**STATE OF MAINE REQUEST FOR APPLICATIONS**

**RFA AMENDMENT # 1 AND**

**RFA INFORMATIONAL MEETING AND**

**SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFA NUMBER AND TITLE:** | RFA#202410190 Development of a Psychiatric Residential Treatment Facility or Facilities |
| **RFA ISSUED BY:** | Department of Health and Human Services, Office of Behavioral Health |
| **INFORMATIONAL MEETING LOCATION:** | ZOOM Meeting |
| **INFORMATIONAL MEETING DATE/TIME:** | December 19, 2024, at 10:00 a.m., local time |
| **SUBMITTED QUESTIONS DUE DATE:** | December 24, 2024, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | January 16, 2025 |
| **APPLICATION DUE DATE:** | February 27, 2025, no later than 11:59 p.m., local time (***as amended)*** |
| **APPLICATIONS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFA remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFA:**   1. Application Submission Deadline is amended. 2. Part I, A. Paragraph 4 is amended removing the reference *“…including those owned by the State.”* | |
| **REVISED LANGUAGE IN RFA:**   1. All references to the Application Submission Deadline of **February 6, 2025, no later than 11:59 p.m., local time** are changed to **February 27, 2025, no later than 11:59 p.m., local time.** 2. *Part I, A. Paragraph 4 is amended to read:*   The Department has two million dollars ($2,000,000) available (refer to [H.P. 1420 - L.D. 2214](https://legislature.maine.gov/bills/getPDF.asp?paper=HP1420&item=23&snum=131), page 92) to support the establishment of one (1) or more PRTFs. Through this RFA, the Department intends to provide one-time funding to the awarded Applicant(s), for capital costs related to making such a facility or facilities operational, with a goal of using existing facilities in the State. Establishment of any PRTF must include, at minimum, sixteen (16) beds. | |

**Provided below are questions asked at the Informational Meeting and the Department’s answers.**

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| **1** | **RFA Section & Page Number** | **Question** |
| Part II, A.2.  Pages 7 | The RFA states Centrally Located is within 25 miles of Augusta or Bangor, and sufficient justification will be needed for anything outside of the Central Locations. What kind of justification is needed? |
| **Answer** | |
| Justification as to why the location should be considered Centrally Located if it is outside of the twenty-five (25) mile radius of Augusta or Bangor.  To clarify, Centrally Located is considered a priority location and the Department intends to provide five (5) points for applications which propose PRTF services within a Centrally Located area. Applicants who are interested in providing PRTF services in areas of the State that are not considered Centrally Located are encouraged to submit an application for consideration. | |

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| **2** | **RFA Section & Page Number** | **Question** |
| Part II, F.  Page 9 | Regarding some of the allowable and non-allowable use of funds. Most of this is clear except for some stuff like fencing… could this be more clarified? |
| **Answer** | |
| The allowable and non-allowable use of funds listed in Table 1 are not all-inclusive. Applicants are required to include all proposed expenses for the development of a Psychiatric Residential Treatment Facility in the Cost Proposal form found in Section V – Budget of the application. The Department will negotiate with the awarded Applicant(s) proposed costs associated with administering and delivering PTRF services and items which are reasonable, allowable, and directly related to the development and creation of a PRTF. | |

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| **3** | **RFA Section & Page Number** | **Question** |
| Part II, A. paragraph 1  Page 7 | How many Children/Adolescents does the Department expect will be covered for enhanced services under each category, out-of-state or waiting for treatment that meets PRTF level of care? |
| **Answer** | |
| The number of potential Children/Adolescents to be served under enhanced service provision will be determined between the Department and the awarded Applicant(s). All Applicants intending to develop a PRTF will be required to provide services to all eligible Children/Adolescents, regardless of diagnosis. Applicants anticipating provision of enhanced services must provide a detailed conceptual design of how they intend to provide such services and meet the needs of the associated population. | |

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| **4** | **RFA Section & Page Number** | **Question** |
| Part II, A. paragraph 1  Page 7 | If the minimum number of beds for a PRTF is 16, does it require the whole unit be specialized or a special number of beds allocated for enhanced services? |
| **Answer** | |
| Neither. Applicants must outline the total number of beds intended for the proposed PRTF program design and the particular service(s) (enhanced, non-enhanced, etc.) to be offered per bed in the facility. The MaineCare rate is built upon a sixteen (16) bed model. | |

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| **5** | **RFA Section & Page Number** | **Question** |
| Part II, C.2.c. Page 8 | What kind of process will the Department have in place for CMS certification given that is so new?  Will there be any reform of regulations related to facility standards for Psychiatric Treatment Level II? |
| **Answer** | |
| The awarded Applicant(s) will work with the Department’s [Division of Licensing and Certification](https://www.maine.gov/dhhs/dlc) to attain the CMS certification. This will occur during the awarded Applicant’s licensing and MaineCare enrollment process for the PRTF.  The Department’s [Children’s Licensing and Investigation Unit](https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing) will update facility standards as necessary corresponding with related MaineCare rule amendments. | |

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| **6** | **RFA Section & Page Number** | **Question** |
| Part II, A.2.  Pages 7 | How did the Department determine the Centrally Located priority locations?  Is there any data to support these priority locations?  What percentage of Children/Adolescents who need PRTF services live in each of the Centrally Located areas and what percentage live outside of the Centrally Located areas? |
| **Answer** | |
| 1. The Department determined Centrally Located based on geographical location to ensure reasonable Statewide access for the parent(s)/guardian(s) to meaningfully participate in treatment, discharge planning, and implementation. 2. The definition for Centrally Located was created based on geographical proximity in order to serve all Mainers across the State. The Department’s intent is to ensure PRTF service availability for Children/Adolescents across the State. 3. Data relating to geographical location of Children/Adolescents who may need PRTF services is dynamic and constantly changing over time. As such, point in time data would not be appropriate for determination of the facility location. | |

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| **7** | **RFA Section & Page Number** | **Question** |
|  | Where would the PRTF physical facility fall under as it pertains to life safety code? Specifically, what are the physical plant environmental care standards that pertain to the PRTF and where can we find those? |
| **Answer** | |
| Refer to [10-148 C.M.R. Chapter 35](https://www.maine.gov/sos/cec/rules/10/148/148c035.docx), [10-144 Chapter 101 Ch. III Section 107](https://www.maine.gov/sos/cec/rules/10/144/ch101/c3s107.docx), and [42 CFR Part 441 Subpart D §441.151 through 441.182](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-C/part-441/subpart-D). | |

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| **8** | **RFA Section & Page Number** | **Question** |
| Part II, A. paragraph 1  Page 7 | To receive all five (5) points available for the enhanced treatment services, how many of those specialized populations need to serve? |
| **Answer** | |
| Five (5) points will be awarded to Applicants who propose providing at least one (1) enhanced treatment service at a PRTF. | |

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| **9** | **RFA Section & Page Number** | **Question** |
| N/A | Since the Section 107, PRTF revised rates public review and comment forum has been rescheduled to January 9, 2025, will the application due date be extended? |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **10** | **RFA Section & Page Number** | **Question** |
| N/A | Will there be any mandated rules regarding whether or not the awarded Applicant(s) must accept all individuals who fall under certain eligibility criteria or does the program still retain some autonomy regarding which children are admitted? |
| **Answer** | |
| Admissions for PRTFs must follow the PRTF Clinical Certification of Need process as outlined by [10-144 M.B.M Ch. II Section 107](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s107.docx). Should the Department require additional admissions guidelines, details will be negotiated with the awarded Applicant(s). | |

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| **11** | **RFA Section & Page Number** | **Question** |
| N/A | Size of the organization has to be minimum of 16 beds and maximum of 30 beds. How will points be allocated, will an Applicant who proposes a higher number of beds receive more points than an organization who proposes a lesser number of beds (30 bed organization vs 16 bed organization)? |
| **Answer** | |
| The RFA does not specify a maximum number of beds. Additionally, the MaineCare rate is built upon a sixteen (16) bed model.  Refer to Part IV which outlines the Application Evaluation and Selection process. | |

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| **12** | **RFA Section & Page Number** | **Question** |
| Part II, A.3.  Page 7 | How does the Department define a priority development? |
| **Answer** | |
| Utilizing an existing facility for development and creation of the PRTF is considered a Priority Development, refer to Part II, A.3. of the RFA. | |

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| **13** | **RFA Section & Page Number** | **Question** |
| Part II, A.2.  Pages 7 | How will the Department determine points for priority locations? If the proposed location is Centrally Located will the Applicant get 5 points, and if the proposed location is 27 miles of Augusta or Bangor will the applicant get lesser points (i.e., 3 points), and so on, or just 5 or 0? |
| **Answer** | |
| Applicants who propose to provide PRTF services in a Central Location will receive five (5) points. Applicants who propose providing PRTF services outside of a Central Location with sufficient justification will be considered and eligible to receive five (5) points as a priority location. | |

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| **14** | **RFA Section & Page Number** | **Question** |
| Part II, A. paragraph 1  Page 7 | Is there an anticipated capacity per specialized population type?  Does the Department have an idea of how many Children/Adolescents will require services in the next year for each specialized population type? |
| **Answer** | |
| 1. No. 2. Refer to the answer to question 3 of this document. | |

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| **15** | **RFA Section & Page Number** | **Question** |
| Part I, D. and G. | The RFA speaks of award and awardees. In assumption, it appears there could be more than 1 award. In order to ensure an understanding of potential maximum of awards, and considering a maximum of 30 beds, will the Department be issuing a single or multiple awards? |
| **Answer** | |
| The RFA does not specify a maximum number of beds.  The Department anticipates making at least one (1) award and reserves the right to make multiple awards, 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. | |

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| **16** | **RFA Section & Page Number** | **Question** |
| Part II, F. | As it relates to financing for an awarded contract for construction of the physical plant and the table of allowable expenses, I assume there would be a cost-based report requirement in order to receive reimbursement. Could the Department clarify the reimbursement methodology? |
| **Answer** | |
| Applicants are required to submit a cost proposal indicating needed costs for PRTF development and creation. Reimbursement will follow typical Department contracting requirements of invoice submission for reimbursement. | |

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| **17** | **RFA Section & Page Number** | **Question** |
| N/A | When will answers to questions be made public by the Department? |
| **Answer** | |
| The Department is required to post answers to all questions at least seven (7) calendar days prior to the application due date. However, the Department’s goal is to ensure the questions and answer are posted on the Office of State Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website as soon as possible. | |

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| **18** | **RFA Section & Page Number** | **Question** |
| Part II, A.2.  Pages 7 | 25 miles of Augusta is considered Centrally Located. Sufficient justification is required if the proposed location is outside of that area, what is considered sufficient justification? |
| **Answer** | |
| Refer to the answer to question 1 of this document. | |

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| **19** | **RFA Section & Page Number** | **Question** |
| N/A | Are there any word limits to the application? |
| **Answer** | |
| No. | |

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| **20** | **RFA Section & Page Number** | **Question** |
| Page 2 of the application | Responsible Application Certification, confirming this form needs to be completed by the vendors/applicants? |
| **Answer** | |
| Yes, the organization’s authorized individual must complete and sign the Responsible Application Certification form. | |

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| **21** | **RFA Section & Page Number** | **Question** |
| N/A | Will the Department be extending timeline of this RFA to allow time for rate methodology and inform decision making? |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **22** | **RFA Section & Page Number** | **Question** |
| N/A | Are there any requirements or minimums on the number of Children/Adolescents to be served from State or more broadly from anywhere?  How many Children/Adolescents from Maine will this PRTF be serving? |
| **Answer** | |
| 1. No, however the awarded Applicant(s) will be required to provide services to all eligible Children/Adolescents in Maine. 2. The number of Maine Children/Adolescents to be served is dependent on the proposed program design. Applicants are required to provide the annual anticipated number of Children/Adolescents to be served based on the number of beds stratified by health insurance payer type, including MaineCare, per Part II, C.1. of the RFA. The MaineCare rate is built upon a sixteen (16) bed model. | |

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| **23** | **RFA Section & Page Number** | **Question** |
| Part II, D.4. and 5. | Is this referring to any continuum of care or any community service agency?  Will there be any specification of Maine agencies or Maine continuum of care, or just any. |
| **Answer** | |
| Yes, as it pertains to experience in collaborating and coordinating with other community service agencies within the continuum of care addressing social determinants of health.  No. | |

**Provided below are submitted written questions received and the Department’s answers**

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| **24** | **RFA Section & Page Number** | **Question** |
| Part I, A. paragraph 3 Page 4 | The Department states the intent to meet the needs of Children/Adolescents who have high levels of behavioral health needs that cannot be met by existing behavioral health services in Maine.  Can the Department provide historical or projected data around the number of Children/ Adolescents needing PRTF care, specific to each enhanced treatment service type? |
| **Answer** | |
| Refer to the answer to question 3 of this document. | |

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| **25** | **RFA Section & Page Number** | **Question** |
| Part I, paragraph 4 Page 4 | The Department states a goal of using existing facilities in the State, including those owned by the State. Can the Department provide information about available State-owned facilities? |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **26** | **RFA Section & Page Number** | **Question** |
| Part II, A. paragraph 1 Page 7 | The Department indicates a requirement to provide services to all eligible Children/Adolescents. Will Providers be limited in denying admission/ disrupting service and if so, how? |
| **Answer** | |
| Refer to the answer to question 10 of this document. | |

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| **27** | **RFA Section & Page Number** | **Question** |
| Part II, A. paragraph 1  Page 7 | Is any population separation required if providing multiple enhanced treatment services? |
| **Answer** | |
| It is at the Applicant’s discretion in consideration of licensing requirements and principles of best practice. | |

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| **28** | **RFA Section & Page Number** | **Question** |
| Part II, A.  Page 7 | Who is responsible for transportation of Children/ Adolescents to and from the service location? |
| **Answer** | |
| The awarded Applicant(s), refer to [10-144 M.B.M Ch. II Section 107](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s107.docx). | |

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| **29** | **RFA Section & Page Number** | **Question** |
| Part II, C.1.,  Page 8 | Are out of state Children/ Adolescents permitted? |
| **Answer** | |
| The Department will work with the awarded Applicant(s) on PRTF admittance policy and prioritization of Maine Children/Adolescents. The intent is to ensure the State meets the needs of Children/Adolescents who have high levels of behavioral health needs that cannot be met by existing behavioral health services in Maine. The expectation is that priority will be given to Children/Adolescents in Maine. | |

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| **30** | **RFA Section & Page Number** | **Question** |
| Part II, D.  Page 9 | The Department states that a rate change is anticipated.  Has a rate been determined for the MaineCare PRTF reimbursable rate? |
| **Answer** | |
| The Department’s Office of MaineCare Services held a rate determination meeting on January 9th addressing updates to the PRTF reimbursement rate model, additional information can be found on the [MaineCare Rate System Reform webpage](https://www.maine.gov/dhhs/oms/providers/mainecare-rate-system-reform#CY2024RateDeterminationsinProgress). | |

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| **31** | **RFA Section & Page Number** | **Question** |
| Part II, F.  Table 1  Page 9-10 | Is exterior fencing an allowable physical structure cost? |
| **Answer** | |
| Refer to the answer to question 2 of this document. | |

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| **32** | **RFA Section & Page Number** | **Question** |
| Part IV, E.  Page 14 | What insurance coverage amounts are required by the Department? |
| **Answer** | |
| Applicants should consult with their insurance agency to determine to appropriate levels of insurance. | |

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| **33** | **RFA Section & Page Number** | **Question** |
| N/A | The RFA does not mention education and Medicaid generally does not pay education expense. Will education services be contracted separately? |
| **Answer** | |
| The awarded Applicant(s) will be required to coordinate with the Department and the Department of Education on funding education services. | |