**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFA# 202404086**

**Assertive Community Treatment Expansion Funding**

|  |  |
| --- | --- |
| **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:** May 1, 2024 **Time:** 10:00 a.m., local time  **Location:** ZOOM Meeting Link: [Web Link for RFA 202404086](https://mainestate.zoom.us/j/85177913212?pwd=bHNlMkZ1Y0x0TG1maVZoZjdUSDU0QT09) Meeting ID: 851 7791 3212, or by phone using the Meeting ID provided. |
| **Submitted Questions** | *All questions must be received by the RFA Coordinator, identified above, by:*  **Date:** May 3, 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# 202404086**

**Assertive Community Treatment Expansion Funding**

The State of Maine is seeking applications for Expansion of Assertive Community Treatment.

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 May 1, 2024, at 10:00 a.m., local time at the following location: <https://mainestate.zoom.us/j/85177913212?pwd=bHNlMkZ1Y0x0TG1maVZoZjdUSDU0QT09> Meeting ID: 851 7791 3212, 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** |
| [**ACT Fidelity Scale**](https://case.edu/socialwork/centerforebp/sites/default/files/2021-03/act-dacts-protocol.pdf) | Contains twenty-eight (28) ACT team-specific items and measures adequacy of implementation of ACT teams and ongoing model integrity. |
| [**ACT Fidelity Standards**](https://case.edu/socialwork/centerforebp/sites/default/files/2021-03/act-dacts_0.pdf) | As measured and determined by the Dartmouth Assertive Community Treatment Scale’ (DACTS’) ACT Fidelity Scale. |
| **Adult** | Individual, aged eighteen (18) years or older. |
| [**Assertive Community Treatment (ACT)**](https://store.samhsa.gov/product/assertive-community-treatment-act-evidence-based-practices-ebp-kit/sma08-4344) | One of the oldest and most widely researched evidence-based practices in behavioral healthcare for people with severe mental illness. ACT provides a comprehensive approach to service delivery to consumers with severe mental illness. ACT uses a multidisciplinary team, which typically includes a psychiatrist, a nurse, and at least two case managers. ACT is characterized by low Consumer to staff ratio, providing services in the community rather than in the office, shared caseloads among team members, 24-hour staff availability, and direct provision of all services by the team. |
| **Consumer** | An Adult seeking, engaged in, or previously engaged in behavioral health services and is at high risk of needing a higher level of care such as hospitalization, or is at risk for incarceration. |
| [**Dartmouth Assertive Community Treatment Scale (DACTS) Protocol**](https://case.edu/socialwork/centerforebp/resources/dartmouth-assertive-community-treatment-scale-dacts-protocol) | Guides administration of the ACT services as an evidence-based practice and guides the ACT Fidelity Scale. |
| **Department** | Department of Health and Human Services |
| **MaineCare** | Maine’s Medicaid program |
| **RFA** | Request for Application |
| **Rural** | The United States Census Bureau defines “Rural” to include all people, housing, and territory that are not within an urban area. Any area that is not urban is considered Rural. Urban areas are comprised of fifty thousand (50,000) or more people. |
| **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 to support the establishment and expansion of new and existing Assertive Community Treatment (ACT) teams that serve eligible Adult Consumers 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.

One-time funding will be extended to agencies establishing new ACT teams or expanding the capacity of existing teams that serve eligible Adult Consumers, with a total cap of two hundred fifty thousand dollars ($250,000.00) per application. Applicants may submit one (1) application per specific geographic community or population (e.g., justice-involved) where they seek to expand or add ACT teams. Awarded funds may be utilized for costs associated with administering and delivering ACT services and items that are reasonable, allowable, and directly related to adding and/or expanding ACT capacity. 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 ACT teams.

Under this one-time funding opportunity, awarded Applicants will be required to bill MaineCare the maximum allowed rate for services provided. 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 ACT.

## Awards

The Department anticipates making multiple awards from this 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. Request for funding may not exceed the total cap of two hundred fifty thousand dollars ($250,000) per application to support the establishment of new or expanded ACT teams. The Department may award all or some of the available funding.

Applicants seeking to expand or add ACT teams in multiple geographic locations or for multiple population(s) (e.g., justice-involved) must submit a separate application for each area or population served.

The Department intends to apply priority scoring to applications that establish ACT teams:

1. In communities where ACT is not available within a thirty (30) mile radius; and/or
2. In a Rural city/town; and/or
3. Within Aroostook, Hancock, Franklin, Knox, Oxford, Piscataquis, Somerset, Waldo, or Washington counties.

The Department welcomes applications to expand existing ACT teams and applications to create additional teams where ACT already exists; however, these will not receive priority scoring.

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 a one-time funding award for the establishment of new ACT teams or expansion of existing ACT teams that serve eligible Adult Consumers, including eligible Adult MaineCare members for a contract period to begin as early as July 1, 2024. Contract periods may vary based on 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. **Services to Priority Communities**

Priority Communities include applications which will establish ACT services for eligible Adult Consumers, including eligible Adult MaineCare members:

Where there are currently no available ACT services within a thirty (30) mile radius; and/or

In a Rural city/town; and/or

Within Aroostook, Hancock, Franklin, Knox, Oxford, Piscataquis, Somerset, Waldo, or Washington counties.

1. **Project Workplan**
2. Provide a proposed workplan that addresses, at a minimum, projected timelines for each project phase, as applicable to:
3. Program certifications and/or licensing;
4. The city/town where primary ACT team will be located in and the geographical area where ACT services will be provided, including city(/ies), town(s), county(/ies) and mile-radius;
5. Renovations, as applicable;
6. Onboarding new staff;
7. Anticipated delivery date of new and/or expanded Adult ACT services;
8. Number of new Adult Consumers to be served as a result of ACT expansion or as a result of newly added ACT team(s);
9. Number of ACT teams added or expanded, according to ACT Fidelity Standards;
   1. If expanding ACT team(s), include a justification, with data, for the need for expansion;
10. Plans to market service and/or establish referral base; and
11. Plans to sustain the program beyond this one-time expansion award.
    * + 1. Provide a final workplan to the Department within ten (10) business days of the start of the contract period.
           1. 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.
12. **Operational Requirements**

Provide a brief outline of the procedures and standards for staff providing ACT, including:

1. Hiring, including staffing model;
2. Retention;
3. Supervision; and
4. Training, including confidentiality.
5. Provide the anticipated physical location and hours of operation.
6. Provide ACT to eligible Adult Consumers, including eligible Adult MaineCare recipients, for at least three (3) years after the first date of opening for referrals, pursuant to the terms of the resulting contract.
7. **Programmatic Requirements**
8. Describe the services to be offered, including evidence that supports alignment with ACT Fidelity Standards as measured by DACTS.
9. Describe how ongoing fidelity of the ACT model will be monitored.
10. Describe how Consumers will be recruited, engaged, and retained in services, including policies and practices to support accessing and successfully completing ACT services.
11. 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 outpatient level medication management, outpatient therapy, and case management services.
12. **Allowable and Non-Allowable Use of Funds**
13. Awarded funds may be utilized for costs associated with administering and delivering ACT treatment services and items that are reasonable, allowable, and directly related to adding and/or expanding ACT teams, refer to **Table 1**.

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| **TABLE 1** | | | |
| 1. Allowable physical structure costs include, but are not necessarily limited to: | | | |
|  | Pre-construction | | * Planning costs, such as architectural / engineering plans |
|  | Interior | | * Renovations, such as for purposes of creating additional office space, Consumer waiting areas and/or meeting/group rooms, in order to support creation of additional or new ACT teams and meet Consumer need * Room additions and partitions |
| 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) * Ramp up time for building team (limited to initial three (3) months) * Ramp up time for census (limited to initial six (6) months) * Sign-on/recruitment bonus, limited to frontline staff, only | |
|  | Equipment | * Staff furniture (desk, desk chairs) * Storage (medication, records) * Common area furniture (waiting room chairs, tables) * Staff computers/laptops * Staff cellphones, not to include any ongoing costs such as phone plans | |

1. Funds shall not be used:
   1. On building or facility maintenance expenditures, 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 deemed unnecessary to the creation and implementation of new ACT teams 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# 202404086 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, as applicable.
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 ACT teams to communities:

1. Where there are currently no available ACT services within a thirty (30) mile radius; and/or
2. Located within a Rural city/town; and/or
3. Within Aroostook, Hancock, Franklin, Knox, Oxford, Piscataquis, Somerset, Waldo, or Washington counties.

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 two hundred fifty thousand dollars ($250,000) per application to support the establishment of new or expanded ACT teams.

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.

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| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part I - Eligibility | Pass/Fail |
| Part II - Priority Geographical Location   1. Outside a 30 mile radius (10 points) 2. Rual city/town (10 points) 3. Within a priority county (10 points) | **30** |
| Part III - Experience and Capacity | **15** |
| Part IV - Proposed ACT Services | **30** |
| Part V – Proposed Budget | **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 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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