**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

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| **RFP Coordinator** | **NAME:** | Stacy Martin |
| **TITLE:** | Procurement Manager |
| **EMAIL:** | [Stacy.martin@maine.gov](mailto:Stacy.martin@maine.gov) |
| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | December 30, 2024, no later than 11:59 p.m., local time |
| *Questions regarding this RFP can be submitted at any time while this RFP is open. All questions must be received by the RFP Coordinator by the date and time listed above.* | |

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| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | February 3, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | |

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| **Annual Enrollment** | *Annual proposal submission deadlines will be* ***11:59 p.m. on the******1st business day of August*** *while the RFP is active.* | |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *After the initial RFP proposal submission deadline, proposal evaluations will be held on an annual basis. Proposals are required to be submitted prior to the submission date and time in order to be considered for that annual enrollment period.* | | |

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**PUBLIC NOTICE**

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202412212**

**Pre-Qualified Vendor List for Housing First Support and Stabilization Services**

The State of Maine is seeking proposals for vendors to be considered as a qualified Service Providers for Housing First Support and Stabilization Services.

A copy of the RFP and all related documents can be obtained at: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be submitted no later than 11:59 pm, local time, on February 3, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

| **Term/Acronym** | **Definition** |
| --- | --- |
| **24/7/365** | Twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year. |
| **Chronic Homelessness** | A situation in which a person is living in a place not meant for human habitation, including emergency shelters, for at least twelve (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, as defined in [22 M.R.S. § 20-A(1)](https://legislature.maine.gov/statutes/22/title22sec20-A.html). |
| **Department** | Maine’s Department of Health and Human Services |
| **Harm Reduction** | Incorporates a spectrum of strategies that includes safer use, managed use, abstinence, meeting people who use drugs “where they are at,” and addressing conditions of use along with the use itself. |
| **Housing First Program (Housing First)** | A program designed to assist individuals, who have experienced Chronic Homelessness, find and maintain stable housing through tenancy support services, case management, and service coordination, pursuant to [22 M.R.S. § 20-A](https://legislature.maine.gov/statutes/22/title22sec20-A.html). |
| **Housing First Support and Stabilization Services (HFSSS)** | Services designed to assist individuals, who have experienced Chronic Homelessness, find and maintain stable housing through tenancy support services, intensive case management, and service coordination. |
| **Housing First Team** | Includes owner(s), property developer(s), property management partners, and Service Provider. |
| [**Housing Outreach and Member Engagement (HOME) Provider**](https://www.maine.gov/dhhs/oms/providers/value-based-purchasing/health-homes) | A MaineCare supported specialized community care team that provides housing outreach and member engagement services for eligible members pursuant to [10-144 C.M.R. Ch. II Section 91](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s091.docx). |
| **Maine State Housing Authority (MaineHousing)** | An independent State agency that bridges public and private housing finance, combining them to benefit Maine’s low and moderate-income people. MaineHousing assists Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. |
| **MOU** | Memorandum of Understanding |
| **PQVL** | Pre-Qualified Vendor List |
| **Site-based Housing First Property** | Permanent residential rental housing in the State with on-site 24/7/365 Housing First Support and Stabilization Services for individuals and families who at the time of initial occupancy were experiencing Chronic Homelessness. |
| **RFP** | Request for Proposals |
| [**Rule**](https://www.maine.gov/sos/cec/rules/guide.html#whatis) | As defined by [5 MRS sec. § 8002 sub-sec. 9](https://www.mainelegislature.org/legis/statutes/5/title5sec8002.html). |
| **Service Provider** | A pre-qualified vendor selected under this RFP who are interested in and able to provide HFSSS to tenants in a Site-based Housing First Property. |
| **State** | State of Maine |
| **Targeted Case Management (TCM)** | Provided to identified adults who live in the community and intended to help each individual to lead a stable, safe and healthy community life. Case managers conduct intake, coordinate comprehensive assessments of the individual's strengths and needs, produce an individualized support plan (ISP) to address those needs, coordinate, advocate for and develop services identified in the plan, monitor the individual's progress, and evaluate the appropriateness and effectiveness of services. The case manager works with the family to assist with the coordination and advocacy of services for the individual, pursuant to [10-144 C.M.R. Ch. II Section 13](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s013.docx). |

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

# **PART I INTRODUCTION**

## Purpose and Background

The Department of Health and Human Services (Department) is seeking proposals to be considered for inclusion on a Pre-Qualified Vendor List (PQVL) for Housing First Support and Stabilization Services (HFSSS), as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the pre-qualified vendors will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the pre-qualified vendors.

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine Residents. The Department’s Office of Behavioral health (OBH) is the State’s administrative authority responsible for the planning, development, implementation, regulation, and evaluation of substance use disorder and mental health services. The mission of OBH is to ensure that all Maine residents with mental health challenges, substance use disorder, and co-occurring disorders are not simply managing symptoms, but are living independent lives of dignity, hope and meaning. OBH is committed to support a complete and coordinated behavioral health continuum of care that serves the whole person, the whole community.

Pursuant to [22 M.R.S. §20-A,](https://legislature.maine.gov/statutes/22/title22sec20-A.html) the Department is required to collaborate with the Maine State Housing Authority (MaineHousing) to establish a Housing First Program (Housing First) in the State. This RFP is intended to fulfil the Department’s obligation of creating a list of qualified Service Providers who are interested in and able to provide support and stabilization services under Housing First. In October 2024, MaineHousing released a [Request for Qualifications (RFQ) to select Housing First Teams which includes qualified Services Providers](https://mainehousing.org/docs/default-source/rfps/2024-housing-first-rfq.pdf?sfvrsn=25179e15_1) selected by the Department. Respondents for the MaineHousing RFQ will be required to select a Service Provider from the Department’s PQVL established under this RFP. Service Providers selected as a result of MaineHousing’s RFQ process will enter into a contract with the Department.

Housing stability is considered an important first step in the effective treatment of health conditions such as severe mental illness or substance use disorders, which are disproportionately experienced by individuals that meet the criteria for Chronic Homelessness.

Housing First is based on a person-centered approach that recognizes housing as vital to a person being their healthiest self. The core principles of Housing First services include relationship building and establishing trust; tenant choice and right to self-determination; and Harm Reduction. The goal of Housing First is to provide housing with as few obstacles as possible, along with voluntary support and stabilization services, according to the expressed needs of program participants. Housing First strives to provide support to tenants to develop or strengthen their ability to independently problem solve, utilize effective coping skills, and manage and coordinate their own care, with the goal of promoting full participation in the community.

In order to achieve the goals of Housing First, the Department intends to create a list of qualified Service Providers. Service Providers will be required to be on site at the relevant Site-based Housing First Property to provide HFSSS to its tenants.

The Department expects HFSSS will be strengths-based and tailored to each tenant’s individual strengths and challenges, with the goal of eliminating or mitigating previous barriers to successfully maintaining housing. HFSSS are centered around relationship building, Harm Reduction, care coordination, life skills support, and general housing support. In addition, Service Providers will facilitate linking tenants with desired medical, behavioral health, social, educational, and/or vocational providers, including any other programs where services are provided to address the needs and goals identified by the tenant. HFSSS is expected to adequately meet the needs of the tenants to build independent living skills, maintain housing, and access necessary community-based services.

## General Provisions

* 1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the pre-qualification process, at the State’s discretion.
  2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a vendor in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
  3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), 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 the RFP.
  4. Vendors will take careful note that in evaluating a proposal submitted in response to the RFP, 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 vendor (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a vendor’s experience and capabilities.
  5. The proposal must be signed by a person authorized to legally bind the vendor and must 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 proposal opening.
  6. The RFP and the awarded vendor’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
  7. Following announcement of an award decision, all submissions in response to this RFP 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.). State contracts and information related to contracts, including proposal submissions, are generally public records per FOAA.
  8. In the event that a vendor believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the vendor’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the vendor to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a vendor has marked confidential, it shall provide advance notice to the vendor to allow for them to seek legal relief.
  9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
  10. The State of Maine Office of State Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
  11. All applicable laws, whether or not herein contained, are included by this reference. It is the vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Pre-Qualified Vendor List (PQVL) Term

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated PQVL period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP process. Utilization of a PQVL for will begin once the RFP process has been finalized.

The term of the anticipated PQVL, resulting from this RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | 3/1/2025 | Termination of RFP |

This RFP offers an annual enrollment, beginning in August 2025, for new vendors to be included on the list of qualified Service Providers. Once selected, qualified Service Providers do not need to reapply during the annual enrollment but will need to confirm, annually, their interest in remaining on the PQVL and confirm agreement to the Department’s established reimbursement rates.

Estimated reimbursement rate ranges include:

* + 1. For a ten (10) to twenty (20) bed Site-based Housing First Property, the estimated rate range for HFSSS is: $2,000 - $3,500 per tenant per month; and
    2. For a twenty-one (21) to thirty (30) bed Site-based Housing First Property, the estimated rate range for HFSSS is: $1,500 - $3,000 per tenant per month.

Qualified Service Providers will be required to reapply every five (5) years from the date of the Department’s initial approval of a proposal submission.

Proposals will be accepted from vendors not currently on the list of qualified Service Providers as long as this RFP is active.  Proposals submitted during the annual enrollments will be evaluated, and vendors will be notified of in writing of the Department’s decision.

## Request for Qualification (RFQ) Process and Awards, in conjunction with MaineHousing

Given that most of the Housing First projects will be utilizing Low Income Housing Tax Credits (LIHTC) via MaineHousing as a key source of development capital, tax credit investors that MaineHousing coordinates with will not commit to supporting such projects without being able to review qualified Service Providers who may be selected to provide HFSSS as part of the Housing First Team. Respondents to the MaineHousing’s RFQ must submit their response with an established Housing First Team which includes the qualified Service Provider. The LIHTC model does not allow interested parties the flexibility to respond to the MaineHousing RFQ for Housing First projects without first having satisfied an investors’ concerns about each of the specific Housing First Team partners.

MaineHousing, through their RFQ process, will select the Housing First Teams. It is important, the Housing First Team understands the population who will be provided housing and to ensure its approach is comprehensive and grounded in the principles of Housing First, which are focused on tenants remaining housed. The higher level of services Housing First properties require means Housing First Teams require dedicated staff trained to work with Housing First tenants.

Vendors interested in joining a Housing First Team must first submit a response to this RFP. If the vendor’s proposal successfully meets the requirements outlined in this RFP, the vendor will be added to the list of qualified Service Providers. All qualified Service Providers will be eligible to be considered to be part of a Housing First Team.

Housing First Teams will be established through the MaineHousing RFQ process. The list of qualified Service Providers will be available to interested parties of the MaineHousing RFQ. Qualified Service Providers are encouraged to engage with potential Housing First owners, developers, and property management partners in order to submit a collaborative response to MaineHousing’s RFQ.

A Service Provider will be required to be part of the MaineHousing RFQ response submission in order to be eligible to provide HFSSS through a contract with the Department.

# **PART II SCOPE OF SERVICES TO BE PROVIDED**

**Specific instructions for the vendor to provide a narrative response to the Scope of Services may be found in Part IV, Section III, Proposed Services.**

1. **Administrative Requirements**
   1. Ability to provide Housing First Support and Stabilization Services (HFSSS) in a person-centered, strengths-based manner.
   2. At least six (6) months prior to the Site-based Housing First Property becoming available for tenancy, enter into a standard service contract with the Department and comply with all pre-contract requirements when selected as part of a Housing First Team as a Service Provider for HFSSS, including but not limited to:
      1. Providing the Department:
         1. Position titles and job descriptions, including minimum qualification, for all HFSSS staff including the project lead;
         2. A detailed staffing plan, describing the minimum staffing (position titles and time allocation) necessary to meet the requirement of the resulting contract;
         3. A detailed description of how subcontractors/consultants will interact with the Service Provider’s organization, as applicable (i.e., oversight and management of subcontractors/consultants).
         4. A detailed and realistic implementation and work plan for the initial period of performance, displayed on a timeline chart (e.g., Gantt, etc.), concisely describing each program development and implementation task, the month it will be carried out, and the person or position responsible for each task, and if applicable make note of all tasks to be delegated to subcontractors/consultants.
      2. Submitting a valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Service Provider’s general liability, professional liability and any other relevant liability insurance policies that might be associated with HFSSS.
         1. Service Providers will be required to maintain valid insurance throughout the terms of a service contract with the Department.
      3. Agreeing to invoice the Department for HFSSS based on the Department’s established reimbursement rates.
         1. Rates are currently being established through the State’s rule making process.
   3. Collaborate with and take direction from the Department when awarded a standard service contract with the Department as part of a Housing First Team.
   4. Acquire a [MaineCare Provider Agreement](https://www.maine.gov/dhhs/oms/providers/provider-enrollment-revalidation) prior to contract execution and maintain while providing HFSSS.
   5. Become a [Maine Continuum of Care (CoC) Homeless Management Information System (HMIS) participating agency](https://www.mainehmis.org/training).
   6. Enroll as a [Housing Outreach and Member Engagement Provider (HOME Provider)](https://www.maine.gov/dhhs/oms/providers/value-based-purchasing/health-homes) and/or as a Targeted Case Management agency (TCM) prior to contract execution and service delivery.
      1. Service Providers may not subcontract with a separate entity for provision of HOME and TCM services.
   7. Establish and maintain a formal relationship (e.g., contract or MOU) with other providers qualified to deliver necessary health and behavioral health services that go beyond the scope of HFSSS.
      1. Service Providers who enter into a contract with the Department to provide HFSSS will be required to provide service oversight and care coordination with all providers in the resulting service area that support HFSSS tenants.
   8. Provide HFSSS as soon as the Site-based Housing First Property is ready for occupancy, which may occur months and/or year(s) after contract initiation.
      1. In collaboration with the Department, prior to the Site-Based Housing First Property opening for residency, hire and train staff and begin outreach, as agreed upon with the Department, in preparation for the residency.
   9. Comply with all additional Department requirements and the HFSSS program manual, as defined in any executed contract, State statute and Rule(s) and/or other agreements between the Department and the Service Provider.
2. **Housing First Support and Stabilization Services (HFSSS)**
3. Ensure all HFSSS are provided on site, 24/7/365.
4. Ensure at least two (2) staff are available on-site 24/7/365 to provide HFSSS.
5. Ensure all HFSSS are provided through a person-centered, strengths-based approach, including, at a minimum, aspects of relationship building, specifically:
   1. Focused outreach and nonjudgemental engagement;
   2. Ensuring tenants feel safe in the Site-based Housing First Property and around HFSSS staff in order to build trust;
   3. Individual emotional support; and
   4. Flexibility and adaption to tenant needs.
6. Ensure HFSSS adequately meet the needs of the tenants to build independent living skills, maintain housing, and to access necessary community-based services.
7. Maintain clear policy guidelines for HFSSS decision making, program operations, and monitoring.
8. Ensure policies and procedures protect the rights of individuals receiving HFSSS.
9. Provide referral and coordination to appropriate community-based clinical resources, including but not limited to, health care services, substance use treatment, and mental health care.
10. **Available HFSSS for Tenants**
11. Provide HFSSS only with the full consent of the tenant.
    1. HFSSS provided at Site-based Housing First Property shall remain voluntary to the tenant.
12. Develop individual service plans and individual crisis plans with tenants seeking HFSSS, as appropriate.
13. Offer and assist tenants with:
    1. Accessing and maintaining needed MaineCare services, as applicable, including but not limited to Chapters [13](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s013.docx), [17](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s017.docx), and [91](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s091.docx) of the [MaineCare Benefits Manual](https://www.maine.gov/sos/cec/rules/10/ch101.htm).
    2. Navigating social services and benefits, including but not limited to navigating and/or accessing social security disability, MaineCare transportation, food access, and behavioral health services, including substance use treatment.
    3. Life skill development, as requested, including at minimum:

Tenant/landlord communication support;

Education, coaching and support on budgeting/financial management education, basic money and income management training, and/or connection to a community-based representative payee, as applicable, desired and appropriate;

Education, coaching and support on other life skills, including time management;

Nutritional services and counseling;

Family reunification support;

Job search and retention services (e.g., support and coaching);

Connections to volunteer opportunities external to- and within the HFSSS; and

Income, employment and vocational activities.

* 1. 24/7/365 tenancy support services including, at a minimum:

New tenant orientation and move-in assistance;

Mediation services for resident disputes;

Peer support services and coordination, as applicable;

Crisis intervention;

Motivational interviewing; and

Tenant guest (friends, family, service providers, etc.) management to ensure security and safety of all tenants.

1. Offer and provide tenants with case management services which may include, as applicable, other appropriate service providers.
2. Offer and provide Harm Reduction services, including but are not limited to:
   1. Provision of alternative activities at times and frequencies that meet the needs of the tenants (e.g., community meals, art/music and community building activities such as memorials and cook-outs);
   2. Ensuring naloxone is accessible on site 24/7/365, with easily available instructions for use; and
   3. Providing referral(s) to a [Syringe Service Program](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/services/syringe-service-programs.shtml).
3. **Performance Measures and Reporting**

Performance Measures and Reporting requirements will be determined by the Department and negotiated during contract negotiations and/or during the contract period.

# **PART III KEY RFP EVENTS**

## Questions

**1. General Instructions:** It is the responsibility of all vendors and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.

* + 1. Vendors and other interested parties should use **Appendix G** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
    2. Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
    3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services PQVL Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls). 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

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services PQVL Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls). 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.

## Proposal Submission

1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this RFP.
2. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be held until the next open enrollment opening without exception.
3. **Delivery Instructions:** Email proposal submissions must be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
4. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   * 1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
5. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
6. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Vendors should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
7. File size limits are 25MB per e-mail. Vendors may submit files separately 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.
   1. **Submission Format:**
8. Vendors are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202412212 Proposal Submission – [Vendor’s Name]”**
9. Vendor proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Vendor’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Vendor Certification)

All required documentation stated in PART IV, Section I.

* **File 2 [Vendor’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form)

**Appendix D** (Litigation Form)

All required information and attachments stated in PART IV, Section II.

* **File 3 [Vendor’s Name] – Proposed Services:**

*PDF format preferred*

**Appendix E** (Response to Proposed Services)

All required information and attachments stated in PART IV, Section III.

* **File 4 [Vendor’s Name] – Cost Structure Acknowledgement:**

*PDF format preferred*

**Appendix F** (Cost Structure Reimbursement Acknowledgement Form)

All required information and attachments stated in PART IV, Section IV.

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for vendors to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the vendor’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Vendors’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Vendors are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Vendors must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Vendors must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including vendor address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the vendor.

* 1. **Responsible Vendor Certification**

Vendors must complete **Appendix B** (Responsible Vendor Certification). The Responsible Vendor Certification must be dated and signed by a person authorized to enter into contracts on behalf of the vendor.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Vendors must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP, as indicated in the form. Vendors must include three (3) examples of projects within the last five (5) years, which demonstrate their experience and expertise in performing these services, as well as highlighting the vendor’s stated qualifications and skills.

* 1. **Organizational Chart**

Vendors must provide an enterprise-wide organization chart showing officers, major organization components, and the project team proposed to meet the requirements of this RFP. This chart must indicate to whom the project team reports. Note: individual project team positions are to be identified in the job description and staffing plan requirements of **Appendix E** (Response to Proposed Services).

* 1. **Litigation**

Vendors must complete **Appendix D** (Litigation Form) providing a list of all current litigation in which the vendor is named and a list of all closed cases that have closed within the past five (5) years in which the vendor 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 has occurred, write “none” on **Appendix D** (Litigation Form).

|  |  |
| --- | --- |
| **Required Attachments Related to Organization Qualifications and Experience** | |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form |
| Two (2) | Organizational Chart |
| Three (3) | Litigation |

Attachments 1 – 3 must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 3 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of this RFP.

**Section IV Cost Structure Reimbursement Acknowledgement Form** (File #4)

**General Instructions**

Vendors are not required to submit information related to cost. The reimbursement rate will be dependent on the number of beds anticipated for the Site-based Housing First Property. Estimated rate ranges include:

* + 1. For a ten (10) to twenty (20) bed Site-based Housing First Property, the estimated rate range for HFSSS is: $2,000 - $3,500 per tenant per month; and
    2. For a twenty-one (21) to thirty (30) bed Site-based Housing First Property, the estimated rate range for HFSSS is: $1,500 - $3,000 per tenant per month.

The Department will negotiate start-up costs, which are outside of the per tenant per month reimbursement rate, with each individual Service Provider at the time of contract negotiations.

By signing and submitting **Appendix F** (Cost Structure Reimbursement Acknowledgement Form), vendors agree to provide HFSSS in accordance with the established rates, if selected as a Service Provider at a Site-based Housing First Property and when entering into contract with the Department.

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
      2. Officials responsible for making decisions on the award selection will 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 review of the proposals and to ensure that the contract is awarded to the vendors whose proposal provides the best value to the State of Maine.
      3. The Department reserves the right to communicate and/or schedule interviews/presentations with vendors, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
      4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, vendors must submit proposals that present their rates and other requested information as clearly and completely as possible.

## Scoring Weights and Process

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

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**  Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **(No Points)** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **(50 points)** |
| **Section III.** | **Proposed Services**  Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **(25 points)** |
| **Section IV.** | **Cost Structure Acknowledgement**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **(25 points)** |

* 1. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score Sections II, & III. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

For Section IV. Cost Structure Acknowledgement, all vendors will receive 25 points for submitting a signed **Appendix F** (Cost Structure Reimbursement Acknowledgement Form). Vendors who do not submit a signed **Appendix F** will receive 0 points.

* 1. **Negotiations:** The Department reserves the right to negotiate with the successful Vendor to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected vendor who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked vendor, the Department may withdraw its award and negotiate with the next-highest ranked vendor, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

## Selection and Award

* + - 1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
      2. Notification of conditional award selection or non-selection will be made in writing by the Department.
      3. Issuance of the RFP 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 the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the vendor.
      4. The Department reserves the right to reject any and all proposals or to make multiple awards.
      5. Selection to be included on as a pre-qualified vendor is not a guarantee of work.

## Appeal of Contract Awards

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

Since this RFP results in a PQVL, the appeal procedures mentioned above are only permissible upon the initial and annual award notifications. The appeal procedures will not be available during subsequent competitive procedures involving only the PQVL participants if cost is the sole determining factor.

## Removal from the PQVL

The Department may remove a pre-qualified vendor from the PQVL at any time, upon giving a thirty (30) day written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term the pre-qualified vendor(‘s):

* 1. Fails or refuses to perform its contractual obligations;
  2. Performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided;
  3. No longer has the ability to perform the services specified in this RFP;
  4. Has engaged in poor quality service provision in separate contracts with the Department; or
  5. Has active or outstanding complaint(s) or issues(s) with relevant credentialing bodies against the vendor, its leadership, or governance, and active or outstanding complaints or issues with the [Maine Human Rights Commission](https://www.maine.gov/mhrc/).
  6. Does not annually confirm interest in remaining on the PQVL and confirm agreement to the Department’s established reimbursement rates.
  7. Does not reapply, every five (5) years from the date of the Department initial approval of its proposal submission, to remain on the PQVL.

# **PART VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Vendor Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Litigation Form

**Appendix E** – Response to Proposed Services

**Appendix F** – Cost Structure Reimbursement Acknowledgement Form

**Appendix G** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PROPOSAL COVER PAGE**

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor’s Organization Name:** | |  | | | | |
| **Vendor Customer Code**  (for current State of Maine vendors)**:** | | | | | VC | |
| **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 Proposal - Name/Title:** | | |  | | | |
| **Tel:** |  | | | **E-mail:** | |  |
| **Street Address:** | |  | | | | |
| **City/State/Zip:** | |  | | | | |

* This proposal 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 vendor’s proposal.
* No attempt has been made, or will be made, by the vendor 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 contract with the Department if they are 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 proposal, 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 Behavioral Health*

**RESPONSIBLE VENDOR CERTIFICATION**

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Stabilization and Support Services**

|  |  |
| --- | --- |
| **Vendor’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.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

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

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

## *Office of Behavioral Health*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP#** **202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

**The Qualifications and Experience Form may be obtained in a Word (.docx) format by double clicking on the document icon below.**

****

**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

## *Office of Behavioral Health*

## LITIGATION FORM

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

|  |  |
| --- | --- |
| **Vendor’s Organization Name:** |  |

|  |
| --- |
| **Provide a list of all current litigation in which the vendor is named and a list of all closed cases that have closed within the past five (5) years in which the vendor 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 has occurred, write “none.”** |

|  |  |
| --- | --- |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |

**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

## *Office of Behavioral Health*

## RESPONSE TO PROPOSED SERVICES

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

**The response to proposed services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**

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**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**COST STRUCTURE REIMBURSEMENT ACKNOWLEDGEMENT FORM**

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

|  |  |
| --- | --- |
| **Vendor’s Organization Name:** |  |
| **Acknowledgement** | |
| ***Vendors are not required to submit information related to cost. The reimbursement rate will be dependent on the number of beds anticipated for the Site-based Housing First Property. Estimated rate ranges include:***   1. ***For a ten (10) to twenty (20) bed Site-based Housing First Property, the estimated rate range for HFSSS is: $2,000 - $3,500 per tenant per month; and*** 2. ***For a twenty-one (21) to thirty (30) bed Site-based Housing First Property, the estimated rate range for HFSSS is: $1,500 - $3,000 per tenant per month.***   ***By signing and submitting this Cost Structure Reimbursement Acknowledgement Form, the vendor agrees to provide HFSSS in accordance with the established rate.*** | |

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

**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**SUBMITTED QUESTIONS FORM**

**RFP# 202412212**

**Pre-Qualified Vendor List for**

**Housing First Support and Stabilization Services**

This form should be used by vendors when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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