**STATE OF MAINE**

**Department of Public Safety**



**RFA# 202407134**

**Residential Substance Abuse Treatment Grant**

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| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below*.  **Name:** Michelle Morse **Title:** Grant Specialist  **Contact Information:** [Michelle.Morse@maine.gov](mailto:Michelle.Morse@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:*  **Date: August 9, 2024**, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Applications must be received by the Division of Procurement Services by:*  **Date: August 26, 2024**, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to:* [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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**RFA TERMS/ACRONYMS with DEFINITIONS**

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

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| **Term/Acronym** | **Definition** |
| **Department** | Department of Public Safety (DPS) |
| **MAT** | Medical Assisted Treatment |
| **RFA** | Request for Application |
| **RSAT** | Residential Substance Abuse Treatment |
| **State** | State of Maine |
| **JAC** | Justice Assistance Council |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Department of Public Safety (DPS), through the Justice Assistance Council (JAC) is seeking applications as defined in this Request for Applications for grant projects under the Residential Substance Abuse Treatment Program. The RSAT for State Prisoners Program assists states with developing and implementing residential substance use disorder treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which persons are incarcerated for a period of time sufficient to permit substance use disorder treatment. The program encourages the establishment and maintenance of drug-free prisons and jails and development and implementation of specialized residential substance use disorder treatment programs that identify and provide appropriate treatment and recovery support services to individuals with co-occurring mental health and substance use disorders or challenges. The program also encourages the inclusion of MAT as part of any substance use treatment program for individuals incarcerated in the nation’s prisons and jails.

The RSAT Program is also intended to accomplish the objectives defined in the table below. Treatment practices/services should be, to the extent possible, evidence based. 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).

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| **PROGRAM** | **CFDA** | **OBJECTIVES** |
| Residential Substance Abuse Treatment (RSAT) Program | 16.593 | 1. Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates;  2. Prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and  3. Assist offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services.  <https://www.bja.gov/ProgramDetails.aspx?Program_ID=79> |

## 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

Eligible applicants include state correctional facilities, as well as local (county) correctional and youth detention facilities.

## Awards

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFA, for the anticipated contract start date of September 1, 2024. Please note that the contract start date is estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFA and the contracting process. The actual contract start date will be established by a completed and approved contract.

The funding available under this RFA is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Amount** | **End Date** |
| FY2020 Funds | $ 140,275 | 9/30/2025 |
| FY2021 Funds | $ 148,354 | 9/30/2025 |
| FY2022 Funds | $ 167,353 | 9/30/2026 |
| **Total** | **$ 455,982** |  |

1. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [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 contract award.

**PART II ACTIVITIES AND REQUIREMENTS**

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1. **Required Activities**
   1. **Match Requirement**

There is a 30% match requirement imposed on grant funds under this program. Awards made under this grant program may support up to 70% of the total cost of each project. The Applicant must specifically identify the source of the 30% non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services.

The formula to calculate matching funds is:

(Federal Funds requested / 0.70) x .30 = Match

Example:

|  |  |
| --- | --- |
| **Federal funds =** | **$100,000 (70%)** |
| **Matching funds =** | **$42,857.14 (30%)** |
| **Total program costs =** | **$142,857.14 (100%)** |

* 1. **Residential Programs**

1. Engage inmates for a period of between 6 and 12 months.
2. Provide residential treatment facilities set apart – in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants – from the general correctional population.
3. Focus on inmates’ substance use diagnosis and addiction-related needs.
4. Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
5. Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
6. If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in confinement so the inmate can be released from prison instead of returning to the general prison population after completing the program.
   1. **Jail-Based Programs**
7. Engage inmates for at least 3 months.
8. Focus on inmates’ substance use diagnosis and addiction-related needs.
9. Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to
10. solve substance abuse and related problems.
11. Require urinalysis and/or other proven reliable forms of drug and alcohol testing

for program participants including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.

1. Prepare offenders for successful community reintegration, which may include

post-release referral to appropriate evidence-based aftercare treatment and/or

service providers, including those that support the use of medication-assisted

treatment.

1. Jail-based programs are required to separate the treatment population from the

general correctional population.

* 1. **Aftercare Programs**

1. Ensuring that aftercare services must involve coordination of the correctional facility treatment program with other human service and rehabilitation programs such as educational and job training programs, parole supervision programs, halfway house programs, and participation in self-help and peer group programs that may aid in the rehabilitation of individuals in the substance use disorder treatment program.
2. Aftercare services can include but are not limited to alcohol/drug testing, housing/vocational assistance, and substance abuse treatment.
3. To qualify as an aftercare program, the head of the substance use treatment program must work in conjunction with state and local authorities and organizations involved in substance use treatment to assist in the placement of program participants into community substance use treatment facilities on release.
   1. **Drug Testing**

All successful Applicants must agree to implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to RSAT programs in correctional facilities.

1. **Allowable Use of Funds** 
   1. Allowable uses of RSAT Funds may include, but are not limited to, the following:
2. Licensed Addiction Counselor
3. Treatment therapist, family therapy
4. Case management services
5. MAT Treatment and supplies

Allowable costs are those cost principles identified in 2 CFR Part 200, the Federal government-wide framework for grant management: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, DOJ Grants Financial Guide”, RSAT’s authorizing legislation, and the RSAT grant requirements and solicitation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

* 1. **Contracts & Consultants**
     1. All consultant and contractual services shall include written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the grant contract period.
     2. A copy of all written contracts shall be provided to DPS upon their ratification.
     3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.
     4. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles 2 CFR Part 200, Subpart E: Cost Principles (200.400 – 200.475) which can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E> and state policy.
  2. Nothing above current State rates are to be used for calculating mileage (currently $.50 per mile). Per Diem rates are found at <https://www.maine.gov/osc/travel> and lodging rates are found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

1. **Non-Allowable Use of Funds**
2. RSAT funds shall not be used for land acquisition or construction projects.
3. RSAT funds shall not be used for lobbying purposes such as, but not limited to:
   1. Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
   2. Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
   3. All successful Applicants must understand that no federally appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of the Department and Office of Justice Program (OJP).
      1. The costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions may not be charged as direct or indirect costs against awards. However, certain fundraising costs for the purposes of meeting the Federal program objectives may be allowable with the prior written approval of the Department and OJP. See [2 C.F.R. § 200.442](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=870db2718d81511f58f280c0fdc0957d&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1442) for more details.
4. The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
5. An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
6. Nothing in this section should be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by Federal or matching funds.
7. **Reporting Requirements**

The Department, as the federal applicant agency, is required to collect and submit data documenting the outcome or impact of the grant-funded activities for each successful Applicant on a quarterly basis as a result of this RFA.

To aid in the Department’s submission, all successful Applicants who receive funding as a result of this RFA must provide data that measures the results of their work. Progress reporting will take place no later than 15 days after the end of each quarter using the form to be provided at contract award. The Progress Reports serve as the basis for the federally required Performance Measurement Tool (PMT) quarterly report submitted by the Department, and must include performance information on implementation, activity, goals, and objectives specific to the successful Applicant’s program.

It is imperative that Applicants review the data required prior to submitting their proposal. The following measures are examples of some of the core performance measures for the RSAT program, but Applicants should examine the complete list on the Bureau of Justice Assistance (BJA) website: <https://bjapmt.ojp.gov/help/RSATPerformanceMeasures.pdf>

**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.

## Application Submission

* 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. **Delivery Instructions:** Applications must be submitted electronically to the State of Maine 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.

Application 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 application submissions 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 as described above.
  4. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202407134 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, 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.
3. **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** |
| Eligibility | Pass/Fail |
| Section I – Organizational Qualifications and Experience | 30 points |
| Section II – Proposed Services | 40 points |
| Section III – Budget | 30 points |
| **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.

**PART V APPLICATION FORM**

## Applicants must use the Application Form embedded below 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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