal awards in the preceding fiscal year |
| 2. | YES NO | received $25 million or more in annual gross revenues from Federal awards in the preceding fiscal year |
| 3. | YES NO | The public does not have access to the information about the compensation of the senior executives of the Subgrant Recipient.  (**PLEASE NOTE**: The public has access to State and local government agency records (e.g. salary information), as well as information about State and local law enforcement agencies. Therefore, these entities don’t meet Requirement #3 and do not have to report requested information) |

If the Applicant answered “YES” to all three criteria above, fill in the following information for the five most highly compensated officers of the Applicant’s organization:

|  |  |  |
| --- | --- | --- |
|  | Name | Total Compensation |
| Officer 1 |  |  |
| Officer 2 |  |  |
| Officer 3 |  |  |
| Officer 4 |  |  |
| Officer 5 |  |  |

* This application 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 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 a proposal.
* The above-named organization is the legal entity entering into the resulting agreement 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 Public Safety**

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

**RFA# 202303065**

**Residential Substance Abuse Treatment Grant**

|  |  |
| --- | --- |
| **Applicant’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.*

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

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

## APPENDIX C

**State of Maine**

**Department of Public Safety**

**QUALIFICATIONS & EXPERIENCE FORM**

**RFA# 202303065**

**Residential Substance Abuse Treatment Grant**

|  |  |
| --- | --- |
| **Applicant’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 RFA and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information. |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFA. 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 email 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 the experience with projects that highlight the Bidder’s general capabilities. |

|  |  |
| --- | --- |
| Project One | |
| Client Name: |  |
| Client Contact Person: |  |
| Telephone: |  |
| E-Mail: |  |
| Brief Description of Project | |
|  | |

|  |  |
| --- | --- |
| Project Two | |
| Client Name: |  |
| Client Contact Person: |  |
| Telephone: |  |
| E-Mail: |  |
| Brief Description of Project | |
|  | |

**APPENDIX C (continued)**

|  |  |
| --- | --- |
| Project Three | |
| Client Name: |  |
| Client Contact Person: |  |
| Telephone: |  |
| E-Mail: |  |
| Brief Description of Project | |
|  | |

## APPENDIX D

**State of Maine**

**Department of Public Safety**

**COST PROPOSAL FORM**

**RFA# 202303065**

**Residential Substance Abuse Treatment Grant**

The Applicant is asked to be brief and concise in providing written information required in the application. This budget must include your overall projected expenses for your project.

|  |  |
| --- | --- |
| **Project Title** | |
| Click or tap here to enter text. | |
| **Duration of Project** | |
| Start Date: Start Date | End Date: End Date |
| **Project Description**  Please provide a brief summary of the project you are proposing in order to address these needs. | |
| Click or tap here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Federal Amount Requested** | **Match** | **Total**  **Budget** |
| Personnel (salary and benefits) |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Consultant |  |  |  |
| Other |  |  |  |
| Totals |  |  |  |

**APPENDIX D (cont.)**

|  |
| --- |
| **Budget Narrative** |
| **In the space below, please provide a detailed explanation of your anticipated grant-supported expenses for each of the Budget Categories.** |
| This proposal supplements existing funds for program activities and does not replace or supplant nonfederal funds that have been appropriated for the same purpose  Yes  No |
|  |

**APPENDIX D (cont.)**

List each position by title and name of the employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Worksheet #1** | | | | | | |
| **Personnel** | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Position Title | Annual Salary | Fringe Benefits (list) | % of Time on Project | JAC Funds | Match | TOTAL |
|  |  |  |  |  |  |  |
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| TOTALS |  |  |  |  |  |  |
| Column 2: Record the total annual salary for the position named in column 1.  Column 3: If fringe benefits are expressed as a percentage of salary, list elements to allow evaluation  Column 4: That percentage of time expected to be spent on the project and paid for from grant and/or matching funds  Column 7: Column 2 plus column 3, multiplied by column 4 | | | | | | |

**APPENDIX D (cont.)**

Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure with the project objectives. Show the basis of computation (e.g., six people to 3‐day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined."

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Worksheet #2** | | | |
| **Travel Expenses** | | | |
| Item | JAC Funds | Match | TOTAL |
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| TOTALS |  |  |  |
| Travel reimbursement must be consistent with the state travel policy and state rates are to be used for calculating mileage (.45 per mile), per diem, and lodging. List each item separately and BE SPECIFIC (for example, mileage and meals should be listed separately). For rate information see Section B7. | | | |

**APPENDIX D (cont.)**

List non‐expendable items that are to be purchased that exceed $5,000.00 per item.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Worksheet #3** | | | | | |
| **Equipment** | | | | | |
| Item | Quantity | Unit Cost | JAC Funds | Match | TOTAL |
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| TOTALS |  |  |  |  |  |
| **Any item with a unit cost of less than $5000 must be listed with Budget Worksheet #5 – Other (supplies and operating expenses).** To be considered for funding, equipment must be necessary for a project. Sole source procurement must be justified and will require prior approval. | | | | | |

**APPENDIX D (cont).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Worksheet #4** | | | |
| **Consultant and Contractual Expenses** | | | |
| **Item or Service** | **JAC Funds** | **Match** | **Total** |
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| TOTALS |  |  |  |
| ALL CONTRACTS MUST BE COMPETITIVELY BID. Sole source procurements will be approved only when very specific circumstances exist. Contracts and/or consultant costs must be identified separately and detailed in the narrative. Travel costs for the consultant(s) would be included in travel Budget Worksheet #2. | | | |

**APPENDIX D (cont.)**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. This category includes miscellaneous accessories and material where the single cost of an item is $5,000.00 or less.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Worksheet # 5** | | | |
| **Other (Supplies and Operating Expenses)** | | | |
| Item | JAC Funds | Match | TOTAL |
|  |  |  |  |
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| TOTALS |  |  |  |
| List each item separately as specifically as possible.  Justification for expenditures and further explanation should be provided in the budget narrative. For example, if the amount listed for postage or printing includes a large project, those amounts should be listed separately in the narrative. | | | |