**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFA# 202501004**

**Recruitment and Retention Funding for Providers of Psychiatric Medication Management**

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| **RFA Coordinator** | **NAME:** | Stacy Martin |
| **TITLE:** | Procurement Manager |
| **EMAIL:** | [Stacy.martin@maine.gov](mailto:Stacy.martin@maine.gov) |
| *All communication regarding the RFA must be made through the RFA Coordinator.* | | |
| **Informational Session** | **DATE:** | February 21, 2025 |
| **TIME:** | 1:00 p.m., local time |
| **LOCATION:** | ZOOM Meeting [Web Link for RFP 202501004](https://mainestate.zoom.us/j/89683617977?pwd=PUaKeheh1G59dOksFMVhADeGxLM3CM.1) Meeting ID: 896 8361 7977, or by phone at 1-646-876-9923 using the Meeting ID provided. |
| **Submitted Questions Due Date** | February 25, 2025, 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:** | March 20, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *Applications must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | |

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PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFA# 202501004**

**Recruitment and Retention Funding for**

**Providers of Psychiatric Medication Management**

The State of Maine is seeking applications for Recruitment and Retention Funding for Providers of Psychiatric Medication Management.

A copy of the RFA and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>

An Information Meeting will be held on February 21, 2025, at 1:00 p.m., local time (EST) at the following location: <https://mainestate.zoom.us/j/89683617977?pwd=PUaKeheh1G59dOksFMVhADeGxLM3CM.1>

Applications must be submitted to the Office of State 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 March 20, 2025 . Applications will be opened the following business day.

**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** | Maine’s Department of Health and Human Services |
| **Psychiatric Medication Management Services** | Services that are directly related to the psychiatric evaluation, prescription, administration, education, and/or monitoring of medications intended for the treatment and management of mental health, substance uses, and/or co-occurring mental health and substance use disorders, including medications for opioid use disorder (MOUD). |
| **RFA** | Request for Applications |
| **State** | State of Maine |

**PART I OVERVIEW OF THE FUNDING OPPORTUNITY**

## Purpose and Background

The Department of Health and Human Services (Department) is seeking applications for recruitment and retention incentives for providers of Psychiatric Medication Management Services 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.

Pursuant to the [131st Maine Legislature Second Regular Session 2024, L.D. 2214, PART GGGG](https://legislature.maine.gov/bills/getPDF.asp?paper=HP1420&item=23&snum=131) (page 220), the Department is required to provide ongoing funding for employee recruitment and retention incentives to staff providing Psychiatric Medication Management Services that are similar to the services provided under [10-144 C.M.R. Ch. 101 Ch. II Section 65](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s065.docx).

Applicants may apply for a maximum cap of fifty-five thousand dollars ($55,000.00). Awarded funds may only be utilized for costs associated with employee recruitment and retention.

## 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 an Applicant believes any information that it submits in response to this RFA is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Applicant’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 Applicant to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that an Applicant has marked confidential, it shall provide advance notice to the Applicant 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.

## Awards

The Department anticipates making multiple awards as a result of 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.

The Department intends to apply priority scoring to applications which demonstrate an intent to provide some Psychiatric Medication Management Services via an in-person modality.

1. **Contact Term**

Applicants awarded through this RFA process will be conditionally awarded a contract for up to a one (1) year period. At the conclusion of the contract, all Applicants will be required to resubmit an application to the annual application process (as outlined in Part I, X.) in order to receive additional funding.

The Department anticipates issuing awards for a contract period beginning as early as May 2025 and ending March 2026. Contract periods may vary based on the time each application is received and scored by the Department and the Department’s ability to fully execute each contract.

1. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this Request for Application 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.

**PART II ACTIVITIES AND REQUIREMENTS**

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1. **Priority Modality for Psychiatric Medication Management Services**
   1. Applicants currently or intending to provide some Psychiatric Medication Management Services in person must describe:
   2. The current or intended provision of in-person services as compared to other modalities (e.g., amount of in-person versus other modalities (such as hybrid or fully telehealth));
   3. The current or anticipated in-person service area.
2. **Operational Requirements**

Maintain enrollment as a MaineCare provider.

If not a current MaineCare provider, conditionally awarded Applicants must submit an [enrollment application](https://www.maine.gov/dhhs/oms/providers/provider-enrollment-revalidation) to MaineCare within thirty (30) calendar days of award notification.

Maintain licensing as a [Psychiatric Medication Management](https://www.maine.gov/dhhs/dlc/licensing-certification/behavioral-health) provider through either [10-144 C.M.R. Ch. 101 Ch. II Section 65](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s065.docx) and/or [10-144 C.M.R. Ch. 101 Ch. II Section 90](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s090.docx).

If not a current licensed provider of Psychiatric Medication Management services, conditionally awarded Applicants must submit an application for licensure within thirty (30) calendar days of award notification.

1. **Narrative Report** 
   * + 1. Provide a narrative report specific to the provision of Psychiatric Medication Management, thirty (30) calendar days prior to the end of the contract period indicating the outcome(s) of the recruitment and retention funding, and how the agency was supported, including, at minimum:
          1. Number of vacant positions the agency had prior to the start of the contract period;
          2. Number of positions filled, or number of staff hired after the start of the contract period, including the specific positions/professional titles; and
          3. Turnover rate for the duration of the contract period compared to one (1) year prior to the start of the contract period.
2. **Allowable and Non-Allowable Use of Funds** 
   1. Awarded funds may be utilized for reasonable, allowable costs directly associated with recruiting and/or retaining direct service staff providing Psychiatric Medication Management Services, refer to **Table 1.**
   2. Qualifying staff includes current and/or potential staff providing direct Psychiatric Medication Management Services, including but is not limited to: medical doctors (MDs), physician’s assistants (PAs), nurses, nurse practitioners, doctor of osteopathic medicine (DO), and medical assistants (MAs). In addition, medical directors, chief medical officers, or an equivalent may be included.

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| **Table 1** | | |
|  | Recruitment and Retention Bonuses | For all direct service staff providing Psychiatric Medication Management Services, including chief medical director(s) or equivalent (e.g., medical director(s) or chief medical officer(s)). |
|  | Recruitment Costs | For MD and DO positions only, costs include:   * Professional recruiter costs * Advertising costs * Candidate travel costs * Relocation and/or moving costs |
|  | Supervision Costs | For clinical supervisors and supervisees to offset lost revenue generating time.   * This amount is limited to costs equivalent to the applicable MaineCare unit rate for provision of Psychiatric Medication Management, based on the section of MaineCare policy applicable to the licensed service. * The comparable rate must be related to the actual service provided by the Applicant (e.g., rate for children, if providing Psychiatric Medication Management to children). |
|  | Visa Sponsorship Assistance | For all direct service staff providing Psychiatric Medication Management Services, including chief medical director(s) or equivalent (e.g., medical director(s), or chief medical officer(s)).   * For United States work visa sponsorship assistance purposes, for the employee only. |

1. Funds shall not be used:
   1. For administrative, office support, accounting, and/or executive staff; other than for the position of medical director, chief medical officer, or their equivalent;
   2. To augment and/or supplement direct service reimbursement; or
   3. To duplicate or cover program costs, capital costs, administrative expenses, and/or any costs beyond those indicated in **Table 1**.

**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](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 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# 202501004 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.
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:

|  |  |
| --- | --- |
| **Scoring Criteria** | **Points Available** |
| **Part I - Priority Service Provision Modality (in-person)** | **25 points** |
| **Part II - Applicant Experience** | **20 points** |
| **Part III - Response to RFA Requirement** | **30 points** |
| **Part IV - Proposed Budget** | **25 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 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 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**

## 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. Please note that the document embedded below will not be accessible if viewing RFA in a web browser – download the RFA and view it in a desktop application to access any embedded documents.

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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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