**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP 202412212 Pre-Qualified Vendor List for Housing First Support and Stabilization Services |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Behavioral Health |
| **SUBMITTED QUESTIONS DUE DATE:** | December 30, 2024, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | January 9, 2025 |
| **PROPOSALS DUE DATE:** | February 3, 2025, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** |
| **DESCRIPTION OF CHANGES IN RFP:**1. Part IV, Section III is added to the RFP.
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| **REVISED LANGUAGE IN RFP:**1. *Part IV, Section III is added to read:*

**Section III Proposed Services** (File #3)Bidder must complete **Appendix E** (Response to Proposed Services) by providing a detailed response to the requirements outlined in this RFP.  |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | Would this opportunity provide funds to procure or renovate a property in order to be able to provide these services? |
| **Answer** |
| No, funds available to procure or renovate a Site-based Housing First Property are available under the [2024 Housing First RFQ](https://www.mainehousing.org/about/rfp) issued by MaineHousing.  |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part IV Page 15-16 | Submission instructions for Sections I, II, and IV are listed in Part IV, but there are no instructions for Section III. |
| **Answer** |
| Section III was omitted in error, refer to the amended language at the beginning of this document. |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part I, C.Page 8 | 1. The estimated reimbursement provides a range based on the size of the housing project. The RFP states that the estimated range for HFSSS is based on “per tenant per month”. Is the reimbursement paid based on actual occupancy or based on number of units?
2. The RFP indicates that individuals maintain the choice to receive HFSSS. If a tenant does not select HFSSS is the payment for that tenant/unit not paid to the provider?
 |
| **Answer** |
| 1. The rate is based on the number of units at the Site-based Housing First Property. Once a site is fully operational, the tenant occupancy rate will be implemented. Rate information will be provided to Service Providers prior to execution of a contract.
2. Units occupied by a Housing First participant under a lease agreement will be included in the Service Provider’s reimbursement whether or not a tenant chooses to participates in HFSSS.
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| **4** | **RFP Section & Page Number** | **Question** |
| Part II, B.2.Page 11 | States, “Ensure at least two (2) staff are available on-site 24/7/365 to provide HFSSS”. 1. Can you provide additional explanation of the payment model to help providers understand how the funding relates to the expenses of the required positions.
2. Does each housing project receive a fixed amount of funding to support the HFSSS?
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| **Answer** |
| 1. Refer to the answer to question 3.a. of this document.
2. HFSSS contracts and reimbursement will be paid based on the number of units at the Site-based Housing First Property.
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| **5** | **RFP Section & Page Number** | **Question** |
| Appendix F Page 26 | Appendix F requires vendors to acknowledge the statement, “By signing and submitting this Cost Structure Reimbursement Acknowledgement Form, the vendor agrees to provide HFSSS in accordance with the established rate”. The proposed rate has been estimated as a range. 1. Does this acknowledgement mean that providers are agreeing that they can provide the service at any funding level within the range?
2. If a provider can provide the service at a certain level on the proposed range, but cannot provide it at a lower level of the proposed range, can the provider sign this acknowledgement form?
3. How should a provider note this type of limitation?
 |
| **Answer** |
| 1. Yes.
2. Approval for placement on the PQVL does not guarantee a contract. The final established rate will be dependent on the total units in the Site-based Housing First Property where HFSSS will be provided. Bidders signing the acknowledgement form are agreeing to the indicated rate range for contract establishment.
3. No limitations are accepted. Proposals submitted without a signed Cost Structure Acknowledgement Form will not be evaluated or considered for placement on the PQVL.
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| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Has eligibility beyond “homelessness” been established? |
| **Answer** |
| Chronic Homelessness is defined in [22 M.R.S. § 20-A(1)](https://legislature.maine.gov/statutes/22/title22sec20-A.html), the State anticipates utilizing a coordinated entry process, as defined in [99-346 C.M.R. Chapter 19](https://www.mainehousing.org/docs/default-source/msha-rules/19--homeless-solutions-rule.pdf), to identify and prioritize Housing First tenants.  |

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| **7** | **RFP Section & Page Number** | **Question** |
| N/A | Is there a general duration of stay? |
| **Answer** |
| No, Housing First tenancy is considered as stable permanent housing. The purpose of Housing First is to support individuals who suffer from Chronic Homelessness and have been unsuccessful in other types of housing. The Housing First program is focused on the idea that “everyone is housing ready” and homelessness programs and housing providers must be “consumer ready”.  |

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| **8** | **RFP Section & Page Number** | **Question** |
| N/A | Have requirements for the building been established? For example: are these individual apartments or more of a PNMI type building? |
| **Answer** |
| Refer to the [2024 Housing First RFQ](https://www.mainehousing.org/about/rfp) issued by MaineHousing. |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part III, C.3.b.Page 14 | This section provides an overview of the structure of the file submittal. However, then when going to the breakdown of each file, on pages 15 & 16, there is no clear indication as to Appendix E being included anywhere but File #2. Could clarification as to what should be included in File #3 in regard to Appendix E as it appears some of Appendix E is necessary for file #2 as well. Thank you. |
| **Answer** |
| **Appendix E** (Response to Proposed Services) should be included in File 3. |

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| **10** | **RFP Section & Page Number** | **Question** |
| N/A | Are families, couples, and/or roommates allowable to be housed or just individual adults, via units in this Housing First model, in Maine? |
| **Answer** |
| The enabling legislation ([22 M.R.S. § 20-A(1)](https://legislature.maine.gov/statutes/22/title22sec20-A.html)) indicates that the Housing First program is generally intended and designed for individuals.  |

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| **11** | **RFP Section & Page Number** | **Question** |
| Part II, C.3.aPage 11 | Must Service Providers of HFSSS be capable and credentialed to provide/deliver Section 13, 91 **AND 17** Services as described in the MaineCare Benefits Manual or is this part of the RFP indicating that HFSSS must “offer and assist”, **as a function of educating on availability of community resources (offer) and referring/linking (assist) TO Section 13, 17, 91 services?** |
| **Answer** |
| HFSSS Service Providers must offer and assist tenants with accessing and maintaining needed MaineCare services. Vendors selected to enter into a contract to provide HFSSS will be required to be enrolled as a MaineCare provider under Sections 13 (TCM) and 91 (HOME) prior to contract execution and service delivery. Service Providers are not required to enroll as a MaineCare Section 17 (Community Support Services) providers as part of HFSSS. |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part I, C.1 & 2Page 8 | Is payment of rent separate or included in the Service Provider reimbursement rates? |
| **Answer** |
| Reimbursement for HFSSS does not include the cost for rent.  |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part I, C.1 & 2Page 8 | What is the service threshold to draw down the per resident HFSSS reimbursement? For instance, is the HFSSS reimbursement allowed to be billed if a resident declines direct service other than housing? |
| **Answer** |
| Reimbursement is not tied to direct service provision. HFSSS Service Providers will be reimbursed based on the number of units at the Site-based Housing First Property. |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part I.C.1 & 2Page 8 | It is acknowledged, the Service Provider will be required to be enrolled as and have a MaineCare Agreement for Section 13 (TCM) or Section 91. Are services delivered by the Service Provider, as defined as covered services in Section 13 or Section 91, allowable to be billed as fee for service on top of the monthly HFSSS reimbursement rate or are said service included in the HFSSS reimbursement rate? |
| **Answer** |
| Service Providers will be eligible to receive reimbursement through Sections 13 and 91 through MaineCare and will receive the HFSSS payment through the resulting contract.  |

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| **15** | **RFP Section & Page Number** | **Question** |
| N/A | If a resident is eligible for and would benefit from behavioral health services, including Section 92, 93, 65, are those services allowed to be billed concurrently with the monthly HFSSS reimbursement by the same Provider agency? |
| **Answer** |
| No, the State does not allow for duplicative reimbursement of a service. MaineCare may be billed for any applicable service, so long as the service(s) provided is not duplicative to the service(s) provided and paid for through the resulting HFSSS contract.  |

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| **16** | **RFP Section & Page Number** | **Question** |
| Section II.C.2Page 11 | What, if any, rules/regulations dictate the format for Service Planning and Crisis Planning? |
| **Answer** |
| There are no rules/regulations, however, HFSSS program guidelines will be made available prior to contract execution. Any MaineCare related billing must follow applicable MaineCare requirements.  |

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| **17** | **RFP Section & Page Number** | **Question** |
| Terms/Acronyms with DefinitionsPage 4 | Would individuals in any temporary transitional housing for at least 12 months, be considered as facing chronic homelessness? |
| **Answer** |
| The statute defines Chronic Homelessness as *“…a situation in which a person is living in a place not meant for human habitation, including emergency shelters, for at least 12 months and for whom homelessness is correlated with a condition that makes accessing services and maintaining housing a significant challenge such as substance use disorder or a behavioral health condition. "Chronic homelessness" includes a situation in which a person has been living intermittently in an institutional care facility, including but not limited to jail or a health treatment facility, but is otherwise living in a place not meant for human habitation.”* The Department anticipates utilization of the coordinated entry process, as defined in [99-346 C.M.R. Chapter 19](https://www.mainehousing.org/docs/default-source/msha-rules/19--homeless-solutions-rule.pdf), for tenant eligibility.  |

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| **18** | **RFP Section & Page Number** | **Question** |
| Appendix E: Response to Proposed Services; Part II, A.2.a and b | Should bidders submit job descriptions, a staffing plan, an implementation and work plan, and a certificate of insurance as part of the Response to Proposed Services? |
| **Answer** |
| No, refer to Part II, A.2. of the RFP. |