**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Aging and Disability Services*



**REQUEST FOR INFORMATION**

**RFI# 201906103**

 **Self-Advocacy for Adults with Developmental Disabilities**

|  |  |
| --- | --- |
| **RFI Coordinator** | *All communication regarding this RFI must be made through the identified RFI Coordinator:***Name:** Brandon Martin **Title:** Procurement Analyst **Contact Information:** brandon.martin@maine.gov  |
| **Response Submission** | **Submission Deadline:** July 12, 2019, no later than 4:00 p.m., local time**Submit to:** brandon.martin@maine.gov  |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Health and Human Services**

**RFI# 201906103**

**Self-Advocacy for Adults with Developmental Disabilities**

The State of Maine, Department of Health and Human Services Office of Aging and Disability Services, is seeking information regarding self-advocacy for adults with developmental disabilities.

A copy of the RFI and all other related documents to this RFI, can be obtained at the following website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfis>

Responses must be submitted to: brandon.martin@maine.gov and be submitted by 4:00 pm, local time, on July 12, 2019.

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**RFI DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **RFI** | Request for Information |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **Department** | Department of Health and Human Services |
| **FOAA** | Maine Freedom of Access Act |
| **Respondent** | Any individual or organization submitting a response to this RFI. |

1. **Adult:**

An individual eighteen (18) years of age or older.

1. **Respondent:**

An individual or organization submitting a response to this RFI.

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

**RFI# 201906103**

**Self-Advocacy for Adults with Developmental Disabilities**

# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a Request for Proposal (RFP) document). The Department of Health and Human Services (Department) is seeking information regarding self-advocacy for adults with developmental disabilities from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

The Department supports and seeks to strengthen self-advocacy for adults with developmental disabilities.  Through this RFI, the Department will obtain information about existing self-advocacy organizations in the State and receive feedback about how the Department can best support self-advocacy.  The Department anticipates the ability to utilize information received from the responses in a future RFP, and potentially establish contracts with one (1) or more self-advocacy organizations as a result of the RFP.

##  B. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
6. All submissions in response to this RFI 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.): [State of Maine Freedom of Access Act](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html)
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them

# **PART II INFORMATION SOUGHT**

To respond to this RFI, please answer the following questions:

1. How should the term “self-advocate” be defined?
2. Additionally, please provide feedback regarding these possible considerations for the use in the definition of “self-advocate”:

A person who has a developmental disability and has been determined eligible for adult Developmental Services as described in [M.R.S.A. Title 34-B Section §5467](http://www.mainelegislature.org/legis/statutes/34-B/title34-Bsec5467.html).

A person who currently receives services based on eligibility for adult Developmental Services as described in 1.a.i. above, or historically has received services due to this eligibility.

A person who self identifies as having a developmental disability.

1. What qualities should be considered for a potential Bidder and why?
2. What types of activities should a self-advocacy organization provide in order to promote and protect the welfare of individuals with developmental disabilities?
3. What governance structure and controls are needed to operate a self-advocacy organization?
4. What would be an appropriate billing/payment structure for the Department to consider in future self-advocacy contract(s)?
5. Do you have any recommendations or additional information to provide regarding self-advocacy?

# **PART III KEY RFI EVENTS AND PROCESSES**

## Submitting the Response

1. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

1. **Response Format**

Responses to this RFI may be developed in a manner that suits the respondent. A list of key questions is included within the RFI and all submissions, regardless of format will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI. Number each response to correspond to the relevant question or instruction of the RFI to allow comparison and clarity.

# **PART IV REVIEW OF RESPONSES RECEIVED**

# **General Information**

1. The Department will review responses received for the purpose of gathering information and market research only. The Department will not score or rate responses received.
2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

**APPENDIX A**

**STATE OF MAINE**

**Department of Health and Human Services**

## RESPONSE COVER PAGE

**RFI# 201906103**

**Self-Advocacy for Adults with Developmental Disabilities**

|  |  |
| --- | --- |
| **Lead Point of Contact - Name/Title:** |  |
| **Organization Name (if applicable):** |  |
| **Tel:** |  | **Fax:** |  |
| **E-Mail:** |  | **Website:** |  |
| **Street Address:** |  |
| **City/State/Zip:** |  |