**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Child and Family Services*



**RFA# 202312245**

**Grant Funding Opportunity for**

**Adolescent Substance Use Disorder Services**

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| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator: **Name:** Brittany Hall **Title:** Procurement Administrator  **Contact Information:** [Brittany.hall@maine.gov](mailto:Brittany.hall@maine.gov) |
| **Submitted Questions** | *All questions must be received by the RFA Coordinator, identified above, by:*  **Date:** January 3, 2024, no later than 11:59 p.m., local time and must include **“RFA# 202312245 Question”** in the subject line of the e-mail. |
| **Application Submission Deadline** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** January 24, 2024, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to*:[Proposals@maine.gov](mailto:Proposals@maine.gov)  and must include **“RFA# 202312245 Application Submission”** in the subject line of the e-mail. |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

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| **Term/Acronym** | **Definition** |
| **Adolescent Community Reinforcement Approach (A-CRA)** | A developmentally appropriate behavioral treatment for youth and young adults with substance use disorders. A-CRA seeks to increase the family, social, and educational/vocational reinforces to support recovery. A-CRA intervention has been implemented in outpatient, intensive outpatient, and residential treatment settings. A-CRA includes guidelines for three types of sessions: individuals alone, parents/caregivers alone, and individuals and parents/caregivers together. According to the individual’s needs and self-assessment of happiness in multiple life areas, clinicians choose from a variety of A-CRA procedures that address, for example, problem-solving skills to cope with day-to-day stressors, communication skills, and active participation in positive social and recreational activities with the goal of improving life satisfaction and eliminating alcohol and substance use problems. |
| **Adolescents** | Persons between the ages of eleven (11) and eighteen (18). |
| **ASAM** | [American Society of Addiction Medicine](https://www.asam.org/) |
| **Clinicians** | As defined in the MaineCare Benefits Manual [10-144 C.M.R. Chapter 101, Ch. II § 65.01-11](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s065.docx). |
| **Department** | Department of Health and Human Services |
| **Evidence-based Practice** | Prevention or treatment practices that are based on valid and reliable evidence demonstrating improved treatment outcomes for individuals with similar presenting problems. |
| **Individual Treatment Plan** | As described in [10-144 C.M.R. Chapter 101, Ch. II, § 65.01-25 and § 65.08-4 (B)](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s065.docx). |
| **Populations that have Historically Experienced Health Disparities** | Black, indigenous, and other people of color (BIPOC); lesbian, gay, bisexual, and transgender (LGBTQIA+) persons. |
| **RFA** | Request for Application |
| **State** | State of Maine |
| **SUD** | Substance Use Disorder |
| **Trauma-informed** | A practice approach in social and medical services that recognizes and responds to the impact of traumatic stress on children, caregivers, and service providers. Programs and agencies using a Trauma-informed approach infuse and sustain trauma awareness, knowledge, and skills into the organizational cultures, practices, and policies. Service providers act in collaboration with all those who are involved using the best available science to facilitate and support the recovery and resiliency of the children and family. |

**Details and Instructions**

## Application Purpose and Background

The Department of Health and Human Services (Department) is dedicated to promoting health, safety, resiliency, and opportunity to all Maine residents. The Department’s Office of Child and Family Services (OCFS) supports Maine’s children and their families by providing children’s development, behavioral health, and child welfare services and is dedicated to helping create a future where all Maine children and families are safe, stable, happy, and healthy.

[Maine's Opioid Response: 2023 Strategic Action Plan](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/GOPIF_OpioidReport_2023.pdf) includes Priority H, Strategy 29 to “Support all forms of recovery for youth and adults with SUD/OUD.” The plan states that, “Too many Maine youth are experiencing traumatic events, and too many are experimenting with substances that increase their risk of addiction in an attempt to cope with those events.”

The Department seeks to expand Adolescent Substance Use Disorder (SUD) treatment capacity Statewide, specifically for Adolescents between the ages of eleven (11) and eighteen (18). The need for Adolescent SUD treatment services has grown due to the increase in pandemic-related behavioral health crises and overdoses. [Maine Integrated Youth Health Survey](https://www.maine.gov/miyhs/sites/default/files/2021_Reports/Detailed_Reports/HS/MIYHS2021_Detailed_Reports_HS_State/Maine%20High%20School%20Detailed%20Tables.pdf) data shows that in 2021, nineteen percent (19%) of Maine high school students reported alcohol use in the past thirty (30) days, seventeen point nine percent (17.9%) reported marijuana use in the past thirty (30) days, and four point one percent (4.1%) reported use of an un-prescribed prescription drug at some point in their life.

The goal of this funding opportunity is to ensure Adolescents have access to age-appropriate SUD treatment that is individualized and meets the needs of each Adolescent. The Department intends to provide recruitment, retention, and expansion support to grant recipients, including but not limited to hiring support for Clinicians hired to serve Adolescents.

## General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
2. Issuance of the RFA does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to the RFA. This includes attendance at personal interviews or other meetings, where applicable.
3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Applications are to follow the format and respond to all questions and instructions specified in the “Submission Instructions” section of the RFA’s application.
4. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
5. Following announcement of an award decision, all submissions in response to this RFA 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.).
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to the RFA.
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Eligibility to Submit Applications

In order to be considered for funding under this application process, Applicants must:

* 1. Maintain a current and valid license/certificate to operate as a Substance Abuse Treatment Program in the State according to [14-118 C.M.R. Ch. 5](https://www.maine.gov/sos/cec/rules/14/118/118c005.doc); and
  2. Have a current or forthcoming MaineCare Provider Agreement;
  3. Not have an **existing Adolescent SUD related** contract with the Department or other departments within State Government.

## Awards

The Department anticipates making multiple awards as a result of the RFA process. The total estimated funds available are $600,000.00 with individual awards up to $100,000.00 per application. The Department reserves the right to make partial awards, eliminate the lowest scoring application(s), and/or make awards at amounts more or less than requested, whichever is in the best interest of the State.

The Department intends to apply priority scoring to applications located:

1. Priority 1: Sagadahoc, Piscataquis, and/or Washington;
2. Priority 2: Oxford, Franklin, Lincoln, Waldo, and/or Aroostook counties.

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

1. **Contract Terms**

The Department anticipates issuing awards for a contract period beginning as early as late February, early March 2024 and ending June 30, 2025. Contract periods may vary based on the time applications are received and scored by the Department and the Department’s ability to fully execute each contract. The Department does not anticipate the availability of additional funding beyond June 2025.

# **Priority Counties**

1. **Services to Priority Counties**

Applicants who intend to provide Adolescent SUD treatment service in a priority county(ies) must describe the priority county(ies) they plan to serve, including to what extent the population:

* + 1. Priority 1: Is physically located in Sagadahoc, Piscataquis, and/or Washington county(ies); or
    2. Priority 2: Is physically location in Oxford, Franklin, Lincoln, Waldo, and/or Aroostook county(ies).

**Activities and Requirements**

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1. **Activities**

Employ, at minimum, 1 (one) Clinician to provide Substance Use Disorder (SUD) treatment to Adolescents within the Applicant’s proposed county(ies).

Provide SUD treatment in an office location, the Adolescent’s home, or a community setting as approved by the Department.

Adolescent SUD treatment shall not be provided within academic settings or educational programs.

Provide the anticipated physical location(s), hours of operation, anticipated Adolescent caseload numbers per Clinician and projected number of Adolescents to be served for the entire contract period.

1. **Program Requirements**
2. Describe the Applicant’s experience in collaborating and coordinating with other community service agencies, prisons/jails and/or correctional facilities, and other providers and support services within the continuum of care, services, and programs that address social drivers of health.
3. Describe how the Applicant will collaborate with agencies and other stakeholders to recruit and retain Adolescent specific counselors as well as Adolescent referrals.
4. Describe the agencies recruitment plan.
5. Provide a brief description of policies and procedures the Applicant will utilize to provide Adolescent SUD treatment:
6. Referral process;
7. Confidentiality;
8. Treatment options; and
9. Staff expectations and training.
10. Provide a brief description of the Applicant’s sustainability plan for Adolescent SUD treatment.
11. **Equity and Consumer Engagement**
    1. Describe efforts to engage Adolescent Populations that have Historically Experienced Health Disparities in governance, leadership, and direct service staffing.
    2. Explain any active or outstanding complaints or issues with relevant credentialing bodies against the Applicant, its leadership, or governance, and active or outstanding complaints or issues with the [Maine Human Rights Commission](https://www.maine.gov/mhrc/) within the past four (4) years.
    3. Describe any experience specific to engaging with Adolescents in SUD treatment or other treatment.
12. **Programmatic Requirements**
    1. Provide documentation of all required certifications/licenses, including those required by the Department.
    2. Provide a plan to train new staff specific to Adolescent SUD treatment.
    3. If applicable, provide a brief description on transitioning and training existing Clinicians into a role specifically working with Adolescents with an SUD.
    4. Provide a brief outline of the procedures and standards for Clinicians providing Adolescent SUD treatment, including:
       * 1. Hiring;
         2. Retention;
         3. Supervision; and
         4. Training, including confidentiality; and
         5. Specific Evidence-Based Practices for Adolescents.
13. **Performance/Outcome Metrics**
    1. Ensure all Clinicians complete Department approved Adolescent training within the first ninety (90) calendar days of hire.
    2. Retain each Clinician beyond the completion of all required training and ensure each Clinician serves at least three (3) Adolescents.
    3. Maintain at least one (1) adolescent SUD clinician.
    4. Ensure a minimum of three (3) Adolescents initiate SUD treatment per Clinician, per quarter starting in the 2nd quarter of the resulting contract.
    5. Eighty-five (85%) of Adolescents served remain in treatment for at least four (4) sessions after the completion of their initial Individual Treatment Plan.
    6. Sixty-six percent (66%) of Adolescents served will have family involvement in their treatment.
    7. Eighty-five percent (85%) of Adolescents served receive referrals to the next appropriate level of care upon discharge.
14. **Allowable Use of Funds**

All expenses to be paid must be related to the goals the Applicant develops and its implementation of Adolescent SUD treatment. Eligible expenses may include recruitment and retention costs, program expansion related costs and other costs related to recruitment, retention, and expansion/development of Adolescent SUD treatment services.The need for and reasonableness of all costs must be fully justified and detailed in the budget form and narrative.

Allowable expenses include, but are not limited to (Applicants are encouraged to suggest other types of employee related recruitment and retention strategies):

* 1. Employee incentives for, but not limited to:
  2. Hiring or transitioning existing Clinicians into an Adolescent SUD treatment specific role.
     1. Hiring/transitioning incentives shall not exceed ten thousand dollars ($10,000.00) per Clinician.
  3. Retaining staff in Adolescent SUD treatment specific role for a time period approved by the Department.
     1. Retention activities shall not exceed five thousand dollars ($5,000.00) per Department approved activity.
  4. Tuition reimbursement for Clinicians working in an Adolescent SUD treatment specific role, as approved by the Department.
     1. Individual tuition reimbursement shall not exceed five thousand dollars ($5,000.00) per Clinician.
  5. Relocation assistance, on a case-by-case basis, for new Clinicians working in an Adolescent SUD treatment specific role, as approved by the Department.
     1. Relocation assistance shall not exceed five thousand dollars ($5,000.00) per Clinician.

1. Providing treatment in areas that are underserved, as determined by the Department.
2. Adolescent SUD treatment specific trainings for all new and transitioned Clinicians working in an Adolescent SUD treatment specific role.
3. Specific training for Clinicians in Evidence-Based Practices designed to treat Adolescents with an SUD such as A-CRA.
4. Marketing costs, as approved by the Department, for hiring Clinicians and obtaining new Adolescent SUD treatment referrals.

***Note: The Department will consider the level of incentives based on the geographical areas to be covered and the results of the Performance/Outcome Metrics.***

***Clinicians must meet caseload expectations as approved by the Department in order to receive an incentive.***

**Key Process Events**

## Submitting Questions about the Request for Application

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Applicants should utilize **Appendix D** (Submitted Questions Form) for submission of questions. Submitted Questions emails must include the subject line: “RFA# 202312245 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the State’s Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments to the Request for Application

All amendments released in regard to this RFA will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting the Application

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA.
     1. Any e-mails containing original application submissions or any additional or revised application files, received after the 11:59 p.m. deadline, will be rejected without exception.

1. **Submission Instructions:** Applications are to be submitted electronically to the State’s Division of Procurement services at [proposals@maine.gov](mailto:proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

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.

* 1. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the requested files attached will be accepted.
  2. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. It is the Applicant’s responsibility to check with its organization’s information technology team to ensure that security settings will not encrypt its application submission.
  3. File size limits are 25MB per e-mail. Applicants may submit files 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.
  4. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202312245 Application Submission – [Applicant’s Name]**”.
  5. Applications are to be submitted as a single, typed, WORD, PDF, and/or Excel file, as applicable, and must include all related documents identified on **Appendix C** (Application Form). Applicants are not to provide additional attachments beyond those specified in the RFA for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria. Only complete applications will be reviewed and considered for award.

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| **Scoring Criteria** | **Points Available** |
| Part I - Eligibility | Pass/Fail |
| Part II - Priority County(ies)   1. Priority 1 2. Priority 2 | **20**  **15** |
| Part III - RFA Activities and Requirements | **35** |
| Part IV – Budget Form and Narrative | **30** |
| **Total Points** | **100 points** |

1. **Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

The Department intends to apply priority scoring to applications focused on providing services in a priority county(ies). The Department encourages applications in non-priority counties.

Failure to respond to all questions and instructions throughout the RFA may result in the application 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 RFA specifications will result either in disqualification or reduction in scoring of a proposal.

Regarding the Cost Proposal, the Grant Review Team will consider whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes. Request for funding may not exceed the total cap of one hundred thousand dollars ($100,000) per application.

1. **Selection and Award:** Notification of selection or non-selection will be made in writing by the Department. Issuance of this RFA in no way constitutes a commitment by the State to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.

The Department will consider all application funding requests, including exceptions to the maximum funding amount, on a case-by-case basis. The Department reserves the right to approve or deny any funding requests, including approval of any application at an amount lower than requested by the Applicant.

Applicants awarded through this RFA process will be required to submit, prior to the contract execution, a valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the awarded Applicant’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the services provided as a result of this RFA.

**APPENDIX A**

**RFA# 202312245**

**Adolescent Substance Use Disorder Services**

**GRANT FUNDING APPLICATION – COVER PAGE**

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| --- | --- | --- | --- | --- | --- |
| **Applicant’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 Application - Name/Title:** | | | |  | |
| **Tel:** |  | | | **E-mail:** |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |

* This Application and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s Application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
* The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

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

**APPENDIX B**

**RFA# 202312245**

**Adolescent Substance Use Disorder Services**

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

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| **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 application:*

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 application 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 application 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 application 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.*

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

**APPENDIX C**

**RFA# 202312245**

**Adolescent Substance Use Disorder Services**

## APPLICATION FORM

## The application may be obtained in a Word (.docx) format by double clicking on the document icon below.

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**APPENDIX D**

**RFA# 202312245**

**Adolescent Substance Use Disorder Services**

**SUBMITTED QUESTIONS FORM**

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

If a question is not related to any section of the RFA, enter “N/A” under the RFA Section & Page Number. Add additional rows as necessary. Submit this document in WORD format, not PDF.

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| **Organization Name:** |  |

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| **RFA Section & Page Number** | **Question** |
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