**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFA# 202404083**

**Washington County Area Residential Substance Use Disorder Treatment Program**

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| --- | --- |
| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below.*  **Name:** Brittany Hall **Title:** Procurement Administrator  **Contact Information:** [Brittany.hall@maine.gov](mailto:Brittany.hall@maine.gov) |
| **Informational Session** | *An informational session regarding this RFA will be held on:*  **Date:** April 25, 2024 **Time:** 10:00 a.m., local time  **Location:** ZOOM Meeting Link: [Web Link for RFA 202404083](https://mainestate.zoom.us/j/86599139771?pwd=bFdZd2daeHp5VjBKRHBSdjBRV054QT09) Meeting ID: 865 9913 9771, or by phone at 1-646-876-9923 using the Meeting ID provided. |
| **Submitted Questions** | *All questions must be received by the RFA Coordinator, identified above, by:*  **Date:** April 29, 2024, no later than 11:59 p.m., local time |
| **Application Submission Deadline** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** June 4, 2024, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to*:[Proposals@maine.gov](mailto:Proposals@maine.gov) |

PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFA# 202404083**

**Washington County Area Residential Substance Use Disorder Treatment Program**

The State of Maine is seeking applications for a Residential Substance Use Disorder Treatment Program in Washington County Area.

A copy of the RFA, as well as the Question & Answer Summary and all amendments related to the RFA, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>.

An Information Meeting will be held on April 25, 2024 at 10:00 a.m., local time at the following location: <https://mainestate.zoom.us/j/86599139771?pwd=bFdZd2daeHp5VjBKRHBSdjBRV054QT09> Meeting ID: 865 9913 9771, or by phone at 1-646-876-9923 using the Meeting ID provided.

Applications must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Application submissions must be received no later than 11:59 p.m., local time, on June 4, 2024. Applications will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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**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** |
| **Adult** | Individual, aged eighteen (18) years or older. |
| [**American Society of Addiction Medicine (ASAM)**](https://www.asam.org/) | A professional medical society representing physicians, clinicians, and associated professionals in the field of addiction medicine; dedicated to increasing access and improving the quality of addiction treatment, educating physicians and the public, supporting research and prevention, and promoting the appropriate role of physicians in the care of patients with addiction. |
| **ASAM Level of Care Criteria** | A collection of objective guidelines that give clinicians a way to standardize treatment planning and placement of patients in treatment, and how to provide continuing, integrated care and ongoing service planning. |
| **Consumer** | Adult seeking, engaged in, previously engaged in, or at high risk of requiring Residential Substance Use Disorder (SUD) Treatment. |
| **Department** | Department of Health and Human Services |
| **MaineCare** | Maine’s Medicaid program |
| **Medically Supervised Withdrawal Management** | A non-hospital residential withdrawal management program with support systems featuring availability of specialized clinical consultation and supervision for biomedical, emotional, or behavioral problems related to intoxication and withdrawal management. Medically Supervised Withdrawal Management is considered an ASAM Level 3.7 Level of Care. |
| **Medication Assisted Treatment (MAT)** | The use of medications in combination with counseling and behavioral therapies to provide a whole-patient approach to the treatment of SUDs. |
| **Residential SUD Treatment** | Treatment provided in a residential setting for individuals with a SUD. Residential SUD Treatment does not include services provided in conditions of involuntary confinement. |
| **RFA** | Request for Application |
| **State** | State of Maine |
| **Substance Use Disorder (SUD)** | Occurs when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home. |
| **Washington County Area** | Includes all of Washington County, including a fifteen (15) mile radius outside of Washington County. |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Department of Health and Human Services (Department) is seeking applications to expand Adult Residential Substance Use Disorder Treatment Program services within the Washington County Area as defined in this Request for Applications (RFA) document. This document provides instructions for submitting applications, the procedure and criteria by which the awarded Applicant(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Applicant(s).

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine residents. The Department’s Office of Behavioral Health (OBH) is committed to supporting a complete and coordinated behavioral health continuum of care that serves the whole person, the whole community.

In 2022 and 2023, the Department issued four (4) RFAs to expand Residential SUD Treatment services across the State which has resulted in a total of eighty-eight (88) additional/new Residential Substance Use Disorder (SUD) Treatment beds. This RFA builds on supporting the establishment of new or expanded Adult Residential SUD Treatment services in Washington County, including a fifteen (15) mile radius from Washington County, by providing a one-time funding opportunity, with a total cap of one hundred fifty thousand dollars ($150,000) per new bed.

Funds will be extended to all agencies who intend to establish new beds or expand their capacity to provide Adult Residential SUD Treatment Services in the Washington County Area. Awarded funds may be utilized for costs associated with creating and developing Adult Residential SUD Treatment services and items that are reasonable, allowable, and directly related to adding and/or expanding Adult Residential SUD Treatment beds. The funds may not be used on building or facility maintenance expenditures, recreational items, outdoor space, artwork, food, and/or any expenditure that extends beyond the project period or is deemed unnecessary to the creation and implementation of new beds.

Awarded Applicants will be required to bill MaineCare the maximum allowed rate for services provided. Awarded Applicants will also be required to provide matching funds (cash or liquid assets) of at least ten percent (10%) of the award value. Application project awards are expected to result in the establishment of services that do not require additional Department funds to maintain the gains made during the project period.

## 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 Part III of the RFA.
4. Applicants will take careful note that in evaluating an application submitted in response to this RFA, the Department will consider materials provided in the application, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
5. The application must be signed by a person authorized to legally bind the Applicant 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 bid opening.
6. The RFA and the awarded Applicant’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 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.).
8. 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.
9. 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 eligible for grant funding under this RFA, Applicants must:

1. Have a current or forthcoming MaineCare Provider Agreement; and
2. Be licensed or have the ability to obtain licensure through the Department’s [Division of Licensing and Certification for Behavioral Health Services](https://www.maine.gov/dhhs/dlc/licensing-certification/behavioral-health) to provide Residential SUD Treatment.

## Awards

The Department anticipates making multiple awards as a result of the RFA process. The Department reserves the right to make partial awards, eliminate the lowest scoring application(s), and/or make awards at amounts less than requested, whichever is in the best interest of the State. The Department has funding to support a maximum of sixteen (16) beds, therefore request for funding may not exceed the total cap of one hundred and fifty thousand dollars ($150,000) per new bed to support the establishment of new or expanded Adult Residential SUD Treatment services. Applications must include a minimum of ten percent (10%) matching funds (cash or liquid assets). The Department may award all or some of the available funding.

The Department intends to apply priority scoring to applications designed to provide Medically Supervised Withdrawal Management beds to Adults. This does not exclude proposals for other types of Adult Residential SUD Treatment programs.

1. **Appeal of Contract Awards**

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 August 2024 and ending July 2025, with the potential of a no-cost extension for an additional year, as determined by the Department on a case-by-case basis. Contract periods may vary based on the time each application is received and scored by the Department and the Department’s ability to fully execute each contract.

The terms of the anticipated contract will be determined at the time of negotiations. It is expected that the contract structure will define and treat physical structure costs separately from staffing and tangible, movable property costs. When invoicing, one (1) time per month, proof of payment and receipts must be submitted in order to receive reimbursement.

**PART II ACTIVITIES AND REQUIREMENTS**

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1. **Priority Service** 
   * + 1. Applicants who intend to provide Medically Supervised Withdrawal Management must identify:
          1. How Medically Supervised Withdrawal Management will be provided within the Washington County Area.
2. **Project Workplan**

Provide a workplan that addresses, at a minimum, projected timelines for each project phase, as applicable to:

Program certifications and/or licensing;

Project design, including anticipated physical location, if available;

Site control;

Permits/approvals;

Construction;

Onboarding of any new staff;

Type of Adult residential programming that will be provided;

ASAM Level of Care Criteria applicable to proposed Adult residential programming;

Anticipated delivery date of new and/or expanded Adult services;

Number of Adult beds added;

Plans to fill beds; and

Plans to sustain program beyond this one-time expansion award.

Provide a final workplan to the Department within ten (10) business days of the start of the contract period.

Updates to the workplan must be provided to the Department, if/when changes are made to the timeline, within seven (7) calendar days of identification of a change, to ensure the Department is informed of the progress of the work to be performed.

1. **Operational Requirements**
2. Provide a brief outline of the procedures and standards for staff providing Adult Residential SUD Treatment, including:
   1. Hiring;
   2. Retention;
   3. Supervision; and
   4. Training, including confidentiality.
3. Provide the hours of operation, and the number of potential Consumers to be served based on the anticipated number of beds to be created, stratified by health insurance payer type, including MaineCare.
4. Provide Adult Residential SUD Treatment services to MaineCare recipients for at least three (3) years after the first date of bed availability, pursuant to the terms of the resulting contract.
5. **Programmatic Requirements**
6. Describe the services to be offered and the Adult Residential SUD Treatment regimen, including evidence that supports its alignment with applicable American Society of Addiction Medicine (ASAM) criteria.
7. Describe what evidence-based practice(s) will be used within the Adult Residential SUD Treatment regimen, research that justifies the chosen evidence-based practice with the population of focus, and how fidelity of the evidence-based practice will be monitored.
8. Describe how Consumers will be recruited, engaged, and retained in services, including policies and practices to support accessing and successfully completing Adult Residential SUD Treatment services.
9. Describe how collaboration and coordination within the continuum of care will occur with other community service agencies.
   1. Ensure coordination includes continuum of care services after treatment, including but not limited to local recovery centers, hypodermic apparatus exchange programs, and recovery residences.
10. Describe how collaboration with agencies and other stakeholders will occur to support Consumers pre- and post-discharge and plans for continuing to engage Consumers moving to the recovery community.
    1. Include a prospective timeline indicating how revenue is expected to grow and displace the awarded funds after the project period.
11. Ensure if a Consumer requires or requests Medication Assisted Treatment (MAT), it is offered on-site, or the Consumer is provided access to MAT off-site.
12. **Equity and Consumer Engagement** 
    1. Describe how the project will monitor utilization and outcomes of services and how the service approach will be adapted, as necessary, to improve utilization and outcomes.
    2. Describe efforts to engage Consumers experiencing SUD in governance, leadership, and direct service staffing.
13. **Allowable and Non-Allowable Use of Funds**
14. Awarded funds may be utilized for costs associated with administering and delivering Adult Residential SUD Treatment services and items that are reasonable, allowable, and directly related to adding and/or expanding Adult Residential SUD Treatment beds, refer to **Table 1**.

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| **TABLE 1** | | |
| 1. Allowable physical structure costs include, but are not necessarily limited to: | | |
|  | Pre-construction | * Site costs * Permitting and bidding * Plans for construction, acquisition, and renovations |
|  | Exterior | * Siding and accessories * Replacement windows * Doors * Roofing |
|  | Interior | * Room additions and partitions * Demolition and disposal * Framing and ceilings * Painting and sheetrock * Flooring and carpeting * Systems (HVAC, electrical, plumbing, heat pumps) * Facility Safety Equipment (sprinkler system, security cameras/system, safety devices) |
| 1. Allowable staffing and tangible, movable property expenses include, but are not necessarily limited to: | | |
|  | Staffing | * Staff training, salary, and professional development (limited to initial three (3) months) * Sign-on/recruitment bonus (limited to a maximum of five percent (5%) of the total budget requested, limited to initial three (3) months, and limited to clinicians and direct support/front-line staff, only (executive-level staff are not eligible))   + If seeking to utilize sign-on/recruitment bonus(es), provide with the monthly invoice a list of staff who will be receiving the bonus(es), their position title and date of hire. |
|  | Equipment | * Bedroom Furniture (beds, dressers, lamps/lighting) * Bedroom Linens (bedding, sheets, pillows) * Staff furniture (desk, desk chairs) * Storage (medication, records) * Laundry appliances (washer, dryer) * Common area furniture (couch, chairs, side tables, coffee table) * Kitchen appliances and items (stove, refrigerator, dishwasher, pots, pans, utensils) * Patient and staff computers |

1. Funds shall not be used:
   1. On building or facility maintenance expenditures, recreational items, or outdoor space;
   2. For décor, artwork, televisions, entertainment systems, recreation items, or food;
   3. For staff raises; or
   4. Any expenditure that extends beyond the project period or is not deemed necessary to the creation and implementation of new Adult Residential SUD Treatment beds as determined by the Department.

**PART III KEY PROCESS EVENTS**

## Informational Session

The Department will host an informational session concerning the RFA beginning at the date, time and location shown on the RFA cover page. The purpose of the Informational Session is to answer and/or field questions, clarify for Applicants any aspect of the RFA that may be necessary, and provide supplemental information to assist potential Applicants in submitting responses to the RFA. Although attendance at the Informational Session is not mandatory, it is strongly encouraged that interested Applicants attend.

## Submission of Questions

* 1. **General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.
     1. Applicants and other interested parties should use **Appendix A** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
     2. Questions must be submitted, by e-mail, and received by the RFA Coordinator identified on the cover page of the RFA as soon as possible but no later than the date and time specified on the RFA cover page.
     3. Submitted Questions must include the RFA Number and Title in the subject line of the e-mail. 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 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

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# 202404083 Application Submission – [Applicant’s Name]**”.

1. **Submission Contents**
2. Application submissions must include the Applicant’s completed **Application Form** (found in Part V of the RFA) and all required information and attachments as stated in the form.
3. The Application Form must be submitted as a single, typed, Word and Excel file.
4. Applicants are not to provide additional attachments beyond those specified in the RFA or Application Form for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

**PART IV APPLICATION EVALUATION AND SELECTION**

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFA.
   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 applications and to ensure that all contracts are awarded to the Applicants that provide the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants, if needed, to obtain clarification of information contained in the applications received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to applications, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Applicants must submit proposals that present their rates and other requested information as clearly and completely as possible.
   4. 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.
2. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score all sections listed below. 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 designed to provide Medically Supervised Withdrawal Management beds to Adults.

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 and fifty thousand dollars ($150,000) per new bed to support the establishment of new or expanded Adult Residential SUD Treatment services and must include a minimum of ten percent (10%) matching funds (cash or liquid assets).

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.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part I - Eligibility | Pass/Fail |
| Part II - Priority Withdrawal Management Services | **10** |
| Part III - Applicant Experience | **20** |
| Part IV - Response to RFA Requirements | **40** |
| Part V - Cost Proposal | **30** |
| **Total Points** | **100 points** |

1. **Selection and Award**
   1. Notification of conditional award selection or non-selection will be made in writing by the Department.
   2. 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.
   3. The Department reserves the right to reject any and all applications or to make multiple awards.
2. **Contract Administration and Conditions**
   1. The awarded Applicants will be required to execute a State of Maine Service Contract with the appropriate riders as determined by the issuing Department.
   2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110)). This provision means that a contract cannot be effective until at least 14 calendar days after award notification.
   3. Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Applicants in the finalization of the contract.
   4. In providing services and performing under the contract, the awarded Applicant must act as an independent contractor and not as an agent of the State of Maine.

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.

**PART V APPLICATION FORM**

**Applicants must use the Application Form to submit their application in response to this RFA.**

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

## 

**APPENDIX A SUBMITTED QUESTIONS FORM**

This form should be used by Applicants when submitting written questions to the RFA Coordinator.

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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