**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFA# 202410190**

**Development of a Psychiatric Residential Treatment**

**Facility or Facilities**

|  |  |  |
| --- | --- | --- |
| **RFA Coordinator** | **NAME:** | Stacy Martin |
| **TITLE:** | Procurement Manager |
| **EMAIL:** | Stacy.martin@maine.gov  |
| *All communication regarding the RFA must be made through the RFA Coordinator.* |
| **Informational Session** | **DATE:** | December 19, 2024 |
| **TIME:** | 10:00 a.m., local time |
| **LOCATION:** | ZOOM Meeting [Web Link for RFA 202410190](https://mainestate.zoom.us/j/82028871114?pwd=uQPaDnFpSj6x0w1mrG3LjvcuHHxwNq.1) Meeting ID: 820 2887 1114, or by phone at 1-646-876-9923 using the Meeting ID provided. |
| **Submitted Questions Due Date** | December 24, 2024, no later than 11:59 p.m., local time |
| *All questions must be received by the RFA Coordinator by the date and time listed above.*  |
| **Application Submission Deadline** | **DATE:** | February 6, 2025, no later than 11:59 p.m., local time. |
| **TO:** | Proposals@maine.gov |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

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**RFA TERMS/ACRONYMS with DEFINITIONS**

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

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Autism Spectrum Disorder (ASD)** | A lifelong neurological developmental disability that profoundly affects the way a person comprehends, communicates, and relates to others. ASD is defined by a certain set of behaviors and is a “spectrum condition” that affects individuals differently and to varying degrees.  |
| **Centrally Located** | In or within twenty-five (25) miles of Augusta, Maine; or In or within twenty-five (25) miles of Bangor, Maine. |
| **Child/Adolescent** | Individual, under the age of twenty-one (21). |
| **CMS** | The Federal Centers for Medicare & Medicaid Services  |
| [**Commission on Accreditation of Rehabilitation Facilities**](https://carf.org/) | An independent, nonprofit accreditor of health and human services, and is a federally accepted accreditation body for Psychiatric Residential Treatment Facilities (PRTFs). |
| [**Council on Accreditation (COA)**](https://www.social-current.org/engage/how-to-engage/accreditation/)  | An international, independent, nonprofit organization that accredits agencies that provide human and social services, including child and family services and behavioral healthcare and is a federally accepted accreditation body for PRTFs. |
| **Department** | Maine’s Department of Health and Human Services |
| **Intellectual Disability (ID)** | Deficits in general mental abilities and impairment in everyday adaptive functioning, in comparison to an individual's age, gender, and socio-culturally matched peers.  |
| **MaineCare** | Maine’s Medicaid program |
| [**Psychiatric Residential Treatment Facility(ies) (PRTF)**](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s107.docx) | A facility other than a hospital that provides psychiatric services to individuals under twenty-one (21) years of age, in an inpatient setting. |
| **RFA** | Request for Applications |
| **Serious Emotional Disturbance (SED)** | A term used to describe a range of mental health conditions that can affect a Child/Adolescent's ability to regulate their emotions and behavior.  |
| **State** | State of Maine |
| **Substance Use Disorder (SUD)** | Occurs when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home. |
| [**The Joint Commission**](https://www.jointcommission.org/what-we-offer/accreditation/) | An independent, not-for-profit organization which is the oldest and largest standards-setting and accrediting body in health care and is federally accepted accreditation body for PRTFs. |

**PART I OVERVIEW OF THE FUNDING OPPORTUNITY**

## Purpose and Background

The Department of Health and Human Services (Department) is seeking applications for the Development of a Psychiatric Residential Treatment Facility (PRTF) or Facilities 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 the State’s administrative authority responsible for the planning, development, implementation, regulation, and evaluation of substance use and mental health services. The mission of OBH is to ensure all Maine residents with mental health, substance use, and co-occurring disorders are not just managing symptoms but living lives of dignity, hope, and meaning as independently as possible. Children’s Behavioral Health Services (CBHS) facilitates the provision of services for the benefit of Maine children, youth, and families.

Pursuant to the [131st Maine Legislature, Second Regular Session, L.D. 2214, PART NNNN](https://legislature.maine.gov/bills/getPDF.asp?paper=HP1420&item=23&snum=131) (page 225), the Department is seeking the development of one (1) or more Psychiatric Residential Treatment Facilities (PRTFs) in the State 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.

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, including those owned by the State. Establishment of any PRTF must include, at minimum, sixteen (16) beds.

Awarded funds may be utilized for costs associated with creating and developing a PRTF as well as start-up items and services that are reasonable, allowable, and directly related to adding PRTF beds within the State. The funds may not be used on building or facility maintenance expenditures, recreational items, outdoor space, artwork, food, and/or any expenditure that is not deemed necessary to the creation and implementation of the PRTF.

Under this one-time funding opportunity, the awarded Applicant(s) will be required to bill MaineCare and/or other available insurers the allowable rate for services. The awarded application(s) is 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 application 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 application 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. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
9. 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.
10. 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 an Application

In order to submit an application for consideration, Applicants must demonstrate having at least five (5) years’ experience in providing behavioral health services to Children/Adolescents.

## Awards

The Department anticipates making at least one (1) award as a result of this RFA process. The Department 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.

**Applicants interested in developing a PRTF in multiple locations (region, district, etc.) must indicate the location on the Application Cover Page and submit a separate application for each location.**

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. **Applicable Legislation**

Pursuant to the [131st Maine Legislature, Second Regular Session, L.D. 2214 PART NNNN](https://legislature.maine.gov/bills/getPDF.asp?paper=HP1420&item=23&snum=131) (page 225), the Department is seeking the development of one (1) or more PRTFs in the State 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.

1. **Contract Terms**

The awarded Applicant(s) will be conditionally awarded a one-time development contract for up to a one (1) year period. Awardees will be required to maintain services within awarded facilities for a minimum of three (3) operational years.

The Department anticipates issuing awards for a project period beginning no later than April 1, 2025, for up to a one (1) year project period. For multiple awards, the contract periods may vary based on the Department’s ability to fully execute each contract.

**PART II ACTIVITIES AND REQUIREMENTS**

1. **Enhanced Services, Priority Location and/or Priority Development**

*Although all Applicants intending to develop a Psychiatric Residential Treatment Facility (PRTF) are required to provide services to all eligible Children/Adolescents, the Department does not prescribe which treatments or services must be delivered. Eligible enhanced treatment service(s) include, but are not limited to, service(s) for Children/Adolescents diagnosed with co-occurring Substance Use Disorder (SUD) and/or co-occurring Intellectual Disability/Developmental Disability (ID/DD) and Children/Adolescents who are identified as having treatment needs related to problematic sexualized behavior.*

Applicants interested in providing enhanced treatment service(s) for Children must identify:

* + - * 1. The specific enhanced treatment service(s) for Children/Adolescents;
				2. The specialized staffing necessary to provide the enhanced treatment services(s);
				3. How the enhanced treatment service(s) will be provided to Children/Adolescents; and
				4. Who among the Children/Adolescent population will be served by the enhanced treatment service(s).

*Although the PRTF may not deny eligible Children/Adolescents based on geographical location, a more Centrally Located PRTF can help ensure ease of travel and transportation for Children/Adolescents, and their parent(s)/caregiver(s), needing services. The Department considers any PRTF located in or within twenty-five (25) miles of Augusta or Bangor as Centrally Located. Other locations may be considered as Centrally Located with sufficient justification.*

* + - 1. Applicants interested in developing a PRTF in a Centrally Located area of the State must identify where the PRTF will be located.
				1. For Applicants who have yet to finalize the exact location of the PRTF, provide the specific city/geographical location where the intended PRTF will be developed.
			2. Applicants who intend to utilize an existing facility for development and creation of the PRTF must identify:
				1. Specific needs as it relates to renovating and/or retrofitting the existing building;
				2. The specific location/address of the facility to be renovated; and
				3. Whether the Applicant intends on purchasing the facility or leasing/renting.
1. **Project Workplan**
	* + 1. Provide a workplan specific to the physical structure project that addresses, at a minimum, projected timelines for all project phases, as applicable to:
				1. Program certifications and/or licensing, including PRTF certification and accreditation;
				2. Physical project design;
				3. Site control;
				4. Permits/approvals;
				5. Construction;
				6. Anticipated delivery date of PRTF services; and
				7. Number of beds anticipated.
			2. Provide a workplan specific to program project design, that includes at minimum, projected timelines and detailed information, as applicable to:
				1. Staffing;
				2. Training requirements;
				3. Ensuring appropriate provision of evidence-based practices;
				4. Anticipated hospital partnerships;
				5. Anticipated community relationships/partnerships;
				6. Ramp up and sustainment plan for full occupancy; and
				7. Plans to sustain the program beyond the funding awarded under this RFA.
			3. Provide a final workplan to the Department within ten (10) business days of the start of the contract period.

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

1. **Operational Requirements**
	* + 1. 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.
			2. Describe how the Applicant will:
				1. Obtain a MaineCare Provider Agreement.
				2. Obtain licensure through the [Department’s Children’s Residential Licensing for Children’s Residential Care Facility with Secure Capacity and Psychiatric Treatment (Level II)](https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/residential-provider-or-child-placing-agency).
				3. Obtain [CMS PRTF certification](https://www.cms.gov/medicare/provider-enrollment-and-certification/certificationandcomplianc/downloads/whatisaprtf.pdf), by working with the Department’s [Division of Licensing and Certification (DLC)](https://www.maine.gov/dhhs/dlc) to acquire the federal certification.
				4. Obtain and maintain accreditation through:

[The Joint Commission](https://www.jointcommission.org/what-we-offer/accreditation/);

The [Commission on Accreditation of Rehabilitation Facilities](https://carf.org/accreditation/steps-accreditation/); or

The [Council on Accreditation (COA)](https://www.social-current.org/engage/how-to-engage/accreditation#block_7dc994a130cf810bb1c070d4c3eb1e98-faqs).

* + - * 1. Ensure the PRTF is available 24/7/365 for service provision.
			1. Provide a brief outline of the procedures and standards for staff providing PRTF services, including:
				1. Hiring;
				2. Retention;
				3. Supervision; and
				4. Training, including confidentiality.
			2. Describe how PRTF services will be provided to MaineCare recipients for at least three (3) years after the first date of bed availability.
1. **Programmatic Requirements**
	* + 1. Describe the services to be offered and the treatment regimen for Children/Adolescents meeting criteria for having a Serious Emotional Disturbance (SED) diagnosis, an ID diagnosis, or an Autism Spectrum Disorder (ASD) diagnosis.
				1. Ensure services align with [10-144 CMR Chapter 101, Chapter II, Section 107](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s107.docx) requirements.
			2. Describe what evidence-based practice(s) will be used within the PRTF program regimen, include:
				1. Research that justifies the chosen evidence-based practice with the population of focus; and
				2. How fidelity of the evidence-based practice will be monitored.
			3. Describe how Children/Adolescents will be admitted, engaged, and retained in services, including policies and practices to support accessing and successfully completing PRTF services.
			4. Describe the Applicant’s experience in collaborating and coordinating with other community service agencies within the continuum of care to address social determinants of health.
			5. Describe how the Applicant will collaborate with agencies and other stakeholders to support Children/Adolescents pre- and post-discharge and plans for continuing to engage Children/Adolescents re-integrating to the community with indicated supports or another appropriate level of care.
			6. Describe how PRTF services will be brought to scale and will be sustainable without additional support from the Department.
				1. Include a prospective timeline indicating how revenue is expected to grow and displace the awarded funds after the project period.

*The Department anticipates forthcoming rate changes to the MaineCare PRTF reimbursable rate. Information may be found on the Department’s* [*MaineCare Rate System Reform page*](https://www.maine.gov/dhhs/oms/providers/mainecare-rate-system-reform)*, under CY 2024 Rate Determinations – in Progress, 107 Psychiatric Residential Treatment Facility. Current reimbursement rates are found in* [*10-144 CMR Chapter 101, Chapter III, Section 107*](https://www.maine.gov/sos/cec/rules/10/144/ch101/c3s107.docx)*.*

1. **Equity and Consumer Engagement**
	* + 1. Describe how the project will monitor utilization and outcomes of services and how the Applicant will adapt approaches as necessary to improve utilization and outcomes.
			2. Explain any complaints or issues, including related resolution, with relevant credentialing and/or licensing bodies against the Applicant, its leadership, or governance, and active or outstanding complaints or issues with the [Maine Human Rights Commission](https://www.maine.gov/mhrc/), which have occurred within the past five (5) years.
				1. If the Applicant is not Maine-based, include an explanation of any complaints or issues, including resolutions, with relevant credentialing and/or licensing bodies against the Applicant, its leadership, or governance, and active or outstanding complaints or issues with the relevant state governing body, that has occurred within the past five (5) years.
2. **Allowable and Non-Allowable Use of Funds**
3. Awarded funds may be utilized for costs associated with administering and delivering PRTF services and items that are reasonable, allowable, and directly related to the development and creation of a PRTF.
4. Describe the proposed project, including the applicable allowable use of funds (refer to **Table 1**) outlined in the RFA.

|  |
| --- |
| **Table 1**  |
| 1. Allowable physical structure costs include, but are not necessarily limited to:
 |
|  | Pre-construction | * Site costs
* Permitting and bidding
* Construction, acquisition, renovations
 |
|  | Exterior | * Siding and accessories
* Replacement windows
* Doors
* Roofing
 |
|  | Interior | * Room additions, partitions
* Demolition and disposal
* Framing, ceilings
* Painting and sheetrock
* Flooring, carpeting
* Systems (HVAC, electrical, plumbing, heat pumps)
* Facility Safety Equipment (sprinkler system, security cameras/system, safety devices)
 |
| 1. Allowable staffing and tangible, movable property expenses include, but are not necessarily limited to:
 |
|  | Staffing | * Staff training and professional development (limited to initial 3 months)
 |
|  | Equipment | * Bedroom Furniture (beds, dressers, lamps/lighting)
* Bedroom (bedding, sheets, pillows)
* Staff furniture (desk, desk chairs)
* Storage (medication, records)
* Laundry appliances (washer, dryer)
* Common area furniture (couch, chairs, side tables, coffee table)
* Kitchen appliances and items (stove, refrigerator, dishwasher, pots, pans, utensils)
* Patient and staff computers
 |

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

**PART III KEY PROCESS EVENTS**

## Informational Session

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

## Submission of Questions

* 1. **General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Applicants and other interested parties should use **Appendix A** (Submitted Questions Form) for submission of questions. If used, 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. The RFA Number and Title must be included in the subject line of the e-mail containing the submitted questions. 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 Office of State 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 Office of State 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. **Submission Instructions:** E-mail application submissions must be submitted to the Office of State Procurement services at 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 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. Applicants should work with their Information Technology team to ensure that the application submission will not be encrypted due to any security settings.
	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. **Submission Format:**

Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202410190 Application Submission – [Applicant’s Name]**”.

1. **Submission Contents:**
2. Application submissions must include the Applicant’s completed **Application** (found in Part V of the RFA) and all required information and attachments as stated in the form.
3. The Application must be submitted as a single, typed, Word file and include the required Excel Workplan and Cost form, embedded or as separate attachments).
4. Applicants are not to provide additional attachments beyond those specified in the RFA or Application 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 applications 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.
	4. Changes to applications, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Applicants must submit application proposals that present their rates and other requested information as clearly and completely as possible.
	5. 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 an application.
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:** Application scores will be based on a 100-point scale and will measure the degree to which each application meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Eligibility** | **Pass/Fail** |
| **Section II.** | **Qualifications and Experience**  | **25 points** |
| **Section III.**  | **Priority Services, Location, Development** * Enhanced Service Provision (5 points)
* Priority Location (5 points)
* Priority Development (5 points)
 | **15 points** |
| **Section IV.** | **Proposed Project** | **35 points** |
| **Section V.** | **Cost Proposal**  | **25 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 Applicant(s) will be required to execute a State of Maine 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 RFA 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 Applicant(s) 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**

## 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.

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**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.

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| **Organization Name:** |  |

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