**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Aging and Disability Services*



**RFA# 202404084**

**Adult Day Services Initiative Pilot Projects**

**Grant Funding Opportunity**

|  |  |
| --- | --- |
| **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) |
| **Submitted Questions** | *All questions must be received by the RFA Coordinator, identified above, by:*  **Date:** April 19, 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:** May 13, 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# 202404084**

**Adult Day Services Initiative Pilot Projects Grant Funding Opportunity**

The State of Maine is seeking applications for Adult Day Services Initiative Pilot Projects.

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>.

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 May 13, 2024. Applications will be opened the following business day. Applications 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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**TABLE OF CONTENTS**

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **RFA DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I OVERVIEW OF THE GRANT OPPORTUNITY** | **5** |
| 1. PURPOSE AND BACKGROUND |  |
| 1. GENERAL PROVISIONS |  |
| 1. ELIGIBILITY TO SUBMIT APPLICATIONS/ATTESTATION |  |
| 1. AWARDS |  |
| 1. APPEAL OF CONTRACT AWARDS |  |
| 1. CONTRACT TERMS |  |
|  |  |
| **PART II ACTIVITIES AND REQUIREMENTS** | **8** |
|  |  |
| **PART III KEY PROCESS EVENTS** | **10** |
| 1. SUBMISSION OF QUESTIONS |  |
| 1. AMENDMENTS |  |
| 1. SUBMITTING THE APPLICATION |  |
|  |  |
| **PART IV APPLICATION EVALUATION AND SELECTION** | **12** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION |  |
| 1. SCORING PROCESS |  |
| 1. SCORING WEIGHTS |  |
| 1. SELECTION AND AWARD |  |
| 1. CONTRACT ADMINISTRATION AND CONDITIONS |  |
|  |  |
| **PART V APPLICATION FORMS** | **14** |
|  |  |
| **APPENDIX A** – SUBMITTED QUESTIONS FORM | **15** |

**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 Day Services** | A program of care, activities, and protection provided to Older Adults and adults with disabilities, as defined in [22 M.R.S § 8601](https://legislature.maine.gov/statutes/22/title22sec8601.html). |
| **Department** | Department of Health and Human Services |
| [**HCBS Settings Final Rule**](https://www.federalregister.gov/documents/2014/01/16/2014-00487/medicaid-program-state-plan-home-and-community-based-services-5-year-period-for-waivers-provider) | The final rule amends the regulations for the 1915(c) HCBS waiver program, authorized under section 1915(c) of the Social Security Act (the Act), in several important ways designed to improve the quality of services for individuals receiving Home and Community Based Services (HCBS). |
| **Home and Community Based Services (HCBS)** | Provide opportunities for Medicaid beneficiaries to receive services in their own home or community rather than institutions or other isolated settings. HCBS programs serve a variety of targeted population groups, such as people with intellectual or developmental disabilities, physical disabilities, and/or mental illnesses. |
| **Older Adult** | A person sixty-five (65) years of age or older who meets the medical eligibility requirements as defined in the [MaineCare Benefits Manual (MBM)](https://www.maine.gov/sos/cec/rules/10/ch101.htm), [Chapter II, Section 19 Home and Community Benefits for the Elderly and Adults with Disabilities](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s019.docx). |
| [**Person-Centered Planning**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fsos%2Fcec%2Frules%2F10%2F144%2Fch101%2Fc2s019.docx&wdOrigin=BROWSELINK) **(PCP)** | A member-directed process through which each member’s needs, goals, and preferences are identified, and strategies are developed to address those needs, goals, and preferences. The process ensures the member’s assessment, service plan development, and services and supports are directed by the member, to the extent they wish. |
| **Provider** | Provides Adult Day Services to, or on behalf of, a Consumer. |
| **RFA** | Request for Application |
| **State** | State of Maine |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Department of Health and Human Services (Department) is seeking applications for innovative pilot projects in alignment with Home and Community Based Services (HCBS) goals to increase utilization of the Adult Day Services. 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 Aging and Disability Services (OADS) is responsible for the provision of services that promote the highest level of independence, health, and safety of older citizens, vulnerable adults, and adults with disabilities.

Adult Day Services is a critical HCBS in Maine’s Long-Term Service and Supports continuum. The Department will fund one-time innovative pilot projects that explore the ideal characteristics of an Adult Day model for Maine to meet the needs of Older Adults, persons with dementia, and their caregivers.

Through this RFA, the Department intends on providing one-time grant funding to approved applicants to implement pilot projects that will enhance Person-Centered Planning, expand access to Adult Day Services, and increase utilization of quality Adult Day Services. These pilots will also support the long-term sustainability of HCBS Adult Day programs in Maine and must comply with [10-144 C.M.R. Ch. 101, Chapter I Section 6, Global HCBS Waiver Person-Centered Planning and Settings Rule](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fsos%2Fcec%2Frules%2F10%2F144%2Fch101%2Fc1s006.docx&wdOrigin=BROWSELINK).

## 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/Attestation

## To be eligible for grant funding under this RFA, the Applicant must provide evidence of:

## A valid Adult Day Services license issued by the [Division of Licensing and Certification](https://www.maine.gov/dhhs/dlc/licensing-certification), [Assisted Housing](https://www.maine.gov/dhhs/dlc/licensing-certification/assisted-housing) per [10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs](https://www1.maine.gov/sos/cec/rules/10/144/144c117.doc).

## A current Provider Agreement under [10-149 Ch. 5 Section 61 Adult Day Services](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww1.maine.gov%2Fsos%2Fcec%2Frules%2F10%2F149%2F149c5-61.doc&wdOrigin=BROWSELINK) or [10-144 Ch. 101 Chapter II Section 26 Day Health Services](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fsos%2Fcec%2Frules%2F10%2F144%2Fch101%2Fc2s026.docx&wdOrigin=BROWSELINK).

## In addition, the Applicant must be in good standing as a service provider with the Department (i.e., has no corrective actions or sanctions, is not under investigation for violation of Maine laws/regulations, or has not violated state or federal laws/regulations).

## Awards

The Department anticipates making multiple awards under two (2) separate categories. The maximum amount of funding available is $650,000 to be distributed collectively between Category A and B.

* **Category A: Collaborative Pilot Project** – Includes the lead Applicant and at least one (1) additional Provider. Request for funding may not exceed the total cap of two hundred thousand dollars ($200,000) per application.
* **Category B: Individual Agency Pilot Project** – Includes only the Applicant. Request for funding may not exceed the total cap of one hundred fifty thousand dollars ($150,000) per application.

Proposed pilot projects under Category A and B must address:

* 1. Enhancing Person-Centered Planning; **and/or**
  2. Expanding access to assist citizens in accessing Adult Day Services; **and/or**
  3. Increasing utilization of quality Adult Day Services.

**Applicants may apply under Category A and/or B but must submit a separate application for each proposed pilot project.**

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. Application funding requests will be considered on a case-by-case basis.

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 conditional contract awards for a period beginning as early as June 2024 and ending March 31, 2025. 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.

**PART II ACTIVITIES AND REQUIREMENTS**

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1. **Experience and Capacity**
   1. Applicants must describe in detail:
      1. Their experience providing Adult Day Services in the State.
      2. Their capacity to implement a Department approved pilot project.
      3. How their capacity, expertise, and previous experience will benefit the proposed pilot project.
2. **Proposed Adult Day Services Pilot Project**
3. Describe in detail the proposed pilot project to be implemented for individuals of Adult Day Services.
4. Identify which component(s) the proposed pilot project include:
   1. Enhancing Person-Centered Planning; and/or
   2. Expanded access to assist citizens in accessing Adult Day Services; and/or
   3. Increasing utilization of quality Adult Day Services.
5. Describe how the selected component(s) currently impacts the organization and why the component(s) was selected as the focus of the proposed pilot project.
   1. Describe the specific barrier to Adult Day Services the proposed pilot project will address.
   2. Provide the data used to determine the impact of the selected component(s) and describe at a minimum if the data:
      1. Is meaningful and valid;
      2. Indicated the use of root cause analysis; and
      3. Will support the evaluation component of the proposed pilot project.
6. Describe in detail how the proposed pilot project:
   1. Will be implemented;
   2. Will increase utilization of Adult Day Services in the State;
   3. Can be replicated by other Providers;
   4. Will contribute to the Department’s efforts to support a broad and sustainable network of high-quality Adult Day Services;
   5. Comply with all rules and regulations of the Department and the HCBS Settings Final Rule, as applicable.
7. Describe in detail the resources available, in terms of staff, money, space, time, partnerships, etc., to the proposed pilot project.
8. Provide a list of community partners that will engage in executing the proposed pilot project.
   1. Explain how these partners will contribute to the success of the proposed pilot project.
9. Describe in detail the challenges anticipated in implementing the proposed pilot project and how those challenges will be mitigated.
10. Describe in detail any anticipated need for technical assistance from the Department to support successful implementation of the proposed pilot project.
11. Describe in detail a plan for sustaining the proposed pilot project beyond March 31, 2025.
12. **Performance Measures and Reporting**

*Awarded Applicants will be required to adhere to all Department reporting requirements outlined in the grant agreement resulting from this RFA process. Reporting requirements will be determined during grant agreement negotiations.*

1. Describe in detail how the impact of the proposed pilot project will be measured and reported on, including but not limited to at least:
   1. One (1) qualitative measure (examples: survey, documentation of lessons learned); and
   2. One (1) quantitative measure (examples: documentation of project data, fiscal data, client data).
2. Provide periodic reports related to the delivery of the approved pilot project as requested by the Department.
3. **Evaluation of the Proposed Pilot Project**
   1. Participate in evaluation activities of the pilot project as directed by the Department.
      1. Meet with the Department and its external evaluation vendor within thirty (30) calendar days to develop evaluation metrics for the approved pilot project.
   2. Describe the capacity to coordinate the pilot project evaluation with the Department and its evaluation vendor, including the capacity to collect data and to report data accurately and in a timely manner.
4. **Allowable/Non-Allowable Use of Funds for Pilot Projects**
5. Funds may **ONLY** be used for pilot projects that address at least one (1) of the three (3) areas of interest:
6. Person-centered programs
7. Access of Adult Day Services, and/or
8. Utilization of Adult Day Services.
9. Request for and allocation of funding **shall not** include:
10. Duplicating or supplanting funding received from other federal or state resources.
11. Restructuring debt and/or remediating bad debt.
12. Replacing lost revenues.
13. Adding general revenues.
14. Capital expenses.

**PART III KEY PROCESS EVENTS**

## 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# 202404084 Application Submission – [Applicant’s Name]**”.

1. **Submission Contents**
2. Application submissions must include the Applicant’s completed **Application Form** (found in Part V of this RFA) and all required information and attachments as stated in the form.
3. The Application Form must be submitted as a single, typed, PDF 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.

Regarding the Cost Proposal, the Grant Review Team will consider whether the project work and cost estimates (tasks and budget) are reasonable for the expected outcomes.

* **Category A: Collaborative Pilot Project** – Includes the lead Applicant and at least one (1) additional Provider. Request for funding may not exceed the total cap of two hundred thousand dollars ($200,000) per application.
* **Category B: Individual Agency Pilot Project** – Includes only the Applicant. Request for funding may not exceed the total cap of one hundred fifty thousand dollars ($150,000) per application.

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.

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 | Experience and Capacity | **25** |
| Part III | Proposed Pilot Project and Related Requirements | **50** |
| Part IV | Proposed Budget and Narrative | **25** |
| **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 applicable Application Form to submit their application in response to this RFA.**

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

|  |  |
| --- | --- |
| **Category A: Collaborative Pilot Project** | **Category B: Individual Agency Pilot Project** |
| Includes the lead Applicant and at least one (1) additional Provider. Request for funding may not exceed the total cap of two hundred thousand dollars ($200,000) per application. | Includes only the Applicant. Request for funding may not exceed the total cap of one hundred fifty thousand dollars ($150,000) per application. |
|  |  |

**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.

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

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