

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
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Sep-09-2025

Via Electronic Mail: briant@commons spacemaine.org

Commonspace
Brain Townsend, Executive Director
PO Box 17705
Portland, ME 04112

RE: 202412212 Pre-Qualified Vendor List for Housing First Support and
Stabilization Services – August 2025 Submission

Dear Mr. Townsend:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health. The Department evaluated the proposal received using the evaluation criteria identified in the RFP, and determined the proposal did not meet the requirements for placement on the Pre-Qualified Vendor List.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are 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.; 5 M.R.S. § 1825-B (6).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

A handwritten signature in black ink that reads "Adrienne Leahey".

EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:

A handwritten signature in black ink that reads "Debra Downer Grady".

5DC6307B8558482...

Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202412212 – August 2025 Submission

RFP TITLE: Pre-Qualified Vendor List for Housing First Support and Stabilization Services

BIDDER: Commonsense

DATE: August 20, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casey Manson

Names of Evaluators: Tia Bolduc, Autumn Hughes, Taylor LaCroix, Kerry Polyot-Stefani, Lynn Witten

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	45
Section III. Proposed Services	25	9
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>79</u>

The Bidder's response to Section II, Organization Qualification and Experience demonstrates an understanding of and ability to perform Housing First Support and Stabilization Services (HFSSS). However, the response to Section III, Proposed Services demonstrates a commitment to HFSSS, but minimal or no detail was provided to how the Bidder will execute the required deliverables. Therefore, the Evaluation Team has determined that the Bidder has not met the requirements for placement on the Pre-Qualified Vendor List for HFSSS.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202412212 – August 2025 Submission

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BIDDER: Commonsense

DATE: August 20, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202412212 – August 2025 Submission

RFP TITLE: Pre-Qualified Vendor List for Housing First Support and Stabilization Services

BIDDER: Commonsplace

DATE: August 20, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	45

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Experience with the Housing First model, providing stabilization support to chronically homeless individuals within several different programs since 2017.• Co-operates with permanent housing support for a women's only program, providing peer support and housing stabilization.• Serves five distinct properties in the Greater Portland Area, for a total of 66 housing units.• Has supported a MaineCare HOME Services program since 2023.• Experience with the targeted population dating back to 2017.• Operationalized site-based permanent supportive housing in 2021.• Primarily a peer support model agency.• Indicates engagement with Coordinated Entry and Continuum of Care.• Experience providing services in a 24/7/365 setting.• Indicates many formal connections with community partners in their current area of operation for community supports.• Posts all open positions; however, typically fill open positions with individuals with their own connection to the programs or to people who have been program residents, as lived experience allows the employee to connect with the current tenants.• Works closely with community partners and correctional facilities to support re-entry navigation for individuals experiencing homelessness and/or legal issues.• All supported programs are in collaboration with landlords, developers, and non-profit agencies. While each housing program has its distinct operational qualities, in each setting, Commonsplace and the landlord hold specific components of the property management role.• Partners in other ways on issues related to tenant selection process, leasing, occupancy, and exits.• Financial Accounting – Use of QBO (QuickBooks Online) Advance software which allows tracking for each funding source separately within each of their

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TEAM CONSENSUS EVALUATION NOTES**

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DATE: August 20, 2025

programs to ensure correct tracking of revenue and expenses for every award granted.
<ul style="list-style-type: none">• Information Technology – A range of IT is used across all programs, the tools used may vary from program to program. Have separate software for finance and HR. It is indicated that an EHR (Electronic Health Records) is used.• Compliance – Indicates their ongoing performance measurement and assessment occurs across multiple programs, with each program measuring in its own success.• Successful at securing a combination of private funding grants and community giving. Sources of funding include but are not limited to a Congressionally Directed Spending award, TD Bank Housing for Everyone award, and a Maine Health Access Foundation grant.
2. Organizational Chart
<ul style="list-style-type: none">• The chart does not provide clear direction within the organization.
3. Litigation
<ul style="list-style-type: none">• Indicated no current litigation and no closed cases in the last five years.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202412212 – August 2025 Submission

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BIDDER: Commonsplace

DATE: August 20, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	25	9

Evaluation Team Comments:

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Administrative Requirement

- Noted agency values include person centered and strengths-based supports and interventions, however agency values were undefined.
- Intentional Peer Support Specialists and Recovery Coaches will provide all services. Both have been trained in relationship-focused, person-centered, and strengths-based engagement. These teams will be supervised by seasoned program coordinators, however, unclear on credentials.
- Undefined methods and/or resources other than referencing the credentials certification process modality.
- Unclear if subcontractors will be used.
- Did not describe the ability to engage with the Department at least six (6) months prior to the Site-based Housing First Property becoming available for tenancy, by enter into a standard service contract with the Department and complying with all pre-contract requirements when selected as part of a Housing First Team as a Service Provider for HFSSS, only provided a commitment to execute the Departments deliverables.
- Indicates readiness to work with the Department, but does not provide any detail on their willingness to collaborate with or take direction from the Department.
- MaineCare provider agreement provided is for Amistad not Commonsplace, if awarded a contract this information will need to be updated.
- Indicates is a current CoC HMIS participating agency but evaluation team is unable to confirm which organization name they participate under.
- Provided documentation as a Maine HOME Provider under Amistad. If awarded a contract under the PQVL will be required to be enrolled as a Maine Home Provider under Commonsplace.
- Demonstrated willingness and ability to establish and maintain formal relationships with multiple providers.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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DATE: August 20, 2025

- Demonstrated an understating that Service Providers who enter into a contract with the Department to provide HFSSS will be required to provide treatment oversight and care coordination with all providers in the resulting service area that support HFSSS tenants.
- A statement of understanding was provided, but no detail how the Bidder will “ensure” that HFSSS will be provided once ready for occupancy.
- Hiring/occupancy practices will align with projected opening dates, however there is concern with Bidders plans if timelines shift.
- Agreed to work closely with the Department to understand the projected occupancy readiness of a Housing First Property, but no elaboration on what the hiring /training process will look like.
- Claims to understand the requirement to comply with all additional agency requirements and the HFSSS program manual, as defined in any executed contract, federal and State statute and Rule(s) and/or other agreements between the Department and the Service Provider.

B. Housing First Support and Stabilization Services (HFSSS)

- Indicates commitment to; but lacked detail on how HFSSS will be provided on site, 24/7/365.
- Indicated commitment to; but lacked detail how at least two (2) staff HFSSS are available on-site 24/7/365 to provide HFSSS.
- Response to Part II, B.1. was copy and pasted from the Bidder’s response to Part II, A.1.
- Statements rely on the certification process of the credential which does not give or build further details of how the expectations will be met.
- There is no indication of staff who are not trained peers.
- Details were not provided regarding focused outreach or nonjudgemental engagement.
- Did not outline ensuring tenants will feel safe, or how the Bidder would be flexible or adapt to tenant needs.
- Did not articulate how their service delivery would build independent living skills, maintain housing, or access community-based services.
- Agrees to use current policy guidelines in conjunction with Housing First Regulation.
- Agrees to collaborate with the Department on policies and procedures protect the rights of individuals receiving HFSSS.
- Did not offer detail how a robust referral/coordination of clinical services would be provided to individuals, but did note specific non-clinical resources in addition to those in deliverable.

C. Available HFSSS for Tenants

- Agreed to provide HFSSS only with full consent of the tenant but lacked detail in how this will be executed.

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- Agreed to meet the requirement to develop individual service plans and individual crisis plans with tenants seeking HFSSS. It is unclear if the plan can be executed due to the lack of specific details.
- Committed generally to offering and assisting tenants with accessing and maintaining needed MaineCare services, navigating social services and benefits, life skill development, and 24/7/365 tenancy support service, but did not provide any detail as to execution.
- Agrees to offer levels of case management/care coordination but may refer tenants to other case management services as indicated.
- Did not respond to provision of alternative activities at times and frequencies that meet the needs of the tenants.
- Naloxone will be onsite and clearly marked, and overdose response training will be provided, but the response lacks detail regarding who will be receiving this training, employees and/or tenants.
- Will refer tenants to Syringe Service programs.
- Will support staff with education and supplies to support harm reduction needs of tenants, including first aid kits, wound care supplies, etc.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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BIDDER: Commonsense

DATE: August 20, 2025

**EVALUATION OF SECTION IV
Cost Structure Reimbursement Acknowledgement Form**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Structure Reimbursement Acknowledgement	25	25

Evaluation Team Comments:

- | |
|-----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Provided a signed cost structure reimbursement acknowledgement form |
|-----------------------------------------------------------------------------------------------------------------------|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsense

DATE: 8/19/2025

EVALUATOR NAME: Tia Bolduc

EVALUATOR DEPARTMENT: DHHS - OMS

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Bidder has experience with the Housing First model, providing stabilization support to chronically homeless individuals within several different programs.• Bidder also co-operates with permanent housing support for a women's only program, providing peer support and housing stabilization.• Bidder has multiple partnerships to include Community Housing of Maine and Volunteers of America of Northern New England• Bidder serves five distinct properties in the Greater Portland Area, for a total of 66 housing units.• All programs support adults with chronic homelessness w/ co-occurring with a combination of health issues included but not limited to substance use disorders, trauma, and legal issues.• The Bidders Peer Support housing staff are credentialed as Intentional Peer Support Specialists and as Recovery Coaches and have their own lived experiences with homelessness and substance use challenges.• Bidder currently provides 24/7/365 services within five housing programs and one emergency family shelter.• Bidder has supported a MaineCare HOME Services program since 2023.• A core part of the Bidder is providing community navigation for their tenants to necessary resources in the area.• The Bidder is deeply embedded within the service area's community of supports to make sure tenants are receiving necessary referrals for medical/behavioral, financial support, and recovery resources.• The Bidder posts all open positions; however, they typically fill open positions with individuals with their own connection to the programs or to people who have been program residents. The lived experience allows the employee to connect with the current tenants.• Bidder believes in cross training all employees across all programs allowing for effective on-site staff coverage.• All the Bidders programs are developed around the specific needs of chronically homeless people, and most of the Bidders staff have transitioned from lives affected by these same challenges.• Bidder has a deep understanding of the barriers these individuals face including maintaining housing, avoidance of isolation due to	

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EVALUATOR NAME: Tia Bolduc

EVALUATOR DEPARTMENT: DHHS - OMS

unwelcomed/disruptive guests, increase in substance use disorder, mental health symptoms, and the emergence of trauma – responsive behaviors.

- The Bidder created a position called Occupancy Specialist who works across all programs to ensure tenants are effectively applying/re-applying for housing assistance benefits, vouchers and payments, health insurance and disability benefits, and managing support with financial services.
- All tenants within any of the Bidders five programs are adults whose health and wellness have been detrimentally affected by social determinants.
- The Bidders program models presume the presence of acute health related social needs for all participants. This programmatic development includes an emphasis on harm reduction, relationship-based services, the peer support model, safety planning, trauma informed environments and practices, and the establishment of ultra-low-barrier guidelines and policies.
- The Bidder works interactively across multiple systems and with many partners to include landlords, developers and property managers.
- One example of collaboration, the Bidder works closes with Portland Homeless Service Center and Cumberland County Jail to support reentry navigation for individuals experiencing homelessness and/or legal issues.
- Bidder currently provides on-site services to five affordable housing programs.
- Bidder has gained experience with developing models of attention and responsiveness that support both smaller and larger programs.
- All programs supported by the Bidder are in collaboration with landlords, developers, and non-profit agencies. While each housing program has its distinct operational qualities, in each setting, the Bidder and the landlord hold specific components of the property management role.
- Bidder partners in other ways on issues related to tenant selection process, leasing, occupancy, and exits.
- Bidder has an extensive list of community partners including but not limited to MaineHealth, Spurwink, Milestone Recovery, and Immigrant Legal Advocacy Project
- Financial Accounting – Bidder uses QBO Advance software which allows the Bidder to track each funding source separately within each of their programs to ensure correct tracking of revenue and expenses for every award granted.
- Information Technology – Bidder uses a range of IT across all programs, the tools used may vary from program to program. They have separate software for finance and HR. Bidder uses EHR.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

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DATE: 8/19/2025

EVALUATOR NAME: Tia Bolduc

EVALUATOR DEPARTMENT: DHHS - OMS

- Compliance – Bidder tells their ongoing performance measurement and assessment occurs across multiple programs, with each program measuring in its own success.
- In addition to their annual audit, they are audited by DHHS, and the federal government, and reliably receive audit reports with a few or no findings.
- Bidder was successful with addressing an ongoing challenge with establishing effective segregation of duties within its financial process, with the addition of a Finance Assistant
- The addition of the Occupancy Specialist position they gained the support to create a streamlined and efficient process for administering, evaluating, and reporting out on all matters related to housing outreach.
- With the addition of the Director of Program Quality position, the Bidder was able to introduce an enhanced level of oversight to multiple quality improvement areas across all programs.
- Bidder has been successful at securing a combination of private funding grants and community giving. Sources of funding include but not limited to a Congressionally Directed Spending award, TD Bank Housing for Everyone award, and a Maine Health Access Foundation grant.
- Bidder has supplied information on three projects to include Freedom Place, Beacon House, and Brackett St

2. Organizational Chart

- The chart was attached but it does not provide clear direction within the organization. For example, I am not sure who the Housing Support Programs Director reports to.

3. Litigation

- Bidder has noted, no current litigation and no closed cases in the last five years

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Administrative Requirement

- Intentional Peer Support Specialists and Recovery Coaches will provide all services. Both have been trained in relationship-focused, person-centered, and strengths-based engagement. These teams will be supervised by season program coordinators
- The Bidder agrees to provide all required information listed above should they receive the award

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsplace

DATE: 8/19/2025

EVALUATOR NAME: Tia Bolduc

EVALUATOR DEPARTMENT: DHHS - OMS

- Bidder is eager to engage with the Department as part of the Housing First Team
- MaineCare provider agreement is for Amistad not Commonsplace, if awarded a contract this information will need to be updated.
- N/A
- N/A
- N/A

- Bidder has experience in this requirement as well as willingness. Bidder has engaged in multiple agreements past and present that support the result of improved access
- Bidder understands as a Service Provider they will be responsible in providing central care coordination and treatment oversight for all on-site and off-site services
- Bidder understands it is their obligation to be ready to deploy and deliver HFSSS when designated as a Housing First provider
- Bidder has agreed to work closely with the Department to understand the projected occupancy readiness of a Housing First Property
- Bidder claims to understand the requirement to follow any Department requirements and agreements

B. Housing First Support and Stabilization Services (HFSSS)

- Bidder ensures all HFSSS will be provided onsite 24/7/365 by keeping adequate engaged staff
- Bidder commits to the two person staff on site requirement.
- Bidder copied and pasted answer from Part II – A. Administrative Requirement #1
- Bidder did not meet requirement.
- Bidder agrees to requirement.
- Bidder agrees to use current policy guidelines in conjunction with Housing First Regulation.
- Bidder agrees to collaborate with the Department to ensure they work cohesively to protect the rights of the tenants.
- Bidder agrees, employees will use their knowledge of community resources to deliver individually tailored referrals and connections to needed resources.

C. Available HFSSS for Tenants

- Bidder will present and provide all HFSSS to tenants.
- Bidder agrees to develop service plans and individual crisis plans for tenants as appropriate and indicated.
- Bidder agrees to develop and assist with everything noted above.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsense

DATE: 8/19/2025

EVALUATOR NAME: Tia Bolduc

EVALUATOR DEPARTMENT: DHHS - OMS

- Bidder will offer levels of case management/care coordination but may refer tenants to other case management services as indicated.
- Bidder does not respond to 5A.
- Bidder says Naloxone will be onsite and clearly marked, and overdose response training will be provided. Bidder does not say who will be receiving this training, employees and/or tenants.
- Bidder will refer tenants to Syringe Service programs.
- Bidder will support staff with education and supplies to support harm reduction needs of tenants, including first aid kits, wound care supplies, etc.

Part IV, Section IV. Cost Proposal and Budget Narrative

- Signed and attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsplace

DATE: 8/14/2025; 8/17/2025; 8/19/2025

EVALUATOR NAME: Autumn Hughes

EVALUATOR DEPARTMENT: DHHS – Commissioners Office

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• P – Bidder has been operating Housing First Model housing programs since 2017.• P – Bidder indicates engagement with Coordinated Entry and Continuum of Care.• P – Bidder indicates experience providing services in a 24/7/365 setting.• P – Bidder indicates they have maintained a MaineCare HOME Services program since 2023.• P – Bidder indicates many formal connections with community partners in their current area of operation for community of supports.• N – Bidder did not detail staff recruitment/retention policies to ensure optimal staffing levels.	
2. Organizational Chart	
<ul style="list-style-type: none">• P – Org Chart provided.	
3. Litigation	
<ul style="list-style-type: none">• P – No litigation noted.	

Part IV, Section III. Proposed Services	
1. Services to be Provided	
Part II	
A. Administrative Requirement	
<ul style="list-style-type: none">• P – Staff credentialed in IPSS and Recovery Coaching.• Q – Supervisors to ensure services delivered true to agency’s values.• N - Did not meet requirements; items a, b, and c not answered in detail.• N – Bidder indicates readiness to work with the Department, but does not line out in detail how they will do that.• Met requirements• Met requirements• Met requirements• P – Bidder indicates understanding that they will be responsible for care coordination.• P – Bidder indicates basic understanding that their services will be needed once a Site-based Housing First property is occupancy ready.• P – Bidder indicates flexibility within the model.• Q – Bidder indicates hiring/occupancy practices will align with projected opening dates. What happens if timelines shift?	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsense

DATE: 8/14/2025; 8/17/2025; 8/19/2025

EVALUATOR NAME: Autumn Hughes

EVALUATOR DEPARTMENT: DHHS – Commissioners Office

- P – Bidder indicates that they will comply with agency requirements and HFSSS program manual.
- Q – Bidder does not detail how they will comply.

B. Housing First Support and Stabilization Services (HFSSS)

- P – Met requirements.
- P – Bidder indicates commitment to having 2 HFSSS staff on-site and available at all times.
- Q – Bidder did not provide detail regarding focused outreach or nonjudgemental engagement.
- Q – Bidder did not outline how they will ensure tenants will feel safe, nor how they will be flexible or adapt to tenant needs.
- P – Bidder indicated staff will be IPSS/Recovery Coach certified.
- Q – Bidder did not articulate how their service delivery would build independent living skills, maintain housing or access community-based services.
- Q – Bidder did not outline policy making guidelines, but indicated a willingness to work with the Department in general in order to meet this requirement.
- Q – Bidder did not outline how they were to ensure policies and procedures that will protect the rights of individuals.
- Q – Bidder did not detail how they would provide robust referral/coordination services to individuals.

C. Available HFSSS for Tenants

- P – Met requirement.
- Q – Reviewer unclear how these plans will be drafted.
- Q – Bidder committed generally to all of the requirements in the section, but did not provide any detail as to how they would get there in practice.
- P – Met requirements.
- P – Naloxone to be available on site.
- P – Bidder indicates SSP to provide support to HFSSS staff.
- Q – Bidder does not mention alternative activities.

Part IV, Section IV. Cost Proposal and Budget Narrative

- P – Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsense

DATE: 8/19/2025

EVALUATOR NAME: Taylor LaCroix

EVALUATOR DEPARTMENT: DHHS OBH

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P- Bidder has experience with the targeted population dating back to 2017• P- Bidder operationalized site-based permanent supportive housing in 2021• P- Bidder has experience with MaineCare and HUBs• I- Bidder is primarily a peer support model agency• P- Bidder has an established relationship with a developer
2. Organizational Chart
<ul style="list-style-type: none">• P-Bidder met requirements
3. Litigation
<ul style="list-style-type: none">• P- No current or past litigation listed

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Administrative Requirement
<ul style="list-style-type: none">• P- Noted agency values include person centered and strengths-based supports and interventions• N- Bidder did not indicate the process in how HFSSS would be provided• N- Bidder only committed to the deliverable, but did not describe how they would execute.• N- Bidder agreed to collaborate, but did not describe how they would do so.• N/A• Bidder is familiar with the MaineCare Provider process as evidence by their agreement.• N/A• N/A• P- Bidder identified they have experience with establishing formal agreements• N- Bidder only indicated understanding, without further description• N- Bidder was unclear on their plan to execute this deliverable• N- Bidder did not provide a description of how they would execute a hiring and training plan• N- Bidder did not describe how they would meet this requirement
B. Housing First Support and Stabilization Services (HFSSS)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsense

DATE: 8/19/2025

EVALUATOR NAME: Taylor LaCroix

EVALUATOR DEPARTMENT: DHHS OBH

- N- Bidder did not describe how they would ensure services are provided
- N- Bidder was unclear on how they would ensure two staffing, only committed to doing so.
- N- Bidder did not meet requirements
- I- Bidder did not indicate staffing who are not trained peers
- N-Bidder lacked description of how this deliverable would be met.
- N- Bidder did not provide description on how this deliverable will be met
- N- Bidder did not describe how they would develop policies for this specific service
- P- Bidder has experience with developing internal housing program policies
- N- Bidder did not describe how they would ensure the rights of individuals are protected
- P-met requirements
- I- Bidder noted specific non-clinical resources in addition to those in deliverable

C. Available HFSSS for Tenants

- N- Bidder did not describe in detail how this deliverable would be executed.
- I- Bidder referenced HOME skills to adopt from
- N- Bidder did not describe how the plans would be developed
- P- Bidder has experience with developing plans
- N- Bidder did not address any of the items in this deliverable.
- N- Bidder did not describe how this would be executed.
- P- Bidder has experience with Syringe Service Programs and Naloxone distribution
- N- Bidder did not address 5A
- I- Bidder only focused on harm reduction related to Syringe Service Program/ Opioid overdose interventions

Part IV, Section IV. Cost Proposal and Budget Narrative

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**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsplace

DATE: 08/18/2025, 08/19/2025

EVALUATOR NAME: Kerry Polyot-Stefani

EVALUATOR DEPARTMENT: DHHS-OBH

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Has been operating Housing-First model housing programs since 2017 in the Greater Portland area for individuals who have experienced chronic homelessness.• Have operated Freedom Place since 2021, a 38 unit, ultra low-barrier, peer supported permanent housing program for women emerging from chronic homelessness. 25 of the 38 units contain project-based vouchers.• Bidder also maintains a Housing Supports sector which also incorporates the HOME services team and Rapid Rehousing, ESHAP and HOPE programs.• Engagement with Coordinated Entry and the Continuum of Care.• Community support center in Portland is Hub 2's largest access point for Community Entry.• A total of 66 housing units in the Greater Portland area.• Bidder currently provides 24/7/365 services within five housing programs and at one emergency family shelter.• Two Recovery Residences opened in collaboration with CHOM (Community Housing of Maine) in 2017.• Staff have lived experience with issues similar to the life experiences of residents.• Active formal partnerships with MaineHealth, Greater Portland Health, Spurwink, Milestone Recovery, the City of Portland, Through These Doors, ILAP, Healthy Lincoln County, and Maine Access Points.• Formerly Amistad.• Receives a combination of private foundation grants and community giving. Several programs including the Housing programs have operated with very little revenue derived from public funding.• Sources for funding have included a Congressionally Directed Spending award to support the operations of Freedom Place, a TD Bank Housing for Everyone award to support our Rapid Rehousing work, and a Maine Health Access Foundation grant to support the Recovery Residence programming.• Collaboration for Freedom Place, a 38 unit for women, peer supported recovery focused, permanent housing program. Beacon House, a 7 unit for women, peer supported, permanent housing program. Brackett St. provides services for 6 men in a peer supported, recovery focused, permanent housing program.	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsense

DATE: 08/18/2025, 08/19/2025

EVALUATOR NAME: Kerry Polyot-Stefani

EVALUATOR DEPARTMENT: DHHS-OBH

2. Organizational Chart
<ul style="list-style-type: none">An organizational chart was provided, unclear as to where this position would fall within the agency.
3. Litigation
<ul style="list-style-type: none">No current litigation and no closed litigations in the past 5 years.

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Administrative Requirement
<ul style="list-style-type: none">Bidder provided that all HFSS services will be provided by trained and experienced staff who have the credential of Intentional Peer Support Specialists and as Recovery Coaches.Both of the certification positions will emphasize a relationship-focused, person-centered, and strengths-based engagement modality.Supervision to staff will be provided by seasoned program coordinators that will assess the success of staff delivering effective services that are true to the agency's values and include the delivery of person-centered and strength-based supports and interventions.Bidder will be able to rapidly and comprehensibly respond to these and any other requests made by the Dept.Bidder is ready to accept direction from the Department as part of the Housing First team.Bidder is familiar with receiving direction from the Department and has been collaborative and compliant within our HOME Services programming.Bidder responded N/ABidder responded N/AN/ABidder has experience required to establish and maintain formal agreements or MOU's with other providers.Bidder did not identify other providers that they have had formal agreements with or MOU's.Bidder confirmed fully understanding as a vendor and service provider of HFSS services what their role could include with the provision of central care coordination and the treatment oversight for all on-site and off-site services and resources supporting the residents in housing programs.Bidder understands the obligation to be ready to deploy and deliver HFSS services when a designated Housing First property in occupancy-ready.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsplace

DATE: 08/18/2025, 08/19/2025

EVALUATOR NAME: Kerry Polyot-Stefani

EVALUATOR DEPARTMENT: DHHS-OBH

- Bidder will conduct outreach for potential residents and engage in hiring process based upon projected opening date.
- Bidder did not clarify how they would hire and train staff or begin outreach.
- Bidder confirmed they fully understand the requirements to comply with additional requirements or requests.

B. Housing First Support and Stabilization Services (HFSSS)

- Services related to HFSS will only be provided on-site and in-person and they will be provided 24/7/365.
- This will be met by maintaining adequate and engaged staff who have the ability to cover shifts in the event of staff absences.
- Bidder did not provide additional detail of how staffing will be ensured to be available
- Bidder committed to having at least two staff available and on -site at all times.
- Bidder did not provide detail of how they would maintain the staffing requirement.
- HFSS services will be provided by trained and experienced staff. Staff will be dual-credentialed and will emphasize multiple modalities. (Relationship-focused, person-centered, and strengths-based engagement modality)
- Bidder did not provide detail on how they will ensure tenants feel-safe.
- Bidder did not provide detail on the individual emotional support or flexibility and adaption to tenants needs.
- Effective training and supervision
- Engaged staff will prioritize supporting tenants with ADL's maintaining housing and accessing services and resources.
- Bidder will collaborate with the Department to develop and maintain policy guidelines related to the following that were outlined. Decision making, program operations and monitoring.
- Bidder will utilize existing policies guidelines that are used within their housing and Housing Supports programs.
- Bidder will collaborate with the Department in the development and maintenance of policies and procedures connected to HFSS services.
- Engaged HFSSS staff will utilize their knowledge of community resources to provide individually tailored referrals and connections to resources such as health care, treatment , legal and financial services and recovery services.

C. Available HFSSS for Tenants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Commonsplace

DATE: 08/18/2025, 08/19/2025

EVALUATOR NAME: Kerry Polyot-Stefani

EVALUATOR DEPARTMENT: DHHS-OBH

- Bidder will present and provide HFSS services to tenants/residents as a voluntary engagement at all times.
- Bidder will use existing templates that are being utilized with current Housing Supports and HOME services teams.
- HFSSS staff will develop service plans and individual crisis plans to support residents.
- Bidder acknowledged to commit to developing HFSSS services that include the comprehensive list for residents included here.
- There was no detail of how these services would be developed.
- HFSSS staff will be able to provide levels of case management/care coordination.
- HFSSS staff can make referrals for additional or other case management services as needed or indicated.
- Naloxone will be on site and labeled at any Housing First program.
- Overdose response trainings will be provided.
- HFSSS staff can make referrals to the Commonsplace SSP or other SSP agencies.
- Commonsplace SSP (Syringe Service Program) staff will support HFSSS staff with education and supplies for residents to support harm reduction needs.

Part IV, Section IV. Cost Proposal and Budget Narrative

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**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Common Space

DATE: 8/15/25 & 8/18/25

EVALUATOR NAME: Lynn M Witten

EVALUATOR DEPARTMENT: DHHS / OBH

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">Bidder met requirement
2. Organizational Chart
<ul style="list-style-type: none">Bidder met requirement
3. Litigation
<ul style="list-style-type: none">None reported

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Administrative Requirement
<ul style="list-style-type: none">P – staff will be credentialed as Intentional Peer Support Specialists and as Recovery Coaches.N – didn't describe methods or resources other than referencing the credentials certification process modalityQ -Supervision will be provided by seasoned program coordinators, what is their credential?Q – no mention if use of subcontractors, possibly N/AN- Did not give details of how would meet the expectations outlinedP-has this experience from providing HOME ServicesN- didn't provide detailsI – Mainecare/Medicaid Provider agreement list Amistad Oct '22P- Mainecare agreement under Amistad, experience going through that processI – done under name Amistad Oct '22N – documented "N/A"P – multiple years of experience on collaborating and building relationships – multiple examples given -partnerships with: Developers Collaborative, Community Housing of ME, VOA, MaineHealth, Greater Portland Health, Spurwink, Milestone Recovery, Through These Doors, ILAP (Immigrant Legal Advocacy Project), Healthy Lincoln County, and Maine Access Points.Met requirement – statement of understandingN- gives a statement of understanding, but no detail how it will “ensure” that HFSS will be provided once ready for occupancy

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Common Space

DATE: 8/15/25 & 8/18/25

EVALUATOR NAME: Lynn M Witten

EVALUATOR DEPARTMENT: DHHS / OBH

- N- does not give details on hiring and training staff other than engage in hiring process. No elaboration on what the hiring /training process will look like.
- Bidder met requirement – simple statement voicing understanding
- P – experience in complying with federal and state rules from years of services provided

B. Housing First Support and Stabilization Services (HFSSS)

- P- statement of will provide it
- I - currently they provide 24/7/365 services within 5 housing programs and at one emergency family shelter
- P- statement will provide it
- N – no details on how will ensure adequate staffing
- P –staff will be credentialed as Intentional Peer Support Specialists and as Recovery Coaches.
- N – statements rely on the certification process of the credential, does not give or build further details of how meet those expectations
- N- no details on how would meet this expectation other than through training and supervision of staff –staff would prioritize what to focus on to support the tenants
- P- since 2017 they have been providing Housing First-model housing programs, providing housing services and stabilization support chronic homelessness
- P – has experience in developing and maintaining policies.
- P – statement made will do this
- N – no details of how other than collaborate with the Dept
- P- statement they will do this
- N – no details to how
- P – years of providing services they have this experience

C. Available HFSSS for Tenants

- Requirement met
- P – have this experience from Housing Supports and HOME Services teams
- N – state will do this comprehensive list, but no details to how
- I – statement will meet this. However, in regards to other appropriate service providers made the statement refer residents to additional or other case management services. There could be other service provider needs.
- P statement would meet this expectation Naloxone and info for syringe service program
- N no mention of alternative activities – meals, art, music, etc.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202412212

RFP TITLE: PQVL for Housing First Support and Stabilization Services

BIDDER NAME: Common Space

DATE: 8/15/25 & 8/18/25

EVALUATOR NAME: Lynn M Witten

EVALUATOR DEPARTMENT: DHHS / OBH

<i>Part IV, Section IV. Cost Proposal and Budget Narrative</i>
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**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202412212 PQVL
RFP TITLE: Housing First Support and Stabilization Services (HFSSS)**

I, Kerry Polyot-Stefani accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Kerry Polyot-Stefani

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Aug-13-2025

Signature

Date



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202412212 PQVL
RFP TITLE: Housing First Support and Stabilization Services (HFSSS)**

I, Tia Bolduc accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Tia Bolduc

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Aug-14-2025

Signature

Date



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202412212 PQVL
RFP TITLE: Housing First Support and Stabilization Services (HFSSS)**

I, Autumn Hughes accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Autumn Hughes

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Signature

Aug-14-2025

Date



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202412212 PQVL
RFP TITLE: Housing First Support and Stabilization Services (HFSSS)**

I, Taylor LaCroix accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Taylor LaCroix

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Aug-14-2025

Signature

Date



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202412212 PQVL
RFP TITLE: Housing First Support and Stabilization Services (HFSSS)**

I, Lynn Witten accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Lynn Witten

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Signature

Aug-13-2025

Date