

**State of Maine
Master Score Sheet**

RFP# 202508111				
Recovery Support Centers – Target Area 3				
Bidder Name:		Coastal Recovery Community Center	Commonspace	VOA Northern New England
Proposed Cost:		\$450,068.00	\$636,400.00	\$525,608.00
Scoring Sections	Points Available			
Section I: Preliminary Information	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	25.00	12.00	15.00	20.00
Section III: Proposed Services	45.00	22.00	40.00	16.00
Section IV: Cost Proposal	25.00	25.00	17.68	21.41
Budget Narrative	5.00	5.00	2.00	3.00
TOTAL	<u>100.00</u>	<u>64.00</u>	<u>74.68</u>	<u>60.41</u>

RFP# 202508111

Recovery Support Centers – Target Area 4

Bidder Name:		Bangor Area Recovery Network	Mid-Maine Homeless Shelter & Services	Pir2Peer Recovery Center	Recovery Wellness Initiative DBA Recovery Wellness Community Center
Proposed Cost:		\$685,699.00	\$308,000.00	\$476,211.00	\$342,194.00
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	25.00	22.00	2.00	N/A	2.00
Section III: Proposed Services	45.00	44.00	5.00	N/A	4.00
Section IV: Cost Proposal	25.00	11.23	25.00	N/A	22.50
Budget Narrative	5.00	4.00	0.00		0.00
TOTAL	100.00	81.23	32.00	Withdrew	28.50
Bidder Name:		Save A Life Recovery Resource Center			
Proposed Cost:		\$415,228.00			
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A	N/A			
Section II: Organization Qualifications and Experience	25.00	17.00			
Section III: Proposed Services	45.00	28.00			
Section IV: Cost Proposal	25.00	18.54			
Budget Narrative	5.00	3.00			
TOTAL	100.00	66.54			

RFP# 202508111

Recovery Support Centers – Target Area 5

Bidder Name:		Aroostook Mental Health Services, Inc. (Calais)	Aroostook Mental Health Services, Inc. (Caribou)	Aroostook Mental Health Services, Inc. (Houlton)	Aroostook Mental Health Services, Inc. (Machias)
Proposed Cost:		\$286,919.00	\$338,938.00	\$321,781.00	\$271,765.00
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	25.00	22.00	22.00	22.00	22.00
Section III: Proposed Services	45.00	28.00	28.00	28.00	28.00
Section IV: Cost Proposal	25.00	23.68	20.05	21.11	25.00
Budget Narrative	5.00	4.00	4.00	4.00	4.00
TOTAL	<u>100.00</u>	<u>77.68</u>	<u>74.05</u>	<u>75.11</u>	<u>79.00</u>

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Award Justification Statement
RFP# 202508111
Recovery Support Centers for Target Areas 3, 4, and 5

I. Summary

Through RFP# 202508111 Recovery Support Centers for Target Areas 3, 4, and 5 the Department sought proposals for Recovery Support Centers to provide support for individuals in the State experiencing SUD, Co-Occurring Disorder, or undiagnosed challenges, by coordinating and directing Peer Support programs to help individuals in or seeking Recovery. Multiple Bidders responded to the RFP in each of the Target Areas:

Area 3	<ul style="list-style-type: none">• Coastal Recovery Community Center• Commonsplace• VOA Northern New England
Area 4	<ul style="list-style-type: none">• Bangor Area Recovery Network• Mid-Maine Homeless Shelter & Services• Pir2Peer Recovery Center• Recovery Wellness Initiative DBA Recovery Wellness Community Center• Save A Life Recovery Resource Center
Area 5	<ul style="list-style-type: none">• Aroostook Mental Health Services, Inc. (Calais)• Aroostook Mental Health Services, Inc. (Caribou)• Aroostook Mental Health Services, Inc. (Houlton)• Aroostook Mental Health Services, Inc. (Machias)

Through the evaluation process, the following Bidders received the highest scores and were determined to provide the best value to the State of Maine.

Area 3	<ul style="list-style-type: none">• Commonsplace
Area 4	<ul style="list-style-type: none">• Bangor Area Recovery Network
Area 5	<ul style="list-style-type: none">• Aroostook Mental Health Services, Inc. (Calais)• Aroostook Mental Health Services, Inc. (Caribou)• Aroostook Mental Health Services, Inc. (Houlton)• Aroostook Mental Health Services, Inc. (Machias)

II. Evaluation Process

An Evaluation Team, composed of five (5) State employees, applied the consensus method in scoring the Bidders' Qualifications & Experience and Proposed Services. Scores for the Cost Proposals were assigned using a mathematical formula with the Team providing a consensus score for the budget narrative.

III. Qualifications & Experience of Conditional Awardees

Each of the Conditional Awardees offered an accomplished, experience-laden portfolio demonstrating the ability to deliver the services required by the RFP and successfully perform under the prospective contract.

IV. Proposed Services by Conditional Awardees

Each of the Conditional Awardees provided a well-rounded response outlining an understanding of, and ability to meet, programmatic requirements of the RFP. Additionally, each of the Conditional Awardees demonstrated the means and skills necessary to meet the RFP's performance requirements through their project teams' competencies, subject matter expertise, and background.

V. Cost Proposal and Budget Narrative

The Conditional Awardees provided detailed Budget Narratives, demonstrating full utilization of program resources, and the following initial-period-of-performance costs:

Area 3	• Commonspace	• \$636,400.00
Area 4	• Bangor Area Recovery Network	• \$685,699.00
Area 5	• Aroostook Mental Health Services, Inc. (Calais)	• \$286,919.00
	• Aroostook Mental Health Services, Inc. (Caribou)	• \$338,938.00
	• Aroostook Mental Health Services, Inc. (Houlton)	• \$321,781.00
	• Aroostook Mental Health Services, Inc. (Machias)	• \$271,765.00

VI. Conclusion

Out of 100 possible points, the Evaluation Team awarded the Conditional Awardees the following scores:

Area 3	• Commonspace	• 74.68
Area 4	• Bangor Area Recovery Network	• 81.23
Area 5	• Aroostook Mental Health Services, Inc. (Calais)	• 77.68
	• Aroostook Mental Health Services, Inc. (Caribou)	• 74.05
	• Aroostook Mental Health Services, Inc. (Houlton)	• 75.11
	• Aroostook Mental Health Services, Inc. (Machias)	• 79.00

The strength of each of the Conditional Awardees' proposals outweighed other Bidders through their qualifications and experience and the services and costs they proposed. The Evaluation Team determined that the proposals submitted by these Conditional Awardees represent the best value to the State of Maine.

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Dec-30-2025

Via Electronic Mail: Lmi8892@gmail.com

Coastal Recovery Community Center
Linda Impagliazzo, Consultant
11 White Street
Rockland ME, 04841

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Ms. Impagliazzo,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

Area 3	<ul style="list-style-type: none"> • Commonsplace
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The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendors. The vendors shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to

the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
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Commissioner



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Dec-30-2025

Via Electronic Mail: briant@commons spacemaine.org

Commonspace
Brian Townsend/Executive Director
103 India Street
Portland ME, 04101

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Mr. Townsend,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Signed by:



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Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



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Deputy Director for Competitive Procurement
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Dec-31-2025

Via Electronic Mail: jennifer.lacovelli@voanne.org

VOA Northern New England
Jennifer lacovelli, Senior Grant Consultant
14 Maine Street, Suite 100
Brunswick, ME 04011

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Ms. lacovelli,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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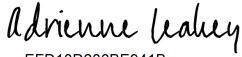
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Sincerely,

Signed by:



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Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



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Debra Downer Grady
Deputy Director for Competitive Procurement
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Dec-30-2025

Via Electronic Mail: Robert@bangorrecovery.org

Bangor Area Recovery Network
Robert Fickette, Executive Director
142 Center Street
Brewer ME, 04412

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Mr. Fickette,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendors. The vendors shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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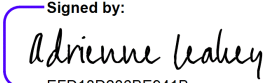
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

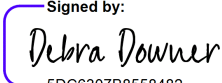
Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Dec-30-2025

Via Electronic Mail: katie@shelterme.org

Mid Maine Homeless Shelter and Service
Dr. Katie Spencer White, President & CEO
19 Coby Street
Waterville, ME 04901

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Dr, Katie Spencer White,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



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Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
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Dec-30-2025

Via Electronic Mail: R.Wellness4ME@gmail.com

Recovery Wellness Community Center
Georgia Underwood, Executive Director
20 Douty Hill RD
Sangerville, ME 04479

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Ms. Underwood,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

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TTY: Dial 711 (Maine Relay)

Dec-30-2025

Via Electronic Mail: laura.sanborn@salrecoverynetwork.org

Save A Life Recovery Network
Laura Sanborn
19 VFW Street
Lincoln, ME, 04456

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Ms. Sanborn,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Dec-30-2025

Via Electronic Mail: chickey@amhc.org

Aroostook Mental Health Services, Inc.
Clare Hickey, Marketing and Grant Writing Specialist
180 Academy St, Suite 2
Presque Isle, ME 04769

SUBJECT: Notice of Conditional Contract Awards under RFP 202508111 Recovery Support Centers for Target Areas 3, 4, and 5

Dear Ms. Clare Hickey,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers for Target Areas 3, 4 & 5. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

Area 3	<ul style="list-style-type: none"> • Commonsplace
Area 4	<ul style="list-style-type: none"> • Bangor Area Recovery Network
Area 5	<ul style="list-style-type: none"> • Aroostook Mental Health Services, Inc. (Calais) • Aroostook Mental Health Services, Inc. (Caribou) • Aroostook Mental Health Services, Inc. (Houlton) • Aroostook Mental Health Services, Inc. (Machias)

The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendors. The vendors shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to

the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



5DC6307B8558482...

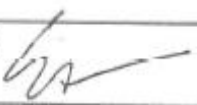
Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input checked="" type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:		11 White St, Rockland Maine, 04841	
Bidder's Organization Name:		Coastal Recovery Community Center	
Chief Executive - Name/Title:		Erin Hustus - Board President	
Tel:	207.691.3697	E-mail:	hello@rocklandrecovery.org
Headquarters Street Address:		11 White St	
Headquarters City/State/Zip:		Rockland, ME 04841	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
Coastal Recovery Community Center was established in 2017 by a group of CCAR trained recovery coaches. Through their grassroots efforts CRCC has been able to serve the people of Knox County diligently. We offer a safe, non-judgmental space for all ages and all paths of recovery. CRCC is familiar with DHHS protocols and believes, with this new grant funding, we will be able to expand our open center hours, staff availability and outreach efforts to continue to help our local community as well as continued partnering with our cohort recovery centers within Waldo, Lincoln, and Sagadahoc Counties.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Erin Hustus	Title: BOD President
Authorized Signature: 	Date: 9/02/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 3
BIDDER: Coastal Recovery Community Center
DATE: October 20, 21, 28, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	12.00
Section III. Proposed Services	45.00	22.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal	5.00	5.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>64.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Coastal Recovery Community Center

DATE: October 20, 21, 28, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Coastal Recovery Community Center

DATE: October 20, 21, 28, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	12.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2016 • Serves 300 individuals monthly at the Center, plus between 150-200 individuals attending groups monthly • Demonstrated efforts specific to Diversity, Equity, and Inclusion, but offers little detail beyond a small number of community partnerships • Provides peer services, navigation and Recovery Coaching • References culturally competent and inclusive practices, but provides little detail • Includes 3 projects that are relevant to the services requested in this RFP
2. Subcontractors
<ul style="list-style-type: none"> • Indicates "n/a"
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met Requirement
4. Litigation
<ul style="list-style-type: none"> • Indicated "no litigation"
5. Financial Viability
<ul style="list-style-type: none"> • Provided 3 years of tax filings: 2022, 2023 and 2024 appear financially viable.
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Coastal Recovery Community Center

DATE: October 20, 21, 28, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	22.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center located at 11 White Street, Rockland. Current hours of operation include Monday, Tuesday, Thursday, and Friday 8am-1pm, and Wednesday 1pm-3pm. Plan to expand to a minimum of 40 hours per week Monday-Friday. • Eligibility is determined through self-identification via intake form, verbally or informal peer conversation, emphasizing a non-exclusionary approach that welcomes individuals at all stages of recovery. • Ensures All Pathways by guiding principles, supportive environment, and diversity of mutual aid groups; emphasizes work is unified by principles of low-barrier, person-centered, trauma-informed care and harm reduction practices. • Response to Recovery Center Coordination, it is unclear what is offered by partner organizations and what is able to be delivered in house. • Lacks details of coordination of peers.
B. Recovery Support Services
<ul style="list-style-type: none"> • Provided a detailed Outreach and Engagement Plan that defines goals, target audiences, engagement strategies, and metrics; as well as detailing outreach strategies ranging from community events, workshops and trainings, and collaborations. • Robust response to coordinating staff and programming to support Participants' needs, including an emphasis on team coordination, volunteer recovery coach and other volunteer coordination, and coordination of programming with an emphasis on flexibility and adaptability. • Aspects of securing employment include follow up communication, professionalism, presentation, and transferable skills. • Robust response to assisting participants with access to community support. • Offers hygiene supply bags and connect participants with local resources. • Demonstrated ability to host social community events with current and past treatment court members. • Has a partnership with local parenting program to provide parenting classes.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Coastal Recovery Community Center

DATE: October 20, 21, 28, and December 15, 2025

- Offers peer guidance for harm reduction understanding with family focus.
- Response to child protective services support is robust and within peer fidelity.
- Provided a detailed Center Staff and Volunteer Training and Orientation Plan to ensure all staff and volunteers are provided with an orientation that includes required training and ongoing training. This includes a description of ongoing support and reflection including supervision and mentoring, and feedback and evaluation systems.

C. Record Management Requirements

- Indicates the client and data management system is compliant with HHS privacy policies but lacks detail on what that means and how it meets compliance
- No indication provided if the system has the ability to document discharges
- Reports use of Recovery Capital Assessment for planning and tracking progress but does not describe how this is tracked in their system including recovery plans and progress notes
- Plan to comply with all State and Federal laws regarding the protection of confidential and/or sensitive information that is collected or maintained seems satisfactory, however the response to implementing risk assessment a vulnerability scanning policies and procedures for collecting sensitive electronic information states PII or PHI is not collected or stored. The proposals provides evidence of both PII and PHI being collected. In addition, the RFP's record management requirements require PII and PHI to be collected. e.g.- referral information to clinical partners or treatment or recovery plans could contain PII and/or PHI. It is unclear if the Bidder understands what constitutes PII and PHI.
- States "*are not directly subject to the specific confidentiality requirements*" referring to the IT-Service Contract, under Rider B-IT, 37. Confidentiality. This statement raises concern about the understanding of confidentiality and the requirements if awarded.

D. Center Website Requirements

- Met requirement

E. Services to be Provided to Participants

- Minimum detail provided to assisting Participants in building Recovery Capital
- Minimum detail provided to holding or providing Facilitated Groups for Participants and Affected Others, included a brief list of group types and some specific groups.
- Will offer workshops on life skills building
- Robust description of how participants will be oriented, including an easy-to-use guide, a demonstration of how to use 211 as part of hands on review of materials and resources.
- Provides ongoing check-ins after orientation to ensure comfort, confidence, and competence with the resources introduced.
- It is unclear if education and outreach opportunities are provided regularly or within a particular quarter, as the Quarterly Training Plan and narrative schedules are not aligned.
- Proposed schedule of activities may limit topical offerings.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Coastal Recovery Community Center

DATE: October 20, 21, 28, and December 15, 2025

- Will provide post event reflective sessions with participants to support application of learning from recreational, social, and volunteer events.
- Provided a detailed plan to ensure Recovery-oriented recreational and social events utilize no more than 2% of Department funding

F. Staffing Requirements

- Response uses terms like *"will prioritize hiring"*, and *"ideally with lived experience"*, but does not specifically commit to employing and/or subcontracting sufficient staff with Lived Experience to provide Recovery Center Coordination and Recovery Coach Coordination
- Will utilize subcontractors, if necessary, to ensure staffing numbers
- Unclear if "case review sessions" are within peer fidelity.
- Robust description of how registered recovery coaches will receive full certification, including an individualized plan, mentorship and supervision, ongoing training, and progress tracking and accountability.
- Mentors will assist with signing up for CoacherVision sessions that include topics related to each coach's development
- Will provide mentorship and support utilizing CoacherVision, including reflective supervision, as well as documentation and reasonable accountability measures.

G. Reporting/Site Review Requirements

- Met requirement

H. Performance Measures

- Includes a detailed plan; however, response references use of unidentified participant tracking system, as tool for compiling accurate reporting. Unsure if this system is adequate, as no additional details provide or described.

I. Reports

- Met requirements

2. Staffing

- Multiple positions indicate *"lived experience preferred"* and does not include CCAR training
- Recovery Coach Coordinator position does not include recovery coach certification or CoacherVision training required to supervise Recovery Coaches, despite supervision being a task identified in the attached job description
- Job descriptions for Recovery Coaches not provided
- It is unclear if the staff plan provides sufficient full-time coverage

3. Implementation - Work Plan

- Work plan lacks detail around provision of support services and staff training.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Coastal Recovery Community Center

DATE: October 20, 21, 28, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
450,068.00	÷	450,068.00	x	25 points	=	25

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	5.00

Evaluation Team Comments:

- \$450k requested
- Includes \$273k for salaries, and 23% fringe
- \$26k identified in consultant expenses, including audit, payroll, IT consultant – not identified in earlier section
- Indirect costs (insurance, consultants, etc.) are appropriately wrapped into overall proposal

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input checked="" type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:		3 Hall St., Newcastle	
Bidder's Organization Name:		Commonspace	
Chief Executive - Name/Title:		Brian Townsend	
Tel :	207-272-0429	E-mail:	briant@commonspacemaine.org
Headquarters Street Address:		103 India St.	
Headquarters City/State/Zip:		Portland, ME, 04101	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel :		E-mail:	
Street Address:		PO Box 17705	
City/State/Zip:		Portland, ME, 04112	

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
Commonspace has operated a DHHS-contracted Recovery Support Center serving Lincoln County from physical sites in Boothbay Harbor and, currently, Newcastle, since 2018. The Lincoln County Recovery Community Center has occupied its space at 3 Hall St. in Newcastle since September 2023. With seven years of immersion in

the community, a stretch that included the shared weathering of the pandemic, the LCRCC has emerged as a critical resource for area individuals impacted by substance use.

We are an agency with a long history of providing impactful and innovative peer support programming. We are also an agency that listens to and grows with the community of peers we support. Our mission to support the recovery aims of traditionally excluded and marginalized populations has led us to develop harm reduction programming, recovery-centered supported housing units, Recovery Coaching services within the Cumberland County Jail, and emergency food and shelter programs.

Our years of learning and engagement in Lincoln County have led to a significant number of area partnerships, as well as to a diverse and vibrant community of recoverees and program participants. Our experience providing this specific service in this region places us in an ideal position to realize even greater outcomes, as we work as a state to turn the curve on the drug epidemic and to foster and nurture recovery within our communities.

Signature of person authorized to enter into the contract with the Department:

Name (Print): Brian Townsend	Title: Executive Director
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Authorized Signature:	Date: 9/10/2025
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Brian Townsend

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 3
BIDDER: Commonsense
DATE: October 21, 28, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	15.00
Section III. Proposed Services	45.00	40.00
Section IV. Cost Proposal and Budget Narrative	25.00	17.68
a. Cost Proposal	5.00	2.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>74.68</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Commonsense

DATE: October 21, 28, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 3
BIDDER: Commonsplace
DATE: October 21, 28, and December 15, 2025

• **EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	15.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Incumbent provider since 2018 • Closed second Center in Bath to focus on center reflected in this proposal • Operates MH Peer Center in Portland • Operates harm reduction, food security, and jail-based programs • Indicates internal and community DEI work, including being a member of Maine Health Access Foundation Health Equity Initiative • Offers culturally appropriate meals to people in their emergency food and shelter program. • Projects 1 and 2 are relevant, while project 3 is somewhat relevant
2. Subcontractors
<ul style="list-style-type: none"> • Lists one subcontractor – Studio B – art and recovery
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Unclear who is involved in the project team
4. Litigation
<ul style="list-style-type: none"> • Indicated “none”
5. Financial Viability
<ul style="list-style-type: none"> • Provided 3 years of audited financial statements appears viable
6. Certificate of Insurance
<ul style="list-style-type: none"> • Valid certificate attached

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 3
BIDDER: Commonsplace
DATE: October 21, 28, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	40.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center located at 3 Hall St Newcastle. Commits to operating Monday through Friday 9am-5pm with occasional evening and weekend events • Reported having a long-term lease from landlord at current space • Utilizes a check-in kiosk with RDP (Remote Desktop Protocol) interface, to allow self-identity, along with direct dialog between staff and guests • Staff and volunteers will be screened to discern their values as they relate to the All Pathways approach. • Center participants participate in hiring and training processes. • Selection of groups and programming is participant driven, by people with lived experience, to ensure the All Pathways approach is affirmed and meets the needs of participants. • Description includes who is responsible, oversight and compliance mechanisms, and procedures to ensure compliance with federal, State, and local laws. • Participant needs, preferences, and recovery pathways are prioritized in matching with recovery coaches/support including cultural, linguistic, experiential alignment whenever possible. • Engages participants in development and delivery of workshops, events, celebrations and community engagement. • Volunteer Committee has significant decision-making power in programming and initiatives.
B. Recovery Support Services
<ul style="list-style-type: none"> • Specialized outreach is provided to first responders, criminal justice agencies, and healthcare providers to ensure effective referrals. • Multilingual outreach materials will be available. • Outreach and Engagement Plan includes warm hand-offs with referrals • Indicated programming is intentionally designed to integrate discussions of mental health and wellness.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Commonsense

DATE: October 21, 28, and December 15, 2025

- Services for undiagnosed challenges as described are person-centered.
- Will offer skill building opportunities in time management, attentive listening, and positive stress response development.
- Center participants are able to access Commonsense's Housing Supports program and HOME Services as well as a full-time Housing Navigator available onsite.
- Staff are available to support participants at appointments if requested.
- Currently participates in a transportation pilot program with the Maine CDC for medically managed withdrawal.
- Description of child protective services navigation is unclear if it is outside of scope for recovery coach staff.
- Access to a fund for one-time-need financial support.
- DEI (Diversity, Equity, and Inclusion) trainings indicate a focus on cultural humility and unconscious bias, and All Pathways to Recovery is emphasized in core trainings. Ongoing support including reflective supervision and community partnership training is highlighted. All Pathways principles training includes emphasizes neutrality, choice, and empowerment – ensures peer fidelity.

C. Record Management Requirements

- Utilizes Recovery Data Platform RDP (Remote Desktop Protocol) to track client activity

D. Center Website Requirements

- Met requirement

E. Services to be Provided to Participants

- Emphasis on the core competencies of the CCAR (Connecticut Community for Addiction Recovery) model – ensures model and peer fidelity.
- Coaches can meet with participants in the community - supporting accessibility and the peer model.
- 1:1 matching process includes opportunity to express preferences for the Recovery Coach the individual would feel most comfortable with; as well as lived experience and recovery capital – Response demonstrates an understanding of best practice to have Lived Experience match the recoveree as much as possible.
- Demonstrates a clear understanding and utilization of the CCAR (Connecticut Community for Addiction Recovery) model.
- Utilizes RAP (Recovery Action Plan), as centerpiece of working relationships with participants, includes a step-by-step process towards long-term empowerment and sustainability.
- Will provide nutrition and holistic wellness supports.
- Plans for supporting the development of recovery capital outside of recovery coaching
- Emphasizes participant leadership and voice, including identifying new groups, and openness to new ideas. Center participants help dictate the evolving schedule of groups offered.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Commonsense

DATE: October 21, 28, and December 15, 2025

- Staff and volunteers are available to attend groups with participants to provide in-person support to navigate new environments, try different approaches, overcome barriers which includes a debrief with participants to identify what went well or what is needed ongoing.
- Community inclusion support includes cultural activities, faith communities, or recreational groups.
- Giving back, as part of recovery capital, includes civic engagement, and community participation beyond opportunities to volunteer at the center.
- Written copies of the Rights of Recipients are provided, and questions are encouraged to ensure understanding.
- Staff demonstrate how to use 211 resource.
- Staff explain the difference in recovery supports and crisis supports with regard to 988/Maine Crisis Line.

F. Staffing Requirements

- Lacks detail how 25 hours of CoachVision or 500 direct coaching hours would be supported for a Certified Recovery Coaches.
- Prefers to hire fully certified coaches but will provide training and tracking of certification process for strong candidates who are not certified
- Will ensure Recovery Coaches are registered including policy, tracking and monitoring, training and support, oversight, continuing education, and appropriate accountability.

G. Reporting/Site Review Requirements

- Met requirement

H. Performance Measures

- Provided a plan for each performance measure.

I. Reports

- Met requirement

2. Staffing

- Met requirement

3. Implementation - Work Plan

- Work plan offers minimal detail, limited activities, and timeline lacks specificity.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: Commonsense

DATE: October 21, 28, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
450,068.00	÷	636,400.00	x	25 points	=	17.68

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	2.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none"> • Narrative appears to be missing fields • Requests \$636,400, does not match budget forms • \$360k in salaries, with 23.54% fringe • Indirect costs at \$106k, does not match budget forms – 20.18% rate – multiple expenses counted under indirect allocated and in expense form • Travel costs do not match between budget forms and narrative • \$3k of accountants, could be included in indirect • Nothing indicated for subcontractors although Studio B identified in proposal • Multiple inconsistencies for personnel between cost proposal, budget narrative, and staffing plan • Low personnel costs lead evaluators to hold concerns related to staffing and turnover |
|--|

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input checked="" type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:	Belfast, Maine		
Bidder's Organization Name:	VOA Northern New England		
Chief Executive - Name/Title:	Richard A. Hooks Wayman, President & CEO		
Tel:	207-373-1140	E-mail:	rich.hookswayne@voanne.org
Headquarters Street Address:	14 Maine Street, Suite 100		
Headquarters City/State/Zip:	Brunswick, ME 04011		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Jennifer Iacovelli, Senior Grant Consultant		
Tel:	207-653-4542	E-mail:	jennifer.iacovelli@voanne.org
Street Address:	14 Maine Street, Suite 100		
City/State/Zip:	Brunswick, ME 04011		

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
VOA Northern New England (VOANNE) empowers individuals and strengthens communities by meeting people at their most vulnerable moments. Across housing, behavioral health, recovery, disability services, community justice, and Veterans programs, we provide safe, stable housing and holistic, person-centered support that helps people heal, grow, and thrive.
Trust and healthy relationships are at the heart of what we do. Our staff — many with lived experience themselves — bring compassion, dignity, and expertise to those navigating complex systems. From young adults experiencing homelessness to aging Veterans and older Mainers striving to age in place, we help ensure no one falls through the cracks. By addressing root causes

like trauma, addiction, and poverty, VOANNE breaks cycles of instability and builds pathways to lasting self-sufficiency and community connection.

VOANNE has extensive experience supporting individuals in recovery across our communities with both clinical and peer support. Through longstanding partnerships with law enforcement, treatment courts, community mental health providers, and peer support networks, we have been able to connect individuals to housing, employment opportunities, and recovery resources.

Our recovery programs offer safe spaces, peer support, and housing to sustain long-term healing from substance use. From our Twilight House recovery residence in Scarborough to Project Connect in Belfast, we provide peer support, recovery coaching, SUD counseling, harm reduction, and community connection. By meeting basic needs, reducing stigma, and supporting multiple pathways to recovery, we help individuals and families rebuild their lives.

VOANNE provides reentry and diversion services in Waldo and Knox Counties. Using an intercept model, we connect justice-involved individuals with community-based supports. Approximately half of the individuals we encounter are struggling with a substance use disorder. Many of these individuals have been connected to Project Connect to receive recovery coaching, join peer-led groups, and access a safe space with additional resources to support their recovery. We also partner with the Diversion & Rehabilitation program in Cumberland County to house individuals at Twilight House, where we help individuals in recovery find permanent housing. New funding is allowing us to expand our peer support for these residents.

VOANNE has the staffing, programming, and partnerships necessary to operate a Recovery Support Center. Project Connect is fully operational with strong relationships with recoverees, affected others seeking support, service providers, recovery allies, treatment court, and law enforcement, all of whom play a role in driving participant referrals. Receiving this award would allow us to expand our peer support network and provide a broader variety of recovery resources. Our location in Belfast provides ample room for programming, meetings, and community engagement. In 2024, Project Connect welcomed 1,553 individuals, including community clients, reentry clients, community partners, and drop-ins. We hosted seven weekly support groups, organized 11 pro-social events, and provided recovery coaching services to 37 people.

With an established track record, a proven ability to expand services, and deep connections within the communities of Target Area 3, VOANNE will utilize Recovery Support Center funds to sustain and expand quality recovery programming at Project Connect Community Center, as required by the RFP.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Richard A. Hooks Wayman	Title: President & CEO
Authorized Signature: <i>Richard A. Hooks Wayman</i> <small>Richard A. Hooks Wayman (Sep 16, 2025 11:52:37 EDT)</small>	Date: 09/16/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 3
BIDDER: VOA Northern New England
DATE: October 21, 23, 28, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	20.00
Section III. Proposed Services	45.00	16.00
Section IV. Cost Proposal and Budget Narrative	25.00	21.41
a. Cost Proposal	5.00	3.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>60.41</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: VOA Northern New England

DATE: October 21, 23, 28, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: VOA Northern New England

DATE: October 21, 23, 28, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	20.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Provides services related to housing, recovery, veterans' services, disability services, and behavioral health • Operates Project Connect Recovery Center has served more than 1,500 individuals in 2024. Hosted 7 weekly support groups, organized 11 pro-social events, and provided recovery coaching to 37 participants • Projects 1 and 2 are relevant, while project 3 is somewhat relevant • Multiple staff with lived experience, noting extensive experience supporting individuals in recovery through both clinical and peer-based services. • Quality improvement includes monthly performance meetings, data collection, and monitoring of grants. • DEI (Diversity, Equity, and Inclusion) is central to the organization's mission with services designed to be culturally competent and responsive, rooted in the principles of respect, dignity, and equity, with regular assessments and adjustments. Staff trained in cultural humility and trauma-informed care, hiring practices prioritize lived experience • Close working relationships with peer support networks, treatment providers, treatment courts, housing resources, and law enforcement.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated "n/a"
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met requirement
4. Litigation
<ul style="list-style-type: none"> • Provided
5. Financial Viability
<ul style="list-style-type: none"> • Provided 3 years of audited financial statements appears viable
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: VOA Northern New England

DATE: October 21, 23, 28, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	16.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center located at 147 Waldo Ave, Suite 108, Belfast. Current hours of operation Monday to Friday 8am-4pm, plans to expand into weekend and evening hours. Dedicated peer support staff are available 10am-12pm Monday to Friday, plans to expand peer staffing hours to 40 hours • Self-identification is done through informal conversation, not formal screening, anyone can self-identify. First time visitors get a tour; the goal is to be low barrier • Currently facilitates the Waldo County Recovery Committee (WCRC) and will utilize them as a resource to recruit a governance board with 51% lived experience. • Recovery Center Coordination is delegated to dedicated roles Community Center Coordinator & Recovery Coach coordinator; overseeing day-to-day operations. • Detailed staff and volunteer orientation plan, includes teaching staff how to utilize the resources that should be provided to participants
B. Recovery Support Services
<ul style="list-style-type: none"> • Participants are matched with a peer recovery coach or Certified Intentional Peer Support Specialist (CIPSS). CIPSS may not have lived experience with substance use and the model does not support the development of SMART goals for recovery as indicated within the proposal. • Response to coordinating staff and programming to support Participants' needs as they relate primarily to SUD and/or Co-Occurring Disorder, or an undiagnosed challenge with either, or as an Affected Other seems to heavily rely on resource connection and utilization and lacks detail on how the Center will engage in programming. • Responses related to justice system navigation and child protective services navigation appear to focus on compliance with those systems, which does not align with peer fidelity. In addition, case management tasks described do not align with peer fidelity.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: VOA Northern New England

DATE: October 21, 23, 28, and December 15, 2025

- Training via PayCom is not appropriate for peer roles in crisis response ethical considerations and boundaries.
- The Center Staff and Volunteer Training and Orientation Plan lacks detail on what specifically is covered within training modules.

C. Record Management Requirements

- Utilizes SecurManage for client and data management

D. Center Website Requirements

- Center website will offer recovery coach matching request forms

E. Services to be Provided to Participants

- Response to assisting Participants in building Recovery Capital appears to focus on recovery coaching participants
- Advocacy, service coordination and follow up, resemble case management and is outside of the scope of Peer Recovery Coaches as self-direction is a main principle of the CCAR (Connecticut Community for Addiction Recovery) model.
- Comment cards are available to participants to share their thoughts about programming, Resource Corner and bulletin board information posted for accessibility and support, including in person support, to attend events, groups, etc. available via recovery coaches.
- Response to providing Peer-led guidance, feedback, and social support focuses on incorporating participants' experiences and feedback in center operations, but does not address staff and volunteer role in providing peer guidance
- Participant orientation does not reference Rights of Recipients of Mental Health Services, but rather the rights and responsibilities of Center participants, including code of conduct and expectations
- Recovery education ‘trainings’ reference groups as opposed to trainings. Includes outreach and engagement strategy to motivate participation in trainings.
- Understanding prevention will be completed as requested by local schools in addition to quarterly.
- Tai-chi, peer storytelling circles, Community Recovery circles are unique offerings.

F. Staffing Requirements

- Detailed plans to bring on additional staff with lived experience, including recruitment strategies emphasizing lived experience, evaluation of candidates on this basis, ensuring equitable access and reasonable accommodation, and offering benefits
- Intends to complete background checks on candidates but recognizes that prior convictions do not disqualify applicants.
- Recovery coaches “*will be expected to have lived experience in recovery or be a recovery ally*”. For this RFP, sufficient staffing requires lived experience.

G. Reporting/Site Review Requirements

- Met requirement

H. Performance Measures

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: VOA Northern New England

DATE: October 21, 23, 28, and December 15, 2025

<ul style="list-style-type: none">• Met requirement
1. Reports
<ul style="list-style-type: none">• Met requirement
2. Staffing
<ul style="list-style-type: none">• Some job descriptions do not include required Lived Experience• Does not indicate an expected number of volunteer recovery coaches.• 2.25 FTEs (Full Time Employees) paid staff and will use volunteer recovery coaches and peer supports when 'caseload' exceeds 30 recoverees. This staffing plan is insufficient to meet the needs of the center and participants.
3. Implementation - Work Plan
<ul style="list-style-type: none">• Met requirement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER: VOA Northern New England

DATE: October 21, 23, 28, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
450,068.00	÷	525,608.00	x	25 points	=	21.41

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	3.00

Evaluation Team Comments:


- | |
|--|
| <ul style="list-style-type: none"> • Requesting \$525,608 • Unclear from budget forms what second column represents, presumably CY27 • \$270,005 in salaries/wages, 34% fringe • 15% indirect rate de minimus • Direct care staff certification requirement identified as Certified Intentional Peer Support Specialist and should be Recovery Coach. Evaluation team has concerns over lack of understanding of peer roles. • Recovery Services manager certification requirement identified as Licensed Alcohol and Drug Counselor (LADC), dedicated to this project for 10 hours weekly. Evaluation team has concerns about appropriateness and fidelity to peer practices. |
|--|

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input type="checkbox"/>	3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick
	<input checked="" type="checkbox"/>	4	Somerset, Kennebec, Penobscot, and Piscataquis
	<input type="checkbox"/>	5	Washington, Hancock, and Aroostook
Physical Location of the Proposed Center:		142 Center St. Brewer, Maine 04412	
Bidder's Organization Name:		Bangor Area Recovery Network	
Chief Executive - Name/Title:		Robert Fickett, Executive Director	
Tel:	(207) 561-9444	E-mail:	robert@bangorrecovery.org
Headquarters Street Address:		142 Center St.	
Headquarters City/State/Zip:		Brewer, Maine 04412	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Established in 2008, the Bangor Area Recovery Network is Maine's oldest and largest Recovery Community Center. With its core values grounded in best practices for Recovery Community Organizations and the belief that recovery is a broad spectrum and holistic approach to wellness that should be available to anyone, the BARN has paved the way for the meaningful implementation of Peer-Based Recovery Support Services in the State of Maine. This experience, partnered with a dedicated and competent staff, has successfully delivered, expanded, and brought to scale those services within the Maine Recovery Hub and Spoke model for the past six years. The BARN looks forward to continuing that good work in service to its communities.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Robert M. Fickett	Title: Executive Director
Authorized Signature: 	Date: 8/28/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00
Section III. Proposed Services	45.00	44.00
Section IV. Cost Proposal and Budget Narrative	25.00	11.23
a. Cost Proposal	5.00	4.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>81.23</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Center in operation since 2008 – incumbent provider • Experience managing multiple contracts and grants with positive outcomes • Facilitates support groups for BIPOC (Black Indigenous People of Color) and LGBTQA community members • Strong community partnerships • Experience developing new programs to meet changing community needs • Included three (3) projects, each relevant to the services requested in this RFP. • Experienced staff with lived experience are trained in multiple peer support models including Recovery Coaching and Intentional Peer Support. (co-occurring capable) • Incorporates technology driven resources and virtual options to reach a wide audience. • Robust evaluation framework to track participant outcomes.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated “none”
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided a project team organization chart
4. Litigation
<ul style="list-style-type: none"> • Indicated “none”
5. Financial Viability
<ul style="list-style-type: none"> • Provided three (3) years of audited financial statements; appears viable
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	44.00

Evaluation Team Comments:

Overall proposal demonstrated mastery of implementing person centered, peer led recovery programming on an organizational level. Responses provide a high level of detail for implementation, and adopting peer and All Pathway’s principles as foundational to organizational culture.

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center located at 142 Center St, Bangor, open 7 days per week for a total of 71.5 hours per week. Monday 10am-9pm, Tuesday 10am-7:30pm, Wednesday 10am-9pm, Thursday 10am-8pm, Saturday 10am-9pm, and Sunday 1:030am-7:30pm. • Operations supported by large group of 40-50 volunteers who contribute an average of 1,000 hours each month. • Participants can choose a pseudonym when registering in the kiosk ensuring anonymity. • Staff provide information to participants that cannot affirm eligibility to determine the barrier. • Ineligible participants are supported in connecting to support that they were seeking by coming to the center and are treated as allies. • Demonstrates strong commitment to an All Pathways practice through robust programming. • Commitment includes multiple steps to ensure integration of All Pathways Towards Recovery approach throughout the organization through hiring, onboarding, and ongoing training • Provided a detailed response to ensuring the Center facility maintains standards in compliance with federal, State, and local laws • Robust description of how coordination of groups, peers, and providing orientations including who is responsible, details on services, how different roles coordinate together, and an in-depth description of orientation that includes

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

traditional and non-traditional topics (bystander intervention) demonstrates strong commitment to inclusivity, person center programming, and peer fidelity.

- Describes a cross-training approach that ensures all staff are able to fill in for others.

B. Recovery Support Services

- Recovery coaching service align with the CCAR (Connecticut Community for Addiction Recovery) model, demonstrate thoughtful coordination, and robust supervision structure with the ability to provide CoacherVision in house.
- An extensive variety of peer-led meetings held monthly including some specifically for co-occurring support and affected others. Outreach service aims to recruit facilitators and volunteers as well as reach marginalized populations.
- On site HIV and Hep C testing scheduled.
- Social engagement offerings are unique, e.g. henna party.
- Leadership development is part of the volunteer plan.
- Low barrier check-in calls available.
- Community Outreach Specialist leads activities, while center staff, volunteers, and participants contribute
- The Outreach and Engagement Plan includes examples of activities to take place weekly, monthly, quarterly, annually, and ad hoc
- Street outreach will occur twice a month, usually in collaboration with a local service provider and to meet people in the community
- All staff members have a variety of lived experiences, including affected others and co-occurring, and can offer perspective and support to center participants from that Lived Experience.
- Executive Director is CCAR trained and authorized to facilitate CCAR curricula, as well as CoacherVision, ensuring services are aligned with the model, provides accessible supervision and guides program development.
- Supervision and staff meeting structure is detailed and promotes a community-care model
- Conducts periodic surveys with participants
- Staff gather feedback from direct communication with groups and individuals.
- Utilizes Community Coalition, and volunteer meeting for insight, ideas and feedback on programming.
- References close partnerships with local vocational support organizations to ensure participants have the education, resources, and accessibility to employment services
- Staff offer tech support to help participants develop computer literacy skills
- Participate in Workforce Mobility Program pilot to supply e-bikes to individuals with transportation barriers for accessing employment and recovery services
- Staff and volunteers help participants with how to address gaps in their resume
- Response to assisting Participants with access to community supports is robust, detailed and extensive.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

- Resource guides, informational materials, and digital tools are maintained with up-to-date information.
- Service providers come on site at the center to provide education on referral process and service model, and build “warm hand-off” referral capacity.
- Training in “Resource Brokering” is ongoing to ensure knowledge of area resources.
- Provided wide-ranging partnership list and community program participation in all required areas.
- Distributes food directly to participants.
- Has a close collaborative relationship with recovery housing provider.
- Has Recovery Justice Program to provide peer-based support to justice involved individuals.
- Child protection service system support aligns with peer fidelity
- Center Staff and Volunteer Training and Orientation Plan is thorough and detailed and demonstrates a deep understanding of implementing person-centered peer services on an organizational level.

C. Record Management Requirements

- RDP (Recovery Data Platform) platform is already in place for data management
- Detailed response to implementing risk assessment and vulnerability scanning policies and procedures for collecting sensitive electronic information
- Demonstrates an understanding of state and federal laws pertaining to confidential information.
- Identified staff negligence in a data breach requires corrective action, up to termination when necessary to ensure trust with participants and the community.
- Detailed response to complying with all confidentiality requirements outlined in the State IT service contract

D. Center Website Requirements

- Participants involved in the design of the website and provide continue feedback that supports accessibility and support.

E. Services to be Provided to Participants

- Recovery coach matching process is detailed from inquiry to connection and through discharge.
- When completing a Recovery Action Plan, the Coordinator supports recovery coaches in making sure they are not pushing one pathway or one service over others ensuring that an All Pathways approach is being upheld.
- Ensure staff are supporting recovery goals by training in the tools and curriculum – guided to assist individuals with resources and services
- All staff and volunteers trained in CCAR coaching model, and the use of RDP to develop recovery plans with participants and recoverees in alignment with organizational core values to be person centered. Support of recovery planning includes all participants, not just those engaged in formal recovery coaching.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

- Detailed response includes examples of common recovery-oriented goals
- Assists participants in building recovery capital by offering comprehensive support system, peer support, community events, mentorship, resource brokering, and training on recovery capital scale
- Response indicates a plan to offer 3 new groups, Alt2Su, Hearing Voices, and Wellness Recovery Action Planning to better meet co-occurring needs
- Offers up to 120 facilitated groups each month
- Peer staff and volunteers may attend meetings with participants to reduce anxiety and foster connection; warm handoffs and ongoing encouragement to continue attending mutual support groups.
- Plans include skill building, connection to community resources, and community events.
- Celebrates participants who participate in community service/volunteering
- All staff are cross trained to provide participant orientation and available seven days a week for immediate orientation. New participants receive a packet of information including Rights of Recipients, explanation of recovery coaching and the matching process. What to expect from different resources is explained to participants so they can make informed choices about the support they want.
- Narrative discusses participant-led volunteer roles that encourage individuals to develop their own volunteerism, and leadership development for participants.
- Although narrative response describes efforts to coordinate community contribution activities, these are omitted from sample calendar provided in the Recreational and Social Events Plan.

F. Staffing Requirements

- Current staff is 71% lived experience, 100% lived experience or impacted. Concisely depicts why lived experience is a core value and how it benefits the varied roles. Briefly describes hiring and support strategies and how it will maintain peer integrity.
- Identifies task of monitoring activities for ethical standards and peer fidelity
- Demonstrates a clear understanding of the importance of peer services and lived experience, and offers suitable support related to this workforce.
- Has an ongoing partnership with Healthy Acadia's paid recovery coach internship program.
- Partnership with local Department of Labor funded workforce development entity facilitates additional paid work experience for recovery coaches
- 100% of current coaches are registered and 28% have reached full certification. Registration is managed through Maine Recovery Core Program.
- Newly onboarded coaches receive CoacherVision weekly for the first three (3) months.

G. Reporting/Site Review Requirements

- Met requirement

H. Performance Measures

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

<ul style="list-style-type: none">• Detailed plan to achieve and report each performance measure
1. Reports
<ul style="list-style-type: none">• Met requirement
2. Staffing
<ul style="list-style-type: none">• Staffing plan indicates 4.2 FTE's, supplemented by generalist volunteers, volunteer recovery coaches, and recovery coach interns. Details related to volunteers and coaches is not provided and described as 'in-kind'.
3. Implementation - Work Plan
<ul style="list-style-type: none">• Work plan displayed in a detailed, time-bound and includes required activities and responsible staff.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Bangor Area Recovery Network

DATE: October 28, November 13, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
308,000.00	÷	685,699.00	x	25 points	=	11.23

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	4.00


Evaluation Team Comments:

- \$685,699 proposed cost, award would be over 100% of current operating expenses
- \$373,200 salary, 26.99% fringe
- Indirect rate would generally include expenses such as rent, utilities, administrative salary, etc... Uncertain why the de minimus indirect rate was not used or alternately if this is their sole program drop the indirect rate altogether.

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input type="checkbox"/>	3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick
	<input checked="" type="checkbox"/>	4	Somerset, Kennebec, Penobscot, and Piscataquis
	<input type="checkbox"/>	5	Washington, Hancock, and Aroostook
Physical Location of the Proposed Center:	19 Columbia Ave, Waterville, Maine 04901		
Bidder's Organization Name:	Mid-Maine Homeless Shelter & Services		
Chief Executive - Name/Title:	Dr. Katie Spencer White, President & CEO		
Tel:	(207) 692-4421	E-mail:	Katie@shelterme.org
Headquarters Street Address:	19 Colby Street		
Headquarters City/State/Zip:	Waterville, Maine, 04901		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Katie White		
Tel:	(207) 692-4421	E-mail:	katie@shelterme.org
Street Address:	19 Colby Street		
City/State/Zip:	Waterville, Maine 04901		

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
<p><small>We are an experienced human services agency and low barrier homeless shelter. This includes crisis support, case management, and outpatient addiction recovery programming. We operate 24/7 365 days a year and the services required per this RFP will compliment our existing array of programs, not just for people experiencing homelessness, but for the broader community. We have a building dedicated to recovery and a dedicated team of professionals.</small></p>

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Dr. Katie Spencer White	Title: President & CEO
Authorized Signature: 	Date: September 17, 2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	2.00
Section III. Proposed Services	45.00	5.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal	5.00	0.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>32.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	2.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • In operation for 30 years, offering primarily housing and case management services • One of three low-barrier shelters in Maine – transitioned from ‘high barrier’ to ‘low barrier’ in 2022 – intentionally serving individuals regardless of sobriety or treatment status • Recently hired LCSW to expand treatment services – no date provided • Describes culturally responsive approach, gives translators and food prep as examples • Described 3 projects- low to no relevance to this RFP.
2. Subcontractors
<ul style="list-style-type: none"> • Indicates “N/A”
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided enterprise-wide organizational chart. Project team not identified.
4. Litigation
<ul style="list-style-type: none"> • Indicates “none”
5. Financial Viability
<ul style="list-style-type: none"> • Provided the last 3 years of audited financial statements appear viable.
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	5.00

Evaluation Team Comments:

Overall, multiple service requirements were not addressed and frequently provided minimal and inadequate detail. Fails to demonstrate a basic understanding of peer led recovery support, Recovery Coaching services, Recovery Center services, and Peer fidelity.

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Recovery Support Center (Center)

- Commits to requirement, however they state that participants will be able to determine the hours of operation but do not note how they will gather that feedback.
- Location not clearly identified. Colby St address listed on the cover page is the same as the current homeless shelter operation and would co-locate Center operations, which may not be an appropriate.
- Committed to updating insurance coverage to meet requirement
- Did not address how Participant eligibility would be determined
- Did not describe what an All Pathways to Recovery approach is. Possible pathways included do not appear to cover alternative definitions of recovery.
- Did not describe how the center would promote, support or utilize the All Pathways approach beyond describing philosophy or attitudes that would support it.
- Did not address how to ensure at least 51% of its board is comprised of individuals with Lived Experience
- Indicates extensive experience with coordinating training, partners, and other activities but does not discuss how recovery group facilitation, peer recovery resource connection, peers to support participants, or provision of orientation will be coordinated.

B. Recovery Support Services

- Did not address how Recovery Support Services would be provided to Participants in the Center.
- Has an extensive network of community resources, current staff attend networking meetings

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

- Outreach and Engagement Plan is focused primarily on high needs populations and does not include details of plans to reach the broader community.
- Did not reference any staff coordination or programming for participants. Response speaks to resource connection, client coordination and case management capabilities which are not relevant to coordinating staff and programming to support Participants
- Did not address how participants will be supported with resume development, job searches, and mock hiring interviews.
- References extensive experience with the Clubhouse model, which is not relevant to Recovery Support Center services
- How participants would be assisted with access to support surrounding numerous areas directly identified in the RFP were not addressed adequately. Indicates clinical team will provide case management services which is out of scope and not in fidelity with the peer model
- Center Staff and Volunteer Training and Orientation Plan only outlines required training for registered/certified Recovery Coaches and is not an ongoing training plan for the required topics. Multiple trainings offered are not relevant to Recovery Support Center services or to peer roles. e.g. SafeServe, MANDT, OSHA.

C. Record Management Requirements

- Described a system built for Case Management but does not indicate how it will be adapted for utilization for the purposes of the proposed program.
- Provided minimal detail to implementing risk assessment and vulnerability scanning policies and procedures for collecting sensitive information
- Has a third-party vendor to maintain secure data system, but did not identify who the vendor is

D. Center Website Requirements

- Commits to maintaining a Center-dedicated website with minimal detail
- Did not indicate an understanding of the required MaineIT digital accessibility and social medial policies
- Did not address how data collection, use, and reporting will comply with the TLP White definition of data classification.

E. Services to be Provided to Participants

- Will train 3 coaches with CCAR (Connecticut Community for Addiction Recovery). Response states the desire for small capacity to support more time with clients, rather than participants, and admin time demonstrates clinical work and does not demonstrate an understanding of peer fidelity.
- Demonstrates a profound misinterpretation of the CCAR model regarding the development of a Recovery Action Plan by stating "Recovery Coaching is at its heart about accountability when setting goals".
- Response appears to not understand that clinical supervision is never recommended for peer-based services or programs.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

- Defined Recovery Capital but did not provide details on how assistance would be provided to participants to build Recovery Capital through Center programming or services.
- Focuses heavily on community referrals including social capital being built through external community meetings and events
- Limited groups and activities for holding or providing Facilitated Groups, but also includes several groups, like IOP (Intensive Outpatient) and other clinically informed programming, that conflict with peer fidelity
- Early recovery oriented facilitated groups will emphasize leader-directed groups facilitated by trained and credentialed personnel which is outside of peer-fidelity and does not meet the requirements of this RFP as a non-clinical, peer-based recovery support center.
- Family therapy and mediation groups and "Recovery Reconnection Agreements" are outside of peer fidelity.
- Plans to use CIPSS to provide peer support. It is unclear whether it is understood that recovery coaches are peer roles, or how co-mingling of the two peer roles will be managed, as insufficient detail is provided.
- Quarterly training is oriented towards staff, not external parties.
- Recreational and Social Events Plan does not address opportunities for participant volunteering or community contribution

F. Staffing Requirements

- Does not address employing and/or subcontracting sufficient staff with Lived Experience to provide Recovery Center Coordination and Recovery Coach Coordination
- References the Face and Voices of Recovery model, however the CCAR is the required approved model.
- Response to Recovery Coach Coordination uses clinically informed language intermittently, inconsistent with peer services
- Describes a system surrounding volunteer recovery coaches, however, does not address staff recovery coaches, which are previously indicated
- Response indicates plan to 'appoint' a volunteer or recovery coach coordinator, but gives no detail
- Volunteer Recovery Coaches will be non-clinical, all staff/volunteers should be non-clinical to fit within peer fidelity
- Volunteer coaches do not appear to provide 1:1 coaching
- Does not mention hiring people with lived experience
- Did not meaningfully address how to ensure Recovery Coaches are either a registered or certified
- Will ensure paid staff comply with Recovery Coaches' requirements but omits reference to compliance for volunteer recovery coaches
- Did not meaningfully address how Registered Recovery Coaches will receive or maintain full certification

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

- Response to ensuring Recovery Coaches participate in Department-approved CoacherVision, at least one (1) time per month states, *“if the Department requires it, we will ensure compliance”* but does not describe how compliance will be ensured

G. Reporting/Site Review Requirements

- Commits to ensure all reports submitted to the Department are password protected and submitted through an FTP but offers no plan or details.
- Commits to participating in the Department-conducted annual site review of the Center program, services, and financial records but offers no plan or details.

H. Performance Measures

- Did not address how performance measures will be achieved or meaningfully address the tracking progress. Client management systems do not collect information on events or volunteers.

I. Reports

- Indicates experience in reporting, and commits to meeting reporting requirements, but offers no detail

2. Staffing

- No job description included for Recovery Coach Coordinator.
- Some job descriptions do not include required lived experience or the required training.
- Staffing plan calls for 3 FTE’s supplemented by volunteer recovery coaches

3. Implementation - Work Plan

- Overall work plan seems inadequate, extends only for 12 months, indicates services will not be delivered to participants for 4 to 6 months after contract begins and 10 to 12 months to register coaches with the MRCCB (Maine Recovery Coach Certification Board).
- Implementation plan includes tasks and objectives with limited timeline, minimal detail, and often lacks position responsible for completion.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Mid-Maine Homeless Shelter & Services

DATE: October 28, November 3, 13, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
308,000.00	÷	308,000.00	x	25 points	=	25.00

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	0.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Budget proposal submitted only included costs for 1 year (12 months), so evaluation team doubled the amount as RFP required 2-year (24-month) cost proposal. • Requesting \$154k. The evaluation team was unable to determine if this cost was for a 12- or 24-month period. Therefore, the Department reached out to request clarification of cost. The Bidder confirmed the submitted cost was for a 12-month period. Therefore, the cost was doubled to account for a 24-month period equaling \$308,000.00 • Budget forms appear incomplete – missing year 2, personnel form incomplete • Math error in expenses tab, expense lines do not equal \$45,000 • Includes \$140k for personnel, and 15% fringe • Indicates \$45k agency commitment to the program • Budget narrative does not clearly delineate what award is paying for compared to agency funding, • No indirect indicated for award. |
|---|


APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input checked="" type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:		11 Taramack St Millinocket, Me 04462	
Bidder's Organization Name:		Pir2Peer	
Chief Executive - Name/Title:		James D Angier	
Tel:	207-881-3353	E-mail:	Jamesangier7@gmail.com
Headquarters Street Address:		11 Taramack St.	
Headquarters City/State/Zip:		Millinocket, Maine 04462	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Chelsea Putnam	
Tel:	207-279-6055	E-mail:	Chelseaputnam000@gmail.com
Street Address:		104 Wassau St Apt 4	
City/State/Zip:		Millinocket, Maine 04462	

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Pir2Peer Recovery Center, located in the Katahdin Region, is a peer-led organization with significant experience in providing recovery support services. Its existing operations and track record align closely with the requirements of the RFP, demonstrating a strong ability to successfully perform the work. Pir2Peer has been operating since 2020 and is currently in the process of buying a new building. It offers in-person services as well as online support. As a community-based organization rooted in the Katahdin region, Pir2Peer has built strong relationships and an understanding of the specific needs and challenges faced by residents in that area. A significant asset is Pir2Peer's transportation van, which helps overcome a major access barrier in rural Maine for its participants. The center maintains consistent operating hours (M-F, 9 am–5 pm) and provides online and telephone access, meeting the accessibility mandates of the RFP. Pir2Peer's core functions—peer support programs, a centralized facility, coordination of resources, and social integration activities—directly match the requirements outlines in this RFP. Pir2Peer also offers Recovery coaching and case management, Assistance with resources for housing, finances, education (GED), and employment (resumes, interview prep), Connection to counseling, detox, and other treatment options, Support for family members and loved ones of those in recovery, Social and recreational opportunities, like community suppers.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): James D Angier	Title: Executive Director
Authorized Signature: 	Date: 9-16-2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 4
BIDDER: Pir2Peer Recovery Center
DATE: October 21, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	N/A
Section III. Proposed Services	45.00	N/A
Section IV. Cost Proposal and Budget Narrative	25.00	N/A
a. Cost Proposal	5.00	N/A
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>N/A</u>

On October 20, 2025, the Department received an email notification stating effective immediately a cease of all operations and voluntarily dissolve of the Pir2Peer Recovery Center and request to rescind the proposal submission.

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input type="checkbox"/>	3 Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input checked="" type="checkbox"/>	4 Somerset, Kennebec, Penobscot, and Piscataquis	
	<input type="checkbox"/>	5 Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:	20 Douty Hill RD Sangerville ME 04479		
Bidder's Organization Name:	Recovery Wellness Initiative DBA Recovery Wellness Community Center		
Chief Executive - Name/Title:	Georgia Underwood/Executive Director		
Tel:	207-540-0269	E-mail:	R.Wellness4ME@gmail.com
Headquarters Street Address:	20 Douty Hill RD		
Headquarters City/State/Zip:	Sangerville ME 04479		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Georgia Underwood/Executive Director		
Tel:	207-540-0269	E-mail:	R.Wellness4ME@gmail.com
Street Address:	20 Douty Hill RD POBOX 232		
City/State/Zip:	Sangerville, ME 04479		

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
<p>Our Recovery Wellness Community Center (RWCC) opened on August 6, 2024. The Recovery Council of Maine funded us as a pilot for rural centers. We currently offer several 12-step meetings, Recovery Circles, Youth Program, Art Therapy (Crafting), and Recovery Coaching, Monday through Friday. We volunteer in the Community and attend recovery events, community meetings, and resource fairs. We believe that people in Recovery need to be part of a community and give service to foster connection and balance. We currently work with the Eastern Maine Development Corporation (EMDC), where we offer work experiences for individuals interested in developing skills for the workforce. Additionally, two of our employees serve as workforce specialists. We currently assist with the needs of our larger community, which includes brokering resources, providing</p>

resources for basic living needs, offering recovery supports, facilitating recovery capital, and hosting pro-social events.

As we move forward, we will offer a variety of services, including Holistic Health modalities, Walking Clubs, a Garden Club, Wellness Practices, and Daily Living Skills.

We have two part-time employees and one full-time employee. Together, we have over twenty years of experience in personal recovery. Educated in Social Determinants of Health and Community Development.. Another employee has over 25 years of experience in case management for MHHS. Our 3rd employee is a Seasoned Worker, impressive with outreach and providing Peer Recovery Services. We are all trained in Recovery Coaching through the Maine Alliance of Recovery Coaching (MARR), a project of Healthy Acadia (HA). We are currently collaborating with Healthy Acadia and taking on recoveries. The Executive Director worked as a Recovery Coach Coordinator for Healthy Acadia in Piscataquis County. In 2016, Recovery Wellness Initiative (RWI), in collaboration with Helping Hands of Heart, a local community collaborative. RWI applied and was awarded a Recovery Center Grant with Central Hall Commons in DF. RWI started local and weekly meetings about SAD at the same time, and we were able to enroll in a two-year Recovery Cafe Training from the Recovery Community Network. By operating a Recovery Cafe, we became prepared to start a recovery center. The Recovery Wellness Community Center opened its doors on August 6, 2024, funded by the Recovery Council and the Attorney General's Office of Maine as a pilot program for rural centers. Current offerings include several 12-Step meetings, Recovery Circles, a Youth Program, Art Therapy (Crafting), and Recovery Coaching. The Center engages in community volunteer work, attends recovery events, community events, meetings, and resource fairs. We believe that individuals in recovery benefit from community engagement, and providing as well as receiving services will achieve connection and balance.

Timeline:

2015-2021 Piscataquis County Economic Development (PCEDC) & Helping Hands with Heart (HHH) joined in collaboration to address Substance Use Disorder.

- Leads Sue Mackey Andrews & Georgia Underwood
- Project: Task Force for Substance Use Disorder. People in Recovery, Providers, Concerned Citizens, Businesses, and local town government.
-

2021-2022 Georgia Underwood Leads Piscataquis County Recovery Coach Coordinator for MARR & HA

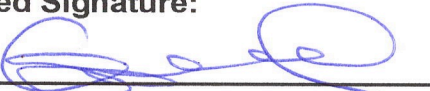
2022-2024 Recovery Cafe Network (RCN) 2-year cohort. Building Recovery Center Organizations, Developing a rural center. With help from the SOM DHHS OBH recovery support grant for two years, our fiscal Agent for Central Hall Commons (Georgia Underwood & Barbara Skinner)

2023 Applied for NP Recovery Wellness Initiative

March 2024 - Applied for funding through the Recovery Council of Maine and the Attorney General's Office and was awarded \$500,000 for two years to start the Recovery Wellness Community Center. Purchase of Building, construction, and operating support.

August 8, 2024, Doors open, followed by the Grand Opening on October 5, 2024.

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Signature of person authorized to enter into the contract with the Department:	
Name (Print): Georgia Vanderwood	Title: Executive Director
Authorized Signature: 	Date: 9-17-2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	2.00
Section III. Proposed Services	45.00	4.00
Section IV. Cost Proposal and Budget Narrative	25.00	22.50
a. Cost Proposal	5.00	0.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>28.50</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	2.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established in 2022, the Center is a collaboration between Helping Hands with Heart SUD taskforce and Piscataquis Economic Development Council. • Participated in Recovery Café model training for 2 years • Provides online and phone recovery support • Collaborates with Healthy Acadia’s Maine Association for Recovery Coaching for weekly Coach Coordination • Current Center opened August 2024 with funding from Maine Recovery Council – located in Sangerville • Staff trained in Recovery Coaching, Recovery Coach Academy (RCA), and Connecticut Community for Addiction Recovery (CCAR), This refers to the peer model, the training, and the training entity, these are not all separate models to be trained in. This demonstrates a lack of understanding about what staff are trained for and by whom. • Descriptions of the three projects were unclear, lacked details on specific accomplishments. Projects appear to be relevant to this RFP but the scope is unclear. • No meaningful engagement around Diversity, Equality, and Inclusion or culturally appropriate services
2. Subcontractors
<ul style="list-style-type: none"> • Indicates “None”
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Organization chart file is a staffing plan and unclear who the project team is.
4. Litigation
<ul style="list-style-type: none"> • Indicates “None”
5. Financial Viability
<ul style="list-style-type: none"> • Financial viability is unable to be determined as no substant financial information provided outside of IRS documents (990-EZ, approved tax-exempt letter, and 8453-TE for 2023)
6. Certificate of Insurance

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

- | |
|---|
| <ul style="list-style-type: none">• Did not provide a valid certificate of insurance on a standard ACORD form, instead provided an insurance quote and payment receipt. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	4.00

Evaluation Team Comments:

Overall, multiple service requirements were not addressed and frequently provided minimal details, demonstrating a lack of understanding of the requirements. Attachments were not labeled and were often incomplete or missing information.

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Recovery Support Center (Center)

- Center located at 20 Douty Hill Rd, Sangerville, ME. Open 40 hours, 9am-5pm. Has keyholder agreements to allow 12 step meetings.
- Indicates anyone is eligible to walk through the center doors which does not demonstrate sufficient understanding of eligibility criteria for services as described in this RFP.
- Describes staff attitudes and personal experiences that support All Pathways approach but did not describe how to ensure the Center promotes, supports, and utilizes an All Pathways Towards Recovery.
- Talks about the concerns participants may face when receiving services in a rural/frontier county but does not address the approach to an All Pathways to recovery
- Implemented an All Pathways approach based on lived experience with detox, treatment, and recovery which may be a narrow view of what an All Pathways to recovery approach would include
- 51% of current board includes affected others without direct personal lived experience as required.
- Has presence of peer advisory group, but does not describe function.
- Approach indicates an individual needs to give back was received in sobriety, this approach is not within peer fidelity.
- Strong connections with the local fire department, EMS, sheriff's office, town code enforcement officer, and the town manager and will ensure the Center facility maintains standards in compliance with federal, State, and local laws.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

- Has a calendar for all meetings, but response lacks detail on how recovery group facilitation and resource connections will occur
- Did not address coordination of peers to support participants
- Will keep a list of oriented volunteers, but did not address provisions of orientation to staff, volunteers, and participants

B. Recovery Support Services

- Staff/coaches available to engage in conversation, has a phone number participants can call, and a Facebook group participants can engage with. Lacks details on how Recovery Support Services will be provided to participants.
- Outreach and Engagement Plan includes a mixture of outreach events but does not form a cohesive plan.
- Response lacks detail on coordinating staff and programming and is insufficient to meet the expectations. Re-states staff and recovery coaches will be ready and a single type of group available during the week.
- Response does not address center staff/volunteer supporting resume development.
- Will have computers available for participants.
- All people seeking vocational support appear to be referred out.
- Response to assisting Participants with access to community supports lacks detail. Fails to address basic needs, case management, transportation, justice system navigation, and child protective service.
- Understands transportation challenges and indicates finding creative ways to help, but no details provided.
- No Center Staff and Volunteer Training and Orientation Plan provided, instead provided an orientation PowerPoint which appears to be recycled from another Recovery Center. The PowerPoint does not support the All Pathways approach and does not include staff, participants, or ongoing training plans.

C. Record Management Requirements

- Plans use of Google Drive which does not constitute a client and data management system, in addition, intends to gain access to Recovery Data Platform, but did not address how management or tracking would occur.
- Response indicates compliance and commits to implementing risk assessment and vulnerability scanning policies and procedures for collecting sensitive electronic information, but offers little detail and does not demonstrate an understanding of the expectation.
- Complying with all State and Federal laws regarding the protection of confidential and/or sensitive information was not addressed.
- Did not address compliance with all confidentiality requirements outlined in the State's IT-Service Contract

D. Center Website Requirements

- Center website is in place and meet requirements. However, ongoing maintenance not addressed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

- Did not address the MaineIT digital accessibility or social media policies
- Did not specifically address how to ensure no data is released regarding the usage of the website without the written approval from the Department.
- Did not address how to ensure any data collected, used, and reported will meet the definition of TLP White, restated response to the release of data
- Addresses policies around bulletin boards and Facebook usage, but did not address the non-use of TikTok

E. Services to be Provided to Participants

- Did not address how 1:1 coaching using CCAR (Connecticut Community for Addiction Recovery) model would be offered.
- Uses a group discussion format where recovery coaching appointments are discussed. This format brings up confidentiality concerns, particularly in a rural location, and is not aligned with peer fidelity.
- Emphasis appears to focus more on coaches' challenges and successes rather than on participant self-directed recovery goals.
- Did not address assisting participants with setting Recovery Goals, developing Recovery Action Plans, and solving problems.
- Describes limited definition of recovery capital and assisting Participants in building Recovery Capital.
- Substance-Affected Youth (SAY) is for youth affected by someone else's use, not clear how this supports building recovery capital for participants
- Facilitated Groups are limited to 3 categories (12-step, All Recovery and youth as Affected Others) which may not be sufficient
- Discusses limited mechanisms for peer leadership as opposed to peers leading supports.
- Mentions providing new participants with a meeting schedule, flyer, and pamphlets, does not address participant orientation, Rights of Recipients, how to obtain a coach, or how to access 211, the warm line, or crisis services.
- Offers and/or hosts multiple training but offers no specific details in relation to each training. The Quarterly Training Plan only provides a list of training for 2026, with no further detail.

F. Staffing Requirements

- Response to employing and/or subcontracting sufficient staff with Lived Experience focuses on a "Member of Understanding" with a partnering agency and does not provide any response related to employing sufficient staff with Lived Experience
- Does not address coordination of Recovery Center or supporting participants through relationships, training, and linkage to other recovery support services.
- There are inconsistencies in the number of staff with lived experience.
- Employment applications ask if the candidate is willing to be a recovery coach, , response did not discuss employing, subcontracting, and/or coordinating volunteer

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

Recovery Coaches with Lived Experience willing to provide Recovery Support Services under the Peer Support model.

- Response does not delineate between the separate requirements of a Registered Recovery Coach and Certified Recovery Coach, only indicates staff will need to have their certificates of completion of proper training, and the Bidder being selective about who they hire or let volunteer. This does not support an All Pathways approach, does not ensure adequate staffing levels of people with lived experience, and is not best practice in hiring people with lived experience
- Utilizes weekly meetings as the tool to ensure Registered Recovery Coaches receive full certification as a Certified Recovery Coach within 2 years. Response does not address an understanding of the requirements for becoming a Certified Recovery Coach.
- Does not address ensuring Recovery Coaches maintain registration/certification.
- CoacherVision is offered monthly through a partnering agency, no further details provided.

G. Reporting/Site Review Requirements

- Overall non-responsive to participant in Department-conducted annual site reviews of the Center program.

H. Performance Measures

- Did not respond to the Performance Measure requirements

I. Reports

- Did not respond to Reporting requirements.

2. Staffing

- Job descriptions included an assortment of responsibilities/duties but do not include any qualifications, no reference to required Lived Experience.
- Recovery Coach job description was not provided.
- Utilizes the Bangor Area Recovery Network as a consultant, but did not explain the relationship or the need for consulting.
- Staffing plan lacks key details to determine whether it represents sufficient staffing levels such as FTEs. Includes roles that are not included in the job descriptions.

3. Implementation - Work Plan

- Implementation – Work Plan is presented as ‘2025 Strategic Plan’, which is disorganized and unclear, does not identify the staff responsible, identified goals outside of center operations, and provides vague timelines for completion.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: November 3, 13, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
308,000.00	÷	342,194.00	x	25 points	=	22.50

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	0.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Proposal is missing a budget narrative. • Requesting \$342,194, including \$252,120 for personnel and 7.65% fringe rate. • All staff listed as administrative staff. • Personnel form appears incomplete/inaccurate, maintenance worker salary not included, just indicates "Vacant Maintenance 20 hrs @20", multiple math error for specific positions based on hourly rate/total hours for the agreement period/total cost, Development Director is not allowable to subsidize development operations. • Agency-wide revenue or other revenue sources not indicated. • Significant discrepancies in attachments between proposal and budget forms. |
|---|

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area (Select one (1) Target Area per proposal submission)	<input type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input checked="" type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:		19 VFW St., Lincoln, ME 04457	
Bidder's Organization Name:		Save A Life, Inc.	
Chief Executive - Name/Title:		Laura Sanborn, Board Chair	
Tel:	(207)745-8151	E-mail:	laura.sanborn@salrecoverynetwork.org
Headquarters Street Address:		19 VFW St.	
Headquarters City/State/Zip:		Lincoln, ME 04457	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Jody Stevenson	
Tel:	(207)469-8587	E-mail:	stevensongrantmanagement@gmail.com
Street Address:		487 Gilpin Rd.	
City/State/Zip:		Orland, ME 04472	

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Save a Life, Inc. (SAL) has been making inroads in raising awareness in the Greater Lincoln area through community education about substance use disorders for the past ten years - a feat accomplished through the dedication of individuals who would eventually become Board Members of the corporation which formed as a 501(c)(3) in 2018. SAL has expanded their service delivery to include the provision of recovery support services including recovery coaching for people affected by substance use disorders in the 15 communities of the Greater Lincoln Area - Lincoln, Lee, Winn, Woodville, Carroll Plantation, Springfield, Mattawamkeag, Enfield, Howland, Burlington, Seboeis, Chester, Lakeville, Lowell, and Prentiss. SAL operates a Peer Recovery Center located in Lincoln, providing a wide array of recovery-oriented support services including groups aimed at promoting and maintaining recovery for individuals with substance use disorder, support groups for affected others, individual recovery coaching, and day-to-day support to assist individuals in recovery in

pursuing their goals.

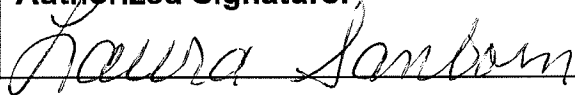
SAL's experience, resources, and strategic geographic location position the organization as a strong candidate to serve as a Recovery Support Center and successfully fulfill the deliverables outlined in this RFP.

Signature of person authorized to enter into the contract with the Department:

Name (Print): Laura Sanborn

Title: Board Chair

Authorized Signature:



Date:

9/08/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	17.00
Section III. Proposed Services	45.00	28.00
Section IV. Cost Proposal and Budget Narrative	25.00	18.54
a. Cost Proposal	5.00	3.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>66.54</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111
RFP TITLE: Recovery Support Centers - Target Area 4
BIDDER: Save A Life Recovery Resource Center
DATE: November 4, 13, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	17.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Engaged in SUD (Substance Usage Disorder) related community activities for 11 years, established as a 501(c)(3) in 2018. • Over 4,100 individuals engaged through programming, activities, and services in 2022. • Strong community ties in Lincoln County. • Provided 3 relevant projects. • Staff are trained in CCAR (Connecticut Community for Addiction Recovery) model and Director has completed CoacherVision, supporting a multiple pathway approach to services. Currently operating Center with staff trained as recovery coaches. • Has a youth recovery coaching program with weekly on-site presence in a local school. • Experience in organizing community events. • Provide outreach at multicultural events, LGBTQIA2S+ celebrations, school programs, and other diverse community gatherings. • Staff actively participate in ongoing education and training opportunities related to DEI (Diversity, Equity, and Inclusion). • Actively partners with other organizations for cultural competence in programming. • Applies the National Standards on Culturally and Linguistically Appropriate Services across operations. • Commitment to growth-oriented culture, the sharing of collective knowledge and anti-stigma work.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated none, but overview mentioned 2 specialized contractors (IT and development expertise).
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met requirement.
4. Litigation

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

<ul style="list-style-type: none">• Indicates "None".
5. Financial Viability
<ul style="list-style-type: none">• Provided 3 years (2021, 2022, 2023) of 990s tax filings and appears viable.
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and valid.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	28.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center address identified as 19 VFW St, Lincoln ME – plan to operate M-F 10a-6p, with occasional evening and weekend hours as needed. • Provides informal opportunity to self-identify through conversation. • Response illustrates a commitment to person centered recovery, supported by staff approach, training, and implementation of various programs. • Staff are observed to determine alignment with All Pathways approach and supervision provided to identify biases. Will provide confidential surveys to solicit feedback. • Proposed a collaborative network of recovery centers in the region to support resource connections but did not address how resource connections would be supported. • New staff are given an employee handbook, SOPs (Standard Operating Procedures) are discussed with a supervisor, and job shadowing is offered. • Offers virtual groups as a method for serving a rural community with limited transportation options.
B. Recovery Support Services
<ul style="list-style-type: none"> • Provides a list of free WIFI areas, and external public computers to ensure participants can access services • Telephonic and online options are robust. • Have a needs-based welcome packet for participants specific to their needs. • Affected Others are offered dedicated support groups, resource packets, and peer connection opportunities. • Coordinates staff to support participants by the staffing pattern, program schedule, and staff training. • Response to providing support to individuals with co-occurring challenges is limited to making referrals to other providers.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

- Detailed response which ensures Participants' employment needs are supported with hands-on assistance, access to PCs, and facilitating access to external services.
- Offers staff with prior experience in job coaching and career counseling.
- Detailed response to assisting Participants with access to community support. Some elements are not aligned with peer fidelity and lean towards clinical and/or case management services.
- Work closely with the Department regarding participants involved with child protective services which is not aligned with peer fidelity.
- Community Supports provided by brokering resources and a broad collaboration network.
- Center Staff and Volunteer Training and Orientation Plan is robust, detailed and comprehensive, including a two-week shadow requirement with experienced staff and close supervision. However, DEI (Diversity, Equality, and Inclusive) focused training courses was not included nor information about trainers or training organization evaluators, therefore the appropriateness of peer fidelity is unable to be gauged, particularly around the topic of ethical responsibility.

C. Record Management Requirements

- Utilizes Recovery Data Platform for client and data management.
- Utilizes an IT consultant for implementing MainIT equivalent risk assessment and vulnerability scanning policies and procedures, to ensure the dedicated website adheres to MainIT digital accessibility and social media policies, and to ensure any data collected, used, and reported on will be de-identified meeting the definition of TLP White as required by the MainIT data classification policy.

D. Center Website Requirements

- Website contains photos and brief bios of staff and board members so participants know who they will meet and who is responsible for programs and governance. Anonymous participant surveys are embedded on the site. Site is mobile compatible. Indicates low-tech options for distributing center calendar through local newspaper.
- Staff are required to review all center policies and sign acknowledgement forms.
- Plan to update policies to reflect Maine IT requirements ensuring no data is released regarding the usage of the website without the written approval from the Department and ensuring the website does not include TikTok, but does not address implementation and/or oversight.

E. Services to be Provided to Participants

- Emphasis on adhering to the Maine Peer Recovery Coach Code of Ethics in service delivery.
- Detailed response that emphasizes key pieces of the CCAR (Connecticut Community for Addiction Recovery) model.
- Utilization of the Recovery Capital Scale tool described in a person-centered way.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

- Assists in building recovery capital with participants by increasing their support system, improving coping strategies, and recovery capital training.
- Provides a Participant-driven approach to facilitated groups and named several feedback mechanisms available to participants.
- Staff are trained in virtual group facilitation.
- Offers groups and programming seven days a week. Group topics and types are diverse and unique
- Staff can accompany participants at community meetings to gain comfortability. Community inclusion support is holistically described and emphasized separately from volunteering.
- Welcome packet is reviewed with center staff support within the first 30 days. Participants engaged in recovery coaching service complete a confidential recovery coach agreement that explains roles, expectations, and confidentiality.
- Training is available to community members.
- Trainings appear to only be held at the center and/or virtually.
- The Quarterly Training Plan appears to present training topics for staff and volunteers and does not address connections with community partners.

F. Staffing Requirements

- Applicants are required to answer questions about their lived experience, which is not an appropriate hiring practice and does not align with peer principles.
- Does not address ensuring sufficient staff are employed – i.e. Additional systems.
- Detailed case review of each participant receiving RCS (Recovery Coach Services) is outside of peer fidelity.
- Assisting Recovery Coaches with completion of a Department-identified Recovery Coaching Tracking Tool was not addressed.
- Uncertain how 1.25 FTEs of recovery coaches will be sufficient. Concerns over difficulty filling the positions, especially with people with lived experience.
- FTE count not accurately calculated.
- Response does not describe plan to support staff in obtaining and maintaining certifications. Solely references tracking the requirement.

G. Reporting/Site Review Requirements

- Met requirement.

H. Performance Measures

- Discusses data submission without addressing how performance measures will be achieved.

I. Reports

- Did not address how data would be collected.

2. Staffing

- Qualifications include lived experience with SUD (Substance Usage Disorder) or other challenges.
- Recovery Center Coordinator and Recovery Coach Coordinator roles are unclear.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

- Indicate “no subcontractors to be used” but did note the use of consultants throughout the proposal.

3. Implementation - Work Plan

- Work plan includes detailed administrative tasks and who is responsible but does not appear to include broader direct service tasks.
- Plan only goes through 2/28/26, except for Quarterly reports, site visits, and close out reports.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER: Save A Life Recovery Resource Center

DATE: November 4, 13, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
308,000.00	÷	415,228.00	x	25 points	=	18.54

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	3.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Proposing \$415k, substantially higher than annual budget. • \$245k for personnel, with 7.7% fringe largely due to part time workforce. • \$21k for other expenses, including workers comp, accounting, technology, membership dues, etc. • \$28k indirect, which should include many of the costs listed in 'other' or be eliminated. |
|---|

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area <i>(Select one (1) Target Area per proposal submission)</i>	<input type="checkbox"/>	3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick
	<input type="checkbox"/>	4	Somerset, Kennebec, Penobscot, and Piscataquis
	<input checked="" type="checkbox"/>	5	Washington, Hancock, and Aroostook
Physical Location of the Proposed Center:		311 Main Street, Calais, Maine (Washington)	
Bidder's Organization Name:		Aroostook Mental Health Services, Inc.	
Chief Executive - Name/Title:		Christy Daggett, CEO	
Tel:	207-554-2352	E-mail:	cdaggett@amhc.org
Headquarters Street Address:		180 Academy Street, Suite 3	
Headquarters City/State/Zip:		Presque Isle, ME 04769	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Clare Hickey, Marketing and Grant Writing Specialist	
Tel:	207-760-1516	E-mail:	chickey@amhc.org
Street Address:		180 Academy St, Suite 2	
City/State/Zip:		Presque Isle, ME 04769	


Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.

Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All

services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Christy Daggett	Title: CEO
Authorized Signature: 	Date: September 5, 2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00
Section III. Proposed Services	45.00	28.00
Section IV. Cost Proposal and Budget Narrative	25.00	23.68
a. Cost Proposal	5.00	4.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>77.68</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Incumbent provider. • Agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through 350 staff. • Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges. • Provide outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Opened first peer drop-in Center in 1994. • 61% of agency board identify as having lived experience. • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience. • Outreach to historically disenfranchised communities including tribal and LGBTQA • Staff are required to complete cultural competency training within 60 days of hire, supplemented by tribal-led training and session on Civil Rights. • Provided 2 relevant projects, while the 3rd project is somewhat relevant. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated “No subcontractors will be utilized”.
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included and clearly identified project team roles.
4. Litigation
<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

- | |
|---|
| <ul style="list-style-type: none">• Audited financial statements provided for 2024, 2023, 2022.• Appears viable. |
|---|

6. Certificate of Insurance

- | |
|---|
| <ul style="list-style-type: none">• Provided and valid. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	28.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Response indicates Center located at 311 Main St, Calais however, proposal header indicates physical location of the proposed center is 311 Free St, open Monday-Friday 9am-5pm. Piloting extended hours that include earlier morning and later evening hours, as well as Sunday hours. • Probation office is upstairs from Center, possibly presenting a barrier to participation for individuals with justice involvement. • Center is centrally located near other services, as well as near indigenous communities. • Eligibility is established through informal conversation. • Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use. • All Pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display. • All services are Free of Charge, supported by state funding and in-kind volunteers. • Advisory council has 51% lived experience and includes affected which would not be considered lived experience. • Peers will be matched with Participants based on shared lived experience, cultural considerations, recovery pathway preferences, and specific goals identified during matching.
B. Recovery Support Services
<ul style="list-style-type: none"> • Program coordination not addressed. Indicates all current staff have “formal training on substance use disorders and have completed trainings programs through the local college or are working on their degree now.” – clinically informed education and training is not relevant to the peer model required in this RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

- Staff receive Mental Health Diagnosis, Mental Health First Aid training and Relias training in Maintaining Professional Boundaries, and Workplace Substance use, which are all outside of peer fidelity.
- Staff will be trained by MaineHealth Employment Specialists.
- Identifies numerous community partnerships with agencies that support workforce readiness.
- Offers snacks and drinks and has a food cupboard.
- Center staff provide warm handoffs.
- Provides safe use and safe sex supplies.
- Supports participants with referrals and navigation.
- Support includes connecting participants to community resources and bus passes and/or gas cards available through private fundraising.
- Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and supporting child protective services compliance with case plans (e.g., recovery support documentation, parenting group attendance) does not align with peer fidelity.

C. Record Management Requirements

- Utilizes Recovery Data Platform client and data management.

D. Center Website Requirements

- Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.

E. Services to be Provided to Participants

- Robust supervision and training oversight noted.
- Demonstrates an understanding of recovery capital and provides a plan to assist participants with building their recovery capital.
- Facilitated Group offerings are diverse.
- Accompaniment to mutual support groups and other person-driven approaches.
- In-depth description of supports around community inclusion, including social skills coaching, supportive exposure, and non-recovery focused events.
- Describes a person-centered approach to orientation that walks participants through center services, provides critical guidance on necessary topics to facilitate fuller engagement, and addresses other required areas.
- Participants' orientation held on their 1st or 2nd visit, includes the welcome packet and facility tour.
- Trauma informed practices are integrated into outreach and education.
- Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when.
- All events are facilitated with trauma-informed practices.
- The Recreational and Social Events Plan contains a mix of facilitated support groups and social events. Recreational and social event offerings are robust and diverse.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

F. Staffing Requirements

- Current Recovery Coach Coordinator has lived experience. Does not address recruitment or ongoing support for staff.
- Center manager assesses urgency and risk factors of participants seeking recovery coaching, which does not align with peer fidelity.
- Response does not address how staff and volunteers will be supported and maintained ongoing.
- Will provide individualized support to navigate any barriers, including scheduling conflicts, transportation, or access to continuing education.

G. Reporting/Site Review Requirements

- Met requirement.

H. Performance Measures

- Met requirement.

I. Reports

- Met requirement.

2. Staffing

- Job descriptions allow for affected others.
- Staffing plan notes program manager FTE 0.1 percentage, but unclear if this person will be present at the center.
- Staffing plan calls for 1.6 FTEs but does not demonstrate sufficient staffing level to meet the requirements of this RFP.
- Does not identify volunteer in staffing plan.

3. Implementation - Work Plan

- Work plan includes details related to activities, timeline, and position responsible, including those already in place.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
271,765.00	÷	286,919.00	x	25 points	=	23.68

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	4.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none"> • Requesting \$286,919 • \$159k for personal, 25% fringe • Indirect rate of 24% based on federal rate – federal indirect rate usually includes rent, utilities, administrative salaries, etc. • Hourly rate for recovery coaches appears to be below average and may contribute to higher rates of turnover and/or difficulty securing staffing |
|--|

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area <i>(Select one (1) Target Area per proposal submission)</i>	<input type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input checked="" type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:		1 Water Street, Caribou, Maine (Aroostook)	
Bidder's Organization Name:		Aroostook Mental Health Services, Inc.	
Chief Executive - Name/Title:		Christy Daggett, CEO	
Tel:	207-554-2352	E-mail:	cdaggett@amhc.org
Headquarters Street Address:		180 Academy Street, Suite 3	
Headquarters City/State/Zip:		Presque Isle, ME 04769	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Clare Hickey, Marketing and Grant Writing Specialist	
Tel:	207-760-1516	E-mail:	chickey@amhc.org
Street Address:		180 Academy St, Suite 2	
City/State/Zip:		Presque Isle, ME 04769	


Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.

Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All

services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Christy Daggett	Title: CEO
Authorized Signature: 	Date: September 5, 2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00
Section III. Proposed Services	45.00	28.00
Section IV. Cost Proposal and Budget Narrative	25.00	20.05
a. Cost Proposal	5.00	4.00
b. Budget Narrative		
<u>Total Points</u>	<u>100.00</u>	<u>74.05</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Incumbent provider. • Agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through 350 staff. • Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges. • Provides outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Opened first peer drop-in Center in 1994. • 61% of agency board identify as having lived experience • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience. • Outreach to historically disenfranchised communities including tribal and LGBTQA • Staff are required to complete cultural competency training within 60 days of hire, supplemented by tribal-led training and session on Civil Rights. • Provided 2 relevant projects, while the 3rd project is somewhat relevant. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated “ No subcontractors will be utilized”.
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included and clearly identified project team roles.
4. Litigation
<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

- | |
|---|
| <ul style="list-style-type: none">• Audited financial statements provided for 2024, 2023, 2022.• Appears viable. |
|---|

6. Certificate of Insurance

- | |
|---|
| <ul style="list-style-type: none">• Provided and valid. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	28.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center located at 1 Water St, Caribou, ME. Open 40 hours per week Monday-Friday 8am-4pm and piloting additional evening and weekend hours. Centrally located near several amenities and services. • Eligibility established through informal conversation. • Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use. • All Pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display. • Lacks detail on coordination of peers and orientation for staff, volunteers, and participants.
B. Recovery Support Services
<ul style="list-style-type: none"> • Outreach and Engagement Plan is clear and detailed. • Focused primarily on staff training and minimally describes coordination of programming. • Contacting providers and scheduling appointments on behalf of participants is outside of peer fidelity. • Staff training in “criminal thinking patterns” and Mental Health First Aid is outside of peer fidelity. • Staff will be trained by MaineHealth Employment Specialists. • Identifies numerous community partnerships with agencies that support workforce readiness. • Support includes connecting participants to community resources and bus passes and/or gas cards available through private fundraising. • Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and working directly with child protective services caseworkers does not align with peer fidelity.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

- Offers hot meals weekly, monthly food boxes, and daily snacks.
- Center staff provide warm handoffs.
- Provides safe use and safe sex supplies.
- Supports participants with referrals and navigation.

C. Record Management Requirements

- Utilizes Recovery Data Platform client and data management.

D. Center Website Requirements

- Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.

E. Services to be Provided to Participants

- Robust supervision and training oversight noted.
- Demonstrates an understanding of recovery capital and provides a plan to assist participants with building their recovery capital.
- Facilitated Group offerings are diverse.
- Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when.
- Attachment states “Center staff member will provide SUD (Substance Usage Disorder) Prevention Presentation” in several sections and is unclear what the role of center staff is other than a singular presentation.
- All events are facilitated with trauma-informed practices.
- The Recreational and Social Events Plan contains a mix of facilitated support groups and social events. Recreational and social event offerings are limited.

F. Staffing Requirements

- Current Recovery Coach Coordinator has lived experience. Does not address recruitment or ongoing support for staff.
- Center manager assesses urgency and risk factors of participants seeking recovery coaching, which does not align with peer fidelity.
- Response does not address how staff and volunteers will be supported and maintained ongoing.

G. Reporting/Site Review Requirements

- Met requirement.

H. Performance Measures

- Met requirement.

I. Reports

- Met requirement.

2. Staffing

- Job descriptions allow for affected others.
- Staffing plan notes program manager FTE 0.1 percentage, but unclear if this person will be present at the center.
- Staffing plan calls for 2.1 FTEs but does not demonstrate sufficient staffing level to meet the requirements of this RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

- Does not identify volunteer in staffing plan.

3. Implementation - Work Plan

- Work plan includes details related to activities, timeline, and position responsible, including those already in place.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Caribou)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
271,765.00	÷	338,938.00	x	25 points	=	20.05

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	4.00

Evaluation Team Comments:

- \$338k requested.
- \$183k salary, 25% fringe
- 24% fringe rate, federally approved – should include rent, utilities, etc.
- Hourly rate for recovery coaches appears to be below average and may contribute to higher rates of turnover and/or difficulty securing staffing.

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area <i>(Select one (1) Target Area per proposal submission)</i>	<input type="checkbox"/> 3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick	
	<input type="checkbox"/> 4	Somerset, Kennebec, Penobscot, and Piscataquis	
	<input checked="" type="checkbox"/> 5	Washington, Hancock, and Aroostook	
Physical Location of the Proposed Center:		106 Main Street, Suite 13, Houlton, Maine (Aroostook)	
Bidder's Organization Name:		Aroostook Mental Health Services, Inc.	
Chief Executive - Name/Title:		Christy Daggett, CEO	
Tel:	207-554-2352	E-mail:	cdaggett@amhc.org
Headquarters Street Address:		180 Academy Street, Suite 3	
Headquarters City/State/Zip:		Presque Isle, ME 04769	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Clare Hickey, Marketing and Grant Writing Specialist	
Tel:	207-760-1516	E-mail:	chickey@amhc.org
Street Address:		180 Academy St, Suite 2	
City/State/Zip:		Presque Isle, ME 04769	


Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.

Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All

services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Christy Daggett	Title: CEO
Authorized Signature: 	Date: September 5, 2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00
Section III. Proposed Services	45.00	28.00
Section IV. Cost Proposal and Budget Narrative	25.00	21.11
a. Cost Proposal	5.00	4.00
b. Budget Narrative		
<u>Total Points</u>	100.00	75.11

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Incumbent provider. • Agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through 350 staff. • Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges. • Provides outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Opened first peer drop-in Center in 1994. • 61% of agency board identify as having lived experience. • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience • Outreach to historically disenfranchised communities including tribal and LGBTQA • Staff are required to complete cultural competency training within 60 days of hire, supplemented by tribal-led training and session on Civil Rights. • Provided 2 relevant projects, while the 3rd project is somewhat relevant. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated “No subcontractors will be utilized”.
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included and clearly identified project team roles.
4. Litigation
<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

- | |
|---|
| <ul style="list-style-type: none">• Audited financial statements provided for 2024, 2023, 2022.• Appears viable. |
|---|

6. Certificate of Insurance

- | |
|---|
| <ul style="list-style-type: none">• Provided and valid. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	28.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> Center located at 106 Main St, Suite 13, Houlton, ME. Open 40 hours per week Monday-Friday 8am-4pm and additional weekend hours Centrally located near other services. Eligibility is established through informal conversation. Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use. All Pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display. Lacks detail on coordination of peers and orientation for staff, volunteers, and participants.
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<ul style="list-style-type: none"> Outreach and Engagement Plan is clear and detailed. Focused primarily on staff training and minimally describes coordination of programming. Contacting providers and scheduling appointments on behalf of participants is outside of peer fidelity. Staff training in “criminal thinking patterns” and Mental Health First Aid is outside of peer fidelity. Staff will be trained by MaineHealth Employment Specialists. Identifies numerous community partnerships with agencies that support workforce readiness. Support includes connecting participants to community resources and bus passes and/or gas cards available through private fundraising. Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and working directly with child protective services caseworkers does not align with peer fidelity.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

<ul style="list-style-type: none"> • Collaborates with local resources for monthly food boxes and daily snacks. • Center staff provide warm handoffs • Provides safe use and safe sex supplies. • Supports participants with referrals and navigation.
C. Record Management Requirements
<ul style="list-style-type: none"> • Utilizes Recovery Data Platform client and data management.
D. Center Website Requirements
<ul style="list-style-type: none"> • Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.
E. Services to be Provided to Participants
<ul style="list-style-type: none"> • Robust supervision and training oversight noted. • Demonstrates an understanding of recovery capital and provides a plan to assist participants with building their recovery capital. • Facilitated Group offerings are diverse. • Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when. • Attachment states “Center staff member will provide SUD Prevention Presentation” in several sections and is unclear what the role of center staff is other than a singular presentation. • All events are facilitated with trauma-informed practices. • The Recreational and Social Events Plan contains a mix of facilitated support groups and social events. Recreational and social event offerings are limited.
F. Staffing Requirements
<ul style="list-style-type: none"> • Current Recovery Coach Coordinator has lived experience. Does not address recruitment or ongoing support for staff. • Center manager assesses urgency and risk factors of participants seeking recovery coaching, which does not align with peer fidelity. • Response does not address how staff and volunteers will be supported and maintained ongoing.
G. Reporting/Site Review Requirements
<ul style="list-style-type: none"> • Met requirement.
H. Performance Measures
<ul style="list-style-type: none"> • Met requirement.
I. Reports
<ul style="list-style-type: none"> • Met requirement.
2. Staffing
<ul style="list-style-type: none"> • Job descriptions allow for affected others. • Staffing plan notes program manager FTE 0.1 percentage, but unclear if this person will be present at the center. • Staffing plan calls for 2.1 FTEs but does not demonstrate sufficient staffing level to meet the requirements of this RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

- Does not identify volunteer in staffing plan.

3. Implementation - Work Plan

- Work plan includes details related to activities, timeline, and position responsible, including those already in place.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Houlton)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
271,765.00	÷	321,781.00	x	25 points	=	21.11

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	4.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • \$321k requested. • \$183k salary, 25% fringe. • Indirect rate of 24% based on federal rate – federal indirect rate usually includes rent, utilities, administrative salaries, etc. • Hourly rate for recovery coaches appears to be below average and may contribute to higher rates of turnover and/or difficulty securing staffing. |
|---|

APPENDIX J

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202508111
Recovery Support Centers
Target Areas 3, 4, and 5

<i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)</i>			
Proposed Target Area <i>(Select one (1) Target Area per proposal submission)</i>	<input type="checkbox"/>	3	Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick
	<input type="checkbox"/>	4	Somerset, Kennebec, Penobscot, and Piscataquis
	<input checked="" type="checkbox"/>	5	Washington, Hancock, and Aroostook
Physical Location of the Proposed Center:		11 Free Street, Machias, Maine (Washington)	
Bidder's Organization Name:		Aroostook Mental Health Services, Inc.	
Chief Executive - Name/Title:		Christy Daggett, CEO	
Tel:	207-554-2352	E-mail:	cdaggett@amhc.org
Headquarters Street Address:		180 Academy Street, Suite 3	
Headquarters City/State/Zip:		Presque Isle, ME 04769	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Clare Hickey, Marketing and Grant Writing Specialist	
Tel:	207-760-1516	E-mail:	chickey@amhc.org
Street Address:		180 Academy St, Suite 2	
City/State/Zip:		Presque Isle, ME 04769	


Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.

Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.

Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All

services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Christy Daggett	Title: CEO
Authorized Signature: 	Date: September 5, 2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00
Section III. Proposed Services	45.00	28.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal	5.00	4.00
b. Budget Narrative		
<u>Total Points</u>	100.00	79.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25.00	22.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Incumbent provider. • Agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through 350 staff. • Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges. • Provides outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Opened first peer drop-in Center in 1994. • 61% of agency board identify as having lived experience • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience. • Outreach to historically disenfranchised communities including tribal and LGBTQA • Staff are required to complete cultural competency training within 60 days of hire, supplemented by tribal-led training and session on Civil Rights. • Provided 2 relevant projects, while the 3rd project is somewhat relevant. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience.
2. Subcontractors
<ul style="list-style-type: none"> • Indicated “No subcontractors will be utilized”.
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included and clearly identified project team roles.
4. Litigation
<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

- | |
|---|
| <ul style="list-style-type: none">• Audited financial statements provided for 2024, 2023, 2022.• Appears viable. |
|---|

6. Certificate of Insurance

- | |
|---|
| <ul style="list-style-type: none">• Provided and valid. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45.00	28.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Center located at 11 Free St, Machias, Washington County. • Plan to operate a minimum of 40 hours per week M-F 9:00 a.m. – 5:00 p.m. • Staff are also coordinating schedules to pilot extended hours on Tuesdays 7:00 a.m.- 3:00 p.m., Thursdays 11:00 a.m. – 7:00 p.m., and Sundays 1:00 p.m.-4:00 p.m. • Eligibility established through informal conversation. • Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use. • All Pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display. • All services are Free of Charge, supported by state funding and in-kind volunteers. • Advisory council has 51% lived experience and include affected others which would not be considered lived experience. • Peers will be matched with Participants based on shared lived experience, cultural considerations, recovery pathway preferences, and specific goals identified during matching.
B. Recovery Support Services
<ul style="list-style-type: none"> • Program coordination not addressed. Indicates all current staff have “formal training on substance use disorders and have completed trainings programs through the local college or are working on their degree now.” – clinically informed education and training is not relevant to the peer model required in this RFP. • Staff receive Mental Health Diagnosis, Mental Health First Aid training and Relias training in Maintaining Professional Boundaries, and Workplace Substance use, which are all outside of peer fidelity. • Staff will be trained by MaineHealth Employment Specialists.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

- Identifies numerous community partnerships with agencies that support workforce readiness.
- Support includes connecting participants to community resources and bus passes and/or gas cards available through private fundraising
- Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and supporting child protective services compliance with case plans (e.g., recovery support documentation, parenting group attendance) does not align with peer fidelity.
- Offers fresh produce via community partner
- Center staff provide warm handoffs
- Provides safe use and safe sex supplies
- Supports participants with referrals and navigation

C. Record Management Requirements

- Utilizes Recovery Data Platform client and data management.

D. Center Website Requirements

- Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.

E. Services to be Provided to Participants

- Robust supervision and training oversight noted.
- Demonstrates an understanding of recovery capital and provides a plan to assist participants with building their recovery capital.
- Facilitated Group offerings are diverse.
- Accompaniment to mutual support groups and other person-driven approaches.
- In-depth description of supports around community inclusion, including social skills coaching, supportive exposure, and non-recovery focused events.
- Describes a person-centered approach to orientation that walks participants through center services, provides critical guidance on necessary topics to facilitate fuller engagement, and addresses other required areas.
- Participants' orientation held on their 1st or 2nd visit, includes the welcome packet and facility tour.
- Trauma informed practices are integrated into outreach and education.
- Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when.
- All events are facilitated with trauma-informed practices.
- The Recreational and Social Events Plan contains a mix of facilitated support groups and social events. Recreational and social event offerings are robust and diverse.

F. Staffing Requirements

- Current Recovery Coach Coordinator has lived experience. Does not address recruitment or ongoing support for staff.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

- Center manager assesses urgency and risk factors of participants seeking recovery coaching, which does not align with peer fidelity.
- Response does not address how staff and volunteers will be supported and maintained ongoing.
- Will provide individualized support to navigate any barriers, including scheduling conflicts, transportation, or access to continuing education.

G. Reporting/Site Review Requirements

- Met requirement

H. Performance Measures

- Met requirement

I. Reports

- Met requirement

2. Staffing

- Job descriptions allow for affected others.
- Staffing plan notes program manager FTE 0.1 percentage but unclear if this person will be present at the center.
- Staffing plan calls for 1.6 FTEs but does not demonstrate sufficient staffing level to meet the requirements of this RFP.
- Does not identify volunteer in staffing plan.

3. Implementation - Work Plan

- Work plan includes details related to activities, timeline, and position responsible, including those already in place.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: November 13, 14, and December 15, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
271,765.00	÷	271,765.00	x	25 points	=	25.00

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	4.00

Evaluation Team Comments:

- Requestion \$271k
- \$145k for personal, 25% fringe
- Indirect rate of 24% based on federal rate – federal indirect rate usually includes rent, utilities, administrative salaries, etc.
- Hourly rate for recovery coaches appears to be below average and may contribute to higher rates of turnover and/or difficulty securing staffing.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/2/25 and 10/3/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded in 2016• Serves approximately 300 individuals per month• Training in cultural competency, trauma informed care, and DEI principles• Provided three relevant projects<ul style="list-style-type: none">○ Recovery center and peer recovery coaching○ Syringe exchange and harm reduction program○ Wellness Wednesdays, providing community wellness services to participants
2. Subcontractors
<ul style="list-style-type: none">• None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided
4. Litigation
<ul style="list-style-type: none">• None indicated
5. Financial Viability
<ul style="list-style-type: none">• Provided tax forms form for 2022, 2023, and 2024
6. Certificate of Insurance
<ul style="list-style-type: none">• Professional liability valid through 8/28/2026

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/2/25 and 10/3/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. 11 White Street, Rockland, open Monday, Tuesday, Thursday, and Friday 8am-1pm, and Wednesday 1pm-3pm. Plan to expand to a minimum of 40 hours per week Monday-Friday.
2. Met requirement
3. Self-identification is completed through several ways including intake forms, verbal identification, and informal peer interactions
Q: Screening process may not be in peer model, what does the screening process look like
4. Reports a supportive and inclusive approach, lacks detail on what that looks like
Provides several different types of mutual support groups and is expanding these offerings to include other types support including affected other groups
5. Reports providing all services free of charge, lacks detail on who they achieve this expectation
Plans to meet this requirement
6. Works with financial consultants to ensure they are following tax laws. Reports that they are in compliance with local zoning laws.
7. a. Provides several mutual support and peer-led groups. Coordination is managed by the Executive Director and Recovery Coach coordinator. These staff members also ensure that appropriate referrals for community resources are made.
b. Recovery Coach Coordinator coordinates peers, lacks detail
c. Met requirement

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/2/25 and 10/3/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement
2. Reports many community partnerships to support prevention and reduction of stigma. Hosts social events and educational workshops.
3. Detailed plan on staff/volunteer coordination, including the roles for all staff and volunteers.
Programming plan includes SUD/Co-occurring programs, affected other programs, and community engagement.
I: Provides life skills development
4.
 - a. Met requirements
 - b. Met requirements
 - c. Reports partnerships with employment support agencies including Department of Labor and local career centers
5.
 - a. Provides hygiene supply bags and connects participants with local resources
 - b. Met requirements
 - c. Met requirements
 - d. Met requirements
 - e. Met requirements
 - f. Has hosted social community events with current and past treatment court members
Q: Is weekly testing for justice involved participants part of the peer model?
 - g. Q: Is preparing CPS documents and attending meetings part of the peer model?
Partnership with local parenting program to provide parenting classes
 - h. Met requirements
6. Provides detailed plan to ensure all staff and volunteers are provided with an orientation that includes required training and ongoing training
Attachment 8 provides detailed plan for training and ongoing evaluation and tracking

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/2/25 and 10/3/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Lacks detail<ul style="list-style-type: none">• Reports that their system is in compliance with HHS privacy policies but lacks detail on what that means and how• Does not mention discharges• Reports that they use Recovery Capital Assessment for planning and tracking progress but does not describe how this is tracked in their system including recovery plans and progress notes2. a. Q: How does the program track recovery plans and progress notes without collecting PII or PHI? b. Met requirements3. Plan to comply if they begin collecting any information that would be protected by these requirements4. Plans to comply with this requirement if it determined to be applicable to the program
D. Center Website Requirements
<ol style="list-style-type: none">1. a. Met requirements b. Met requirements c. Met requirements2. Met requirements3. Met requirements4. Detailed plan to meet requirements5. Detailed plan to meet requirements
E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/2/25 and 10/3/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirements
2. Detailed plan to meet requirements including problem solving techniques, specific goal areas, and ongoing review
3. Met requirements
4. Facilitated groups include skill building
5.
 - a. Met requirements
 - b. Met requirements
 - c. Met requirements
6.
 - a. Participants provided with a detailed review of the Rights of Recipients
 - b. Staff and volunteers will show participants how to use the 211 directory
7.
 - a. Met requirements
 - b. Met requirements
 - c. Met requirements
 - d. Met requirementsAttachment 9- each quarter focuses on one topic
8.
 - a. P: Family events including games, workshops, fitness challenges, and group outings
 - b. Met requirementsAttachment 10: Each quarter's events focus on one topic
9. Detailed plan to meet requirements

F. Staffing Requirements

1. Mentions possibility of subcontractors to ensure staffing numbers, reported no subcontractors in other areas
2. Numbering is off
 - a. Met requirements
 - b. Met requirements
 - c. Detailed plan to meet requirements
3. Met requirements
4.
 - a. Met requirements
 - b. Detailed plan to meet requirements
5. Will use certification roadmaps to assist with tracking
Includes plan for mentorship and trainings above what is required
6. Met requirements
7. Tracking sheet to monitor attendance
Mentors will assist with signing up for CoacherVision sessions that include topics related to each coach's development

G. Reporting/Site Review Requirements

Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/2/25 and 10/3/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Met requirements
H. Performance Measures
Detailed plan to meet requirements
I. Reports
Detailed plan to meet requirements
2. Staffing
1. Attachment 11 includes job descriptions for Executive Directors, Recovery Coach Coordinator and Community Outreach Support Worker
2. Includes plan, if subcontractors are utilized
3. Attachment 12: Met requirements
4. Implementation - Work Plan
Attachment 13: Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> Founded in 2016, provide safe space for those in recovery from SUD to gain access to resources. Serving today as a community hub, offering peer led support and resource navigation, including certified Recovery Coaches. 3 projects do appear as programs, more than projects
2. Subcontractors
<ul style="list-style-type: none"> Included – none listed
3. Project Team Organizational Chart
<ul style="list-style-type: none"> Included – generic, with no specifics
4. Litigation
<ul style="list-style-type: none"> Included – none listed
5. Financial Viability
<ul style="list-style-type: none"> Included 2 years tax forms
6. Certificate of Insurance
<ul style="list-style-type: none"> Included - current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>Services are currently available mon-fri, 8 to 1pm; hours will be expanded, and larger facility relocation, with funding award.</p> <p>met</p> <p>Bidder will determine eligibility by self identification at intake, informal interactions- confidentiality ?</p> <p>Bidder ensures all pathways by their guiding principles, supportive environment, and diversity of mutual aid groups.</p> <p>Bidder ensures services are FOC by commitment to no financial barriers. Goal to increase 42% of board with lived experience to 51% by Jan 2026</p> <p>By working with 3rd party professionals</p> <p>Bidder provides coordination by access to services, led by Executive Dir & Recovery Coach Coordinator</p>
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Bidder will provide services in person by robust offering of support, services, programs, with trained staff
See att.7 - Bidder will provide outreach & activities in the community by utilizing donations to collaborate within public spaces in the region. Bidder regularly hosts social events and educational workshops
Bidder will coordinate staff by creating new staff roles, team coordination, including recovery coaches & volunteers, integrated programming
Bidder will assist with employment by integrating it with their holistic approach. Services include resume development, job searches, mock interviews, computer access, employment services, vocational preparedness, collaboration
Bidder ensures assistance to community supports by serving as a resource hub. Staff work together as resource brokers
Att. 8 - Bidder provides orientation and training by training all new staff, on going professional development, Recovery Coach Academy training

C. Record Management Requirements

Bidder will maintain data by having a system, unclear what that is
Bidder will ensure PHI by committing to privacy standards
Bidder will comply by committing to highest standards
Bidder will comply with confidentiality by not collecting data, adherence to policy

D. Center Website Requirements

Bidder will maintain website including services, events, calendar, modality info and staffed phone line. Social media presence includes Facebook & Instagram. By whom ?
met
met
met
met

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Bidder will ensure 1:1 RCS by monitoring staff training and certification
Bidder will ensure staff work with participants on recovery by establishing personalized support. Goal setting and action planning routines will be established, and review process
Bidder will assist building recovery capital by including personal, social, and community recovery resources. CCAR assessments will be conducted
Bidder will provide groups in a supportive, inclusive way, including for participants & affected others.
Bidder will provide peer led guidance by staff engaging with participants in mutual support groups, community partnerships, comprehensive support
Bidder provides orientation with each new participants' first 30 days; followed up with ongoing checkins.
Att. 9 - Bidder will provide education by increasing staffing, and established partnerships, and network of recovery allies
Att. 10 - Bidder will provide recovery events to promote connection, engagement, and community building. These events are facilitated by trained staff. Appears limited
Bidder ensures no more than 2% budgeted for events by allocation tracking, cost effective planning, joint programming

F. Staffing Requirements

Bidder will provide sufficient staff by recruitment efforts, executive director leadership. Subcontractors mentioned, but not listed in previous section
Bidder will ensure Recovery Coach coordination by employing the coordinator, overseeing engagement, training, supervision, and day to day delivery.
Bidder will provide Recovery coaches with lived experience by recruiting thru community partnerships, training, certification, oversight. Subcontracting mentioned
Bidder ensures compliance by monitoring, maintaining a detailed database
Bidder ensures ongoing certification by structured training, mentorship, tracking
Bidder ensures Recovery coaches maintain certification by tracking, and training opportunities
Bidder ensures Coachervision by organized tracking and attendance sheets

G. Reporting/Site Review Requirements

Bidder will ensure reporting by established FTP protocols
met

H. Performance Measures

met

I. Reports

met

2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Att. 11 – included – do not see lived experience mentioned Subcontractors previously not listed Att. 12 – unclear if enough full time coverage
--

3. Implementation - Work Plan

Att. 13 - included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/3/25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded in 2016• Indicates serving 300 individuals monthly at the Center, plus between 150-200 individuals attending groups monthly• Indicates peer services, navigation and Recovery Coaches• Response includes reference to culturally competent and inclusive practices, but provides little detail• Response indicates efforts specific to Diversity, Equity, and Inclusion, but offers little detail beyond a small number of community partnerships• Includes 3 projects that are relevant to the services requested in this RFP
2. Subcontractors
<ul style="list-style-type: none">• Indicates none
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Org chart does not list the number of recovery coaches or volunteers planned
4. Litigation
<ul style="list-style-type: none">• Indicates none
5. Financial Viability
<ul style="list-style-type: none">• Provided 2023 and 2024 990 tax filing documents
6. Certificate of Insurance
<ul style="list-style-type: none">• Current insurance policy cover sheet indicates professional liability only

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/3/25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Center currently open M, T Th, F 8am-1pm, and Wed 1p-3p (23 hrs/wk). Plan to expand to 40 hours if awarded, but no hours provided. Address of center 11 White St, Rockland ME. Indicates plan to collaborate with 2 other Centers to accommodate community needs.
2. Indicates plan to acquire necessary insurance
3. Eligibility determination by self-report is presented in a detailed manner, including participant intake, verbal self-reporting, and peer-to-peer conversation. Includes referrals to clinical staff for additional assessment and services as needed. Includes recognition of affected others.
4. Response indicates multiple group offerings to meet various needs, but only briefly names harm-reduction with no detail on providing services in a manner that aligns with that practice.
5. Reports board currently comprised of 424% individuals with lived experience, with plan to reach 51% by January 2026. No details shared related to plan or the total number of board members. Indicates services are offered free of charge.
6. Indicates compliance with tax laws with support from CPA firm, and compliance with local zoning laws.
7. Response indicates staff responsible for coordination efforts. Met requirement Indicates recovery coaches and trained volunteers to deliver peer support Indicates orientation activities for staff, volunteers and participants with minimal detail provided.

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/3/25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Response indicates numerous services available to participants in-person and available by phone and virtually
Services include but are not limited to peer support, recovery coaching, groups, employment support, and financial literacy
2. Response and attachment 7 include detailed plan including purpose, audiences, activities, objectives, and performance measures for outreach and engagement
3. Plan to enhance staffing and hours of operation
Includes 3 new staffing positions and brief description of responsibilities
Identified staff responsible for coordinating services, listed in response
Indicates broader collaborations and partnerships meet community needs
Indicates plans to receive participant feedback to adjust programming as needed
4. Center staff, recovery coaches, and volunteers will support participants with resume development, mock interviews, and job searches.
Computers available to participants
Collaboration with DOL and employment support programming
5. Met all requirements
6. Written response and plan included as attachment 8 include reference to specific training entities, collaboration with other centers for shared training opportunities, and a brief outline of training activities. Plan includes supervision and coaching, peer-to-peer reflection and group learning, and evaluation and assessment of training needs

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/3/25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Response indicates a commitment to data and participant tracking, and names the current tracked and planned additions, but does not provide details of the type of system or platform to be used, process for collecting or storing data. Does not meet requirement.
2. Response indicates bidder 'does not collect PII (personal identifying information) or PHI (protected health information)', but elsewhere in this proposal provides evidence of collecting both. Unsure if bidder understands what constitutes PII and PHI.
Plan to meet requirements seem satisfactory, but this evaluator has concerns related to the statement noted above.
3. Response indicates bidder 'does not collect PII (personal identifying information) or PHI (protected health information)', but elsewhere in this proposal provides evidence of collecting both. Unsure if bidder understands what constitutes PII and PHI.
Plan to meet requirements seem satisfactory, but this evaluator has concerns related to the statement noted above.
4. Bidder states that they 'are not subject to the confidentiality requirements outlined in Rider B-IT' of this agreement, which is inaccurate. This misstatement raises concern about the bidder's understanding of confidentiality and their requirements if awarded.

D. Center Website Requirements

1. Response indicates these requirements are already being met, with a plan to continue these activities if awarded
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/3/25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Response met requirement with minimal detail
2. Met requirement
3. Does not meet requirement. Response describes what the Recovery Capital tool is but does not describe how bidder will help increase recovery capital for participants.
4. Met requirement with minimal detail. Response includes a brief list of group types and some specific groups.
5. Met requirement
6. Met requirement
7. Response and Attachment 9 provides limited detail related to outreach activities
Response and attachment 9 indicate training topics and goals with little detail
Response does not include the location of trainings to be offered
8. Met requirement. Plan included in attachment 10 includes event types, specific event activities, goals, and audience. Plan also includes reference to collaborations with two other recovery centers.
9. Response includes commitment to meeting requirement, and detailed process for ensuring compliance

F. Staffing Requirements

1. Response uses terms like 'will prioritize hiring', and 'ideally with lived experience', and does not commit to meeting the requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Formal mentoring to support skill development and progress towards completing certification requirements
Plan for bidder to provide ongoing training and continuing ed opportunities to ensure alignment with certification requirements
6. Met requirement
7. Met requirement

G. Reporting/Site Review Requirements

1. Met requirement
2. Met requirement

H. Performance Measures

1. Response references use of unidentified participant tracking system, as tool for compiling accurate reporting. Unsure if this system is adequate, not described in detail. Met requirement

I. Reports

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/3/25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Commitment to meeting requirement 2. Commitment to meeting requirement
3. Staffing
1. Executive Director position indicates lived experience preferred, not required, does not include CCAR training Recovery Coach Coordinator position indicates lived experience preferred, not required, and does not include CCAR training and/or recovery coach certification or CocherVision training needed to supervise recovery coaches, a task identified in the attached job description Community Outreach Support position indicates lived experience preferred, not required, does not include CCAR training
2. Previously indicated no subcontractors to be used 4. 2.5 FTE's and volunteer recovery coaches and other volunteer positions indicated
5. Implementation - Work Plan
Work plan provided in a time bound format Plan does not include CCAR recovery coach trainings, registration, certification

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/15/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2016 • Serving 300 individuals/mo., weekly recovery meetings (additional 150-200 ppl) • Provides recovery coaching, supported by organizational partnerships • Regional leader in recovery education and overdose prevention • Board structured to include individuals with varied backgrounds, staff and volunteers trained on cultural competency and DEI principles • Provides 3 relevant projects <ul style="list-style-type: none"> ○ Peer-Led Services ○ Syringe exchange and harm reduction ○ Wellness Wednesdays
2. Subcontractors
<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provides enterprise level organizational chart
4. Litigation
<ul style="list-style-type: none"> • None indicated
5. Financial Viability
<ul style="list-style-type: none"> • Provided 990-N for 2022, and 990-EZ for 2023 & 2024 • Most recent 990s indicated positive net revenue
6. Certificate of Insurance
<ul style="list-style-type: none"> • Valid certificate of insurance provided
Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/15/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement. Bidder indicates they will collaborate with other centers to ensure coverage throughout the service area, including quarterly coordination meetings and joint events.
2. Met requirement.
3. Bidder provides a detailed description of various methods by which participants can self-identify, emphasizing a non-exclusionary approach that welcomes individuals at all stages of recovery.
4. Bidder provides list of groups and services offered and indicates efforts to expand into even more pathways towards recovery. Emphasizes work is unified by principles of low-barrier, person-centered, trauma-informed care and harm reduction practices.
5. Met requirement re: free of charge. Board currently comprised of 42% people with lived experience. States intention to expand to 51%.
6. Met requirement.
7. a. Met requirement
b. Met requirement
c. Met requirement

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/15/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Bidder provides a concise yet thorough description of RSS available through center and through telephone and web-based platforms
2. Bidder provides a concise yet thorough description of its outreach and engagement efforts, including direct outreach, partnerships and collaborations, and social events and educational workshops. Bidder provided Attachment 7, including detailed outreach and engagement plan that defines goals, target audiences, engagement strategies, and metrics as well as detailing outreach strategies ranging from community events, workshops and trainings, and collaborations.
3. Bidder provides a robust description of how it will coordinate staff and programming to support Participants' needs, including and emphasis on team coordination, volunteer recovery coach and other volunteer coordination, and coordination of programming with an emphasis on flexibility and adaptability.
4. a. Met requirement.
b. Bidder will have support available to assist participants in using technology
c. In addition to using DOL bidder will continue and expand local vocational partnerships and maintain referral lists for workforce development, as well as regional collaboration to strengthen vocational offerings.
5. Bidder provides a robust description of how it will support access to community supports, with especial depth around justice system, child protective services, basic needs, and other services.
6. Bidder provides robust description of orientation and ongoing training around core areas identified in the RFP, including trauma-informed approaches, strengths-based reflective approaches, and DEI. This includes a description of ongoing support and reflection including supervision and mentoring, and feedback and evaluation systems. Bidder provided attachment 8 as requested, including in-depth description of orientation, and skill development. Plan features shared learning session with area partners.

C. Record Management Requirements

1. Met requirement. Bidder intends to enhance existing system to include additional referrals and recovery capital. Not certain how daily information tracking would work with de-identified data.
2. Met requirement
3. Met requirement
4. Uncertain of bidder's claim that IT-Service Contract would not apply to them. Bidder addresses confidentiality aspect of IT-Service Contract in other responses.

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/15/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement
2. Met requirement
3. Bidder provides a robust description of how they will ensure no data is released from the website.
4. Bidder provides a robust description of how they will ensure data collected, used, and reported will be compliant with TLP-White
5. Bidder provides a detailed and robust description of how they will ensure their website does not include TikTok

E. Services to be Provided to Participants

1. Met requirement. Bidder discusses training Coaches will receive. Coordination of services addressed in previous responses.
2. Bidder provides concise description of how they will ensure staff and volunteers assist participants with setting goals, developing a plan, and solving problems including ongoing review of plans, provision of peer support, and navigating community resources.
3. Met requirement
4. Bidder provides a robust description of groups it offers or intends to offer ranging from groups for participants to groups for affected others. Does not explicitly discuss how groups will be offered, this is addressed in response to other questions.
5. Bidder provides a robust description of how it will provide peer-led guidance, feedback, and social support including finding mutual aid groups, community inclusion, and contributing to the community. This includes partnering with other centers as well as integrating the recovery friendly workplace initiative.
6. Bidder provides a robust description of how participants will be oriented. This includes an easy to use guide, hands on review of materials and resources and ongoing check-ins after orientation to ensure comfort, confidence, and competence with the resources introduced.
7. Bidder discusses ongoing efforts to provide education and outreach to Participants, families and Affected others. Bidder provides Quarterly Training Plan, divided into quarterly themes, including a description of topics and activities for each quarter, and evaluation activities.
8. Bidder provides a robust description of recovery-oriented recreational, social, and volunteer events, including a focus on integrating recovery principles, peer support, and trauma-informed practices into events. Bidder provided Recreational and Social Events plan, divided into quarterly themes, including particular events. Includes an emphasis on collaboration with regional partners.
9. Bidder provides detailed description of how they will ensure that they do not exceed 2% of funding being used for recreational and social events.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/15/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

F. Staffing Requirements
<ol style="list-style-type: none">1. Bidder provides a detailed description of how they will bring on sufficient staff including targeted outreach, screening processes, and roles.2. Bidder provides a particularly detailed description of how Recovery Coach Coordination will meet all requirements.3. Bidder provides a robust description of how they will recruit, train, certify and oversee volunteer recovery coaches to provide recovery support services.4. Met requirement5. Bidder provides a robust description of how registered recovery coaches will receive their full certification, including an individualized plan, mentorship and supervision, ongoing training, and progress tracking and accountability.6. Met requirement7. Met requirement. Bidder will provide mentorship and support around Coachervision, including reflective supervision, as well as documentation and reasonable accountability measures.
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Met requirement2. Met requirement
H. Performance Measures
<ol style="list-style-type: none">1. Bidder provides a concise yet detailed description of how it will meet and track progress towards performance metrics.
I. Reports
<ol style="list-style-type: none">1. Met requirement
2. Staffing
<ol style="list-style-type: none">a. Met requirementb. Bidder provides a detailed sense of how subcontractors will interact with their organization, however no subcontractors were identified in previous sectionc. Met requirement
3. Implementation - Work Plan
<ol style="list-style-type: none">a. Bidder attached work plan including tasks, responsible parties, timeline, and expected outcome. Includes episodic and some ongoing tasks. Lacks detail around provision of support services, groups, coaching, etc...
Part IV, Section IV Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• \$450k requested• Includes \$273k for salaries, and 23% fringe• \$26k identified in consultant expenses, including audit, payroll, IT consultant – not identified in earlier section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/15/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

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| <ul style="list-style-type: none">• Indirect costs (insurance, consultants, etc...) are wrapped into overall proposal |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/6/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Opened in November 2016 with 13 trained recovery coaches• Serves 300 participants monthly and an additional 100-200 via recovery meetings• Peer-led, community-rooted, utilizes CCAR trained coaches with lived experience• Organizational partnerships to support housing, employment, healthcare, and other services.• DEI strategies include inclusive programming, diversity in leadership, ongoing training and development, and collaborative partnerships.• Culturally competent and responsive services emphasize dignity, respect, and equity through plain language resources, creating safe spaces for underrepresented groups and collaborating with partners to ensure community needs are met.• Bidder described three highly relevant projects.
2. Subcontractors
<ul style="list-style-type: none">• Bidder states none.
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Lacked detail
4. Litigation
<ul style="list-style-type: none">• Bidder states none.
5. Financial Viability
<ul style="list-style-type: none">• Appears financially viable.
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/6/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Center is located at 11 White Street in Rockland. Current hours of operation are 20 hours weekly. If awarded, plans to open M-F for 40 hours as required in this RFP.
2. Met
3. Eligibility is determined through self-identification via intake form, verbally or informal peer conversation. Q- Bidder states that co-occurring or undiagnosed challenges may be explored through peer conversations to identify symptoms/behaviors that have not been formally identified, or clinical referral for further assessment- this approach might be outside of peer support scope and not person-centered.
4. Met
5. Bidder states that services are free of charge to participants. A. Bidder states that 42% of governance board has lived experience and states they have a goal to achieve the required 51% by January 2026 but does not state how they will accomplish this.
6. Met
7. a. Met Q- it is unclear what is offered by partner organizations and what is able to be delivered in house by the Bidder. b. lacks detail c. Bidder states there is a structured orientation but does not state details of what that is or how it is delivered, or by whom.

B. Recovery Support Services

1. Met
2. Attachment 7 provided. Outreach plan lacks schedule of which engagement activities are to be delivered monthly.
3. Met
4. P- aspects of securing employment including follow up communication, professionalism, presentation and transferable skills noted.
5. P- Shower bag program is innovative. P- referral partnership with local healthcare clinic for Wellness Wednesdays strengthens access to coordinated care. P- peer guidance for harm reduction understanding with family focus. P- child protective services support is robust and within peer fidelity.
6. Attachment 8 provided. N- Heavy reliance on Area 3 collaboration to meet requirements. Q- Bidder states a requirement that staff and volunteer coaches participate in peer support groups, it is unclear if these are group supervision type groups or peer recovery support groups that participants would also take part in. A requirement that coaches participate in peer recovery support groups would be outside of peer fidelity.

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/6/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

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| <ol style="list-style-type: none">1. Does not meet requirements. Response is vague, does not mention specific platform or methods used, therefore Bidder cannot ensure that it complies with HHS Privacy policies.2. N- Bidder states that they do not collect or store PII or PHI, however record management requirements of this RFP require that they do so. E.g.- referral information to clinical partners or treatment or recovery plans could contain PII and/or PHI.3. Does not meet requirements.4. Does not meet requirements. |
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D. Center Website Requirements

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| <ol style="list-style-type: none">1. Met2. Met3. Met4. Met5. Met |
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E. Services to be Provided to Participants

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| <ol style="list-style-type: none">1. Q- Bidder states that their programming bridges the gap between treatment and sustained recovery and is utilized for family and friends. The CCAR Recovery Coach model teaches an All-Pathways approach to support that may not include treatment and is not intended to be an Affected Others support model.2. Met3. Met4. Met5. Met, c., Contributing to and enjoying one's community- mainly addressed through volunteering at the center and employment support.6. Met7. Attachment 9 provided, plan is robust and meets requirements.8. Attachment 10 provided. P- Bidder notes post event reflective sessions with participants to support application of learning.9. N- reliance on shared resources of Area 3 collaborative partnership may not be a sustainable plan. |
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F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Coastal Recovery Community Center

DATE: 10/6/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Q- Bidder states they are committed to employing staff with lived experience of substance use disorder (SUD), co-occurring disorders, or other recovery journeys. It is unclear what is meant by other “recovery journeys” as the primary lived experience relevant to this RFP is substance use and/or cooccurring challenges. Q- description of Recovery Coach Coordinator and Outreach Coordinator roles state “ideally with lived experience”- with limited staff positions, it is uncertain that the Bidder can ensure sufficient staffing of people with lived experience without prioritizing LE in these roles.

1. Q- Bidder notes part of volunteer recovery coach supervision to include “case review sessions”, depending on the format of these sessions, this could be outside of peer fidelity.
2. Met. Q- what measure is used to determine a potential recovery coach can “demonstrate readiness to support others” as Bidder states?
3. Met.
4. P- Mentorship with senior certified staff.
5. Met.
6. Met.

G. Reporting/Site Review Requirements

1. Met
2. Met

H. Performance Measures

1. N- Bidders approach to assessing participant needs for the purpose of referrals may be outside of peer fidelity.

I. Reports

1. Met

2. Staffing

- a. Attachment 11 provided, N- Staff roles do not require lived experience, requiring a bachelor’s degree for each position may reduce available candidates and be unnecessary for the scope of the center’s community based work that is centered around lived experience and not formal education.
- b. Met.
- c. Attachment 12 provided, Met.

3. Implementation - Work Plan

- a. Attachment 13 provided, Met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/7/25 and 10/8/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Operated a DHHS contracted Recovery center since 2018, been in current location since 2023• Operates a peer run center in Portland• Member of the Maine Health Access Foundation's Health Equity initiative• Provided three relevant projects<ul style="list-style-type: none">○ Lincoln County Recovery Community Center○ Bath Recovery Community Center○ Peer Support Services at Riverview Psychiatric Center
2. Subcontractors
<ul style="list-style-type: none">• Provided
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided
4. Litigation
<ul style="list-style-type: none">• None indicated
5. Financial Viability
<ul style="list-style-type: none">• Provided three years
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, expires 7/1/2026

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/7/25 and 10/8/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. 3 Hall St, Newcastle open Monday-Friday 9am-5pm. Plan to expand events past the current 40 hours a week
2. Met requirements
3. Self-identification is completed on the RDP kiosk and through conversation with staff
4. Detailed plan on how to ensure an All Pathways Towards Recovery approach
5. Met requirements
6. Detailed plan to comply with all relevant laws
7.
 - a. Detailed plan includes scheduling groups, facilitator training, resource navigation, and follow-up.
 - b. Detailed plan that includes peers providing coaching, workshops, and skill development
 - c. Met requirements

B. Recovery Support Services

1. Detailed plan describing in person and telehealth/web based services
2. Attachment 7: Detailed plan for community outreach including education, warm hand offs, attending local events, and collaborations
3. Programming is reviewed using surveys, focus groups, and informal feedback
4.
 - a. Includes skill building, interview prep, and resume writing
 - b. Met requirements
 - c. Bi-weekly Employment Opportunity Hour
Plans to strengthen relationship with Department of Labor
5.
 - a. Full time Housing Navigator at the center through additional programs offered by bidder
Onsite hygiene kits and clothing
 - b. Met requirements
 - c. Provides supplies and education around harm reduction
 - d. Met requirements
 - e. Collaborations with local transportation agencies and has a center van
 - f. Bidder runs a Reentry Community Navigation program that can be accessed by center participants
 - g. Met requirements
 - h. Plans to connect participants to a variety of services including veteran, faith based, and domestic violence programs
6. Attachment 8: Detailed plan for orientation, initial training, and ongoing training
Bidder has each staff member complete an annual training plan

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/7/25 and 10/8/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

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| <ol style="list-style-type: none">1. Bidder will utilize RDP for client and data management2. <ol style="list-style-type: none">a. Met requirementsb. Met requirements3. Met requirements4. Met requirements |
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D. Center Website Requirements

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| <ol style="list-style-type: none">1. <ol style="list-style-type: none">a. Met requirementsb. Met requirementsc. Met requirements2. Met requirements3. Met requirements4. Met requirements5. Met requirements |
|--|

E. Services to be Provided to Participants

- | |
|---|
| <ol style="list-style-type: none">1. Detailed plan on how one on one coaching is provided, including training, matching process, and types of coaching supports provided2. Detailed plan for person centered goals, plans, and problem solving3. Includes nutrition and holistic wellness supports4. Detailed plan to meet requirements5. <ol style="list-style-type: none">a. Provides mutual support groups as well as, finding and accompanying participants to community based mutual support groupsb. Met requirementsc. Met requirements6. <ol style="list-style-type: none">a. Met requirementsb. Plans to demonstrate how to utilize resources7. Attachment 9: Plan includes what topics would be taught, where, and that educational programs will be held quarterly. Did not include a quarterly schedule of planned training topics8. Attachment 10: Plan includes past and proposed social activities9. Met requirements |
|---|

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsense

DATE: 10/7/25 and 10/8/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Met requirements2. <ol style="list-style-type: none">a. Met requirementsb. Met requirementsc. Met requirements3. Detailed plan on recruiting Recovery Coaches with Lived Experience4. <ol style="list-style-type: none">a. Met requirementsb. Met requirements5. Prefers to hire fully certified coaches but will provide training and tracking of certification process for strong candidates who are not certified6. Detailed tracking plan that includes providing supervision, training, and corrective action plans when appropriate7. Met requirements
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Met requirements2. <ol style="list-style-type: none">a. Met requirementsb. Met requirements
H. Performance Measures
<ul style="list-style-type: none">• Detailed implementation and tracking plan
I. Reports
<ul style="list-style-type: none">• Met requirements
1. Staffing
<ul style="list-style-type: none">• Attachment 11: Met requirements• Met requirements• Attachment 12: Detailed staffing plan provided
2. Implementation - Work Plan
Attachment 13: Implementation plan lacks detail

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> A DHHS contracted Recovery Community Center since 2018; they have developed programming for harm reduction, housing, recovery coaching, and food/shelter. 3 projects met
2. Subcontractors
<ul style="list-style-type: none"> Studio B
3. Project Team Organizational Chart
<ul style="list-style-type: none"> Met - included
4. Litigation
<ul style="list-style-type: none"> Met – included none
5. Financial Viability
<ul style="list-style-type: none"> Met – included 22,23,2024
6. Certificate of Insurance
<ul style="list-style-type: none"> Met – included, current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>Commit to continuing 40 hrs per week, goal to expand to nights and weekends met</p> <p>utilize a check-in kiosk with RDP interface, to allow self-identity, along with direct dialog between staff and guest</p> <p>commit to all pathways in recruiting and hiring staff, groups and events, for all recoverees</p> <p>all services are free, agency bylaws direct majority with lived experience met</p> <p>thru daily supervision and training of staff and volunteers. Orientation held for recoverees and new participants</p>
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Trained recovery coaches providing 1on1 support, telephonically and on social media
Att.7 - Met-attached-collaboration with other agencies, and participating in community events

The staff are trained and supported to guide and mentor; group sessions are adapted to SUD programming

Expand employment focused opportunities, host bi-weekly Employment Opportunity Hour; provide job training and skill building, provide computer access

Acting as resource navigators, programming, and emergency crisis funds

Att.8 - Training – met- attached: comprehensive orientation and training, for all new team members and staff

C. Record Management Requirements

Continue to utilize RDP platform, tracking from referral to discharge met

encryption of sensitive data, and multi factor authentication

creation of policies and practices to ensure compliance

D. Center Website Requirements

Currently, Facebook page provides info; using social media for community engagement; website launch planned

Met- appear to understand compliance measures

Met-plan to implement strict protocols

Met

Met

E. Services to be Provided to Participants

By providing trained recovery coaches and facilitated groups; setting individual goals
Utilizing RAP Recovery Action Plan, as centerpiece of working relationship with participants

Coaches guide recoverees thru resources

Offer broad range of facilitated groups

Recovery coaches serve as mentors, guiding participants thru local and virtual support groups

New participants are provided with info and recovery coach options

Met – attached

Met – attached

By budget monitoring and seeking in-kind and funded support

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsense

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Propose new staffing model, focus on recruitment Presenting clear outline of duties and responsibilities – too brief Establishing clear criteria, focused recruitment Verification and tracking Met Met Met
G. Reporting/Site Review Requirements
Met Met
H. Performance Measures
Met
I. Reports
Met
2. Staffing
Met Met Met
3. Implementation - Work Plan
Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10.15.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none"> • Incumbent provider since 2018 • Closed second Center in Bath to focus on center reflected in this proposal • Operates MH Peer Center in Portland • Operates harm reduction, food security, and jail-based programs • Indicates internal and community DEI work, including being a member of Maine Health Access Foundation Health Equity Initiative • Includes 3 relevant projects <ol style="list-style-type: none"> 1. Current Center in Lincon Co 2. Former Center in Bath 2018-2025 3. Peer Services in Riverview Psych Hospital 2003-2023
2. Subcontractors	
	<ul style="list-style-type: none"> • Lists one subcontractor – Studio B – art and recovery
3. Project Team Organizational Chart	
	<ul style="list-style-type: none"> • Met requirement
4. Litigation	
	<ul style="list-style-type: none"> • Indicates none
5. Financial Viability	
	<ul style="list-style-type: none"> • Includes audited financial reports for years 2022, 2023, and 2024 • Appears to demonstrate financial viability
6. Certificate of Insurance	
	<ul style="list-style-type: none"> • Included and valid

Part IV, Section III Proposed Services	
A. Recovery Support Center (Center)	
	<ul style="list-style-type: none"> • Center located at 3 Hall St Newcastle <p>Commits to operating center M-F 9-5 with occasional evening and weekend events.</p> <ul style="list-style-type: none"> • Met requirement • Met requirement • Met requirement with detailed response • Met requirement. Indicates agency by-laws include mandate that 51% of directors identify as having lived experience • Met requirement with detailed response • Met requirement with detailed response
B. Recovery Support Services	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10.15.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Met requirement
- Met requirement
- Met requirement with detailed response
- Plan to host a bi-weekly employment opportunity hour group
Plan to host employment fairs at the center
Facilitates connections to local employers with reference to past successes
Plan to strengthen partnership with Career Center
- Met requirement
- Training/orientation plan does not include CCAR recovery coach training

C. Record Management Requirements

- Plan to continue using Recovery Data Platform
Met requirement
- Met requirement
- Met requirement
- Met requirement

D. Center Website Requirements

- Commits to launching center dedicated website
Met requirement
- Met requirement
- Met requirement
- Met requirement
- Met requirement

E. Services to be Provided to Participants

- Met requirement with detailed response
- Met requirement with detailed response
- Includes plans for supporting the development of recovery capital outside of recovery coaching
Detailed response
- Center participants help dictate the evolving schedule of groups offered
Met requirement
Includes sample group offerings
- Met requirement
- Met requirement
- Response does not indicate audiences for trainings, or plan to develop these connections
- Response includes limited example of activities
Met requirement
- Will use separate funds to augment reliance on contract funds for these activities

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10.15.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Met requirement
F. Staffing Requirements
<ul style="list-style-type: none"> • Met requirement with detailed response • Met requirement with detailed response • Met requirement • Programs assistant position support tracking and completion of requirement • Preference for hiring coaches who have attained certification, willingness to support training and certification as needed • Met requirement with detailed response • Met requirement
G. Reporting/Site Review Requirements
<ul style="list-style-type: none"> • Met requirement • Met requirement
H. Performance Measures
<ul style="list-style-type: none"> • Met requirement
I. Reports
1. Met all requirements
2. Staffing
<ul style="list-style-type: none"> • Job descriptions include qualifications and responsibilities • Subcontractor Studio B will provide recovery focused arts activities and community events • Staffing plan indicates 4 FTE supplemented by 6-7 volunteer recovery coaches
3. Implementation - Work Plan
Work plan offers limited detail, limited activities, and timeline lacks specificity

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/16/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Operated a recovery community center with sites in multiple locations since 2018• Part of MeHAF Health Equity Cohort, has established goals and expectations regarding board composition, agency leadership, and overall workforce• Discusses efforts of parent org to provide culturally competent services – harm reduction, mobile food and outreach, support programs for homelessness• Provided 3 relevant projects<ul style="list-style-type: none">○ Lincoln County Recovery community Center○ Bath Recovery community center○ Peer support services at Riverview Psychiatric Center
2. Subcontractors
<ul style="list-style-type: none">• Met requirement. Bidder proposes one subcontractor, Studio B, details provided on subcontract qualifications.
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Enterprise level organizational chart attached. Lacks detail at the project level.
4. Litigation
<ul style="list-style-type: none">• None indicated
5. Financial Viability
<ul style="list-style-type: none">• Audited financial statements provided for 2024, 2023, 2022• Bidder saw minor losses in 2022 and 2023, but appears viable.
6. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance attached

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/16/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement. Intends to collaborate with other organizations throughout region to extend geographic availability of services.
2. Pledges to review requirements to be in compliance
3. Met requirement
4. Bidder provides robust description about how it ensures the center embraces all pathways to recovery, including training, centering participant voice and choice, and emphasizing physical and emotional safety within the space.
5. Met requirement
6. Provides robust description of how it will maintain compliance with federal, state, and local laws, including who is responsible, oversight and compliance mechanisms, and procedures to ensure compliance.
7. a. Bidder provides a robust description of how they will coordinate recovery group facilitation and resource connections, including scheduling and oversight, facilitator support and training, resource navigation, and continuity of care.
b. Bidder provides a robust description of how they will coordinate peer supports and recovery support services, including coach assignment and scheduling, matching participants to supports, service integration, and ongoing supports.
c. Met requirement

B. Recovery Support Services

1. Met requirement
2. Bidder provided Outreach and Engagement Plan. Plan includes detailed description of outreach and engagement activities including direct outreach, collaboration with providers, training and education, website, referral relationships, and continuous community feedback.
3. Bidder provides a robust description of how it will coordinate staff and programming to support participants' needs, describing in depth how they will coordinate staff and roles ranging from peer recovery staff through describing in depth how they will coordinate staff and roles, programming, the systems used to support coordination and communication, and flexibility and accessibility. Bidder highlights support for co-occurring disorders, services for undiagnosed challenges, and programming for affected others.
4. Met requirement
5. The Bidder concisely describes appropriate supports provided around all of the indicated areas.
6. Bidder provided Staff and Volunteer Training Orientation Plan. Plan includes robust description of orientation and core trainings touching on all of the required area. DEI trainings indicate a focus on cultural humility and unconscious bias, and All Pathways to Recovery is emphasized in core trainings. Ongoing support including reflective supervision and community partnership training is highlighted.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsense

DATE: 10/16/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

C. Record Management Requirements

1. Met requirement
2. Bidder states that chosen platform is compliant and commits to compliance.
3. Met requirement
4. Met requirement

D. Center Website Requirements

1. Met requirement
2. Met requirement
3. Met requirement
4. Bidder provides a robust description of how they will meet the definition of TLP White during data collection, use, and reporting. This includes de-identification, masking and generalization, minimal data collection, secure handling, verification and quality assurance, and maintaining documentation.
5. Met requirement

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/16/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Bidder provides a robust description of how they will offer recovery coaching services including the types of activities involved, the matching process, the ongoing relationship, and supervision.
2. Bidder provides a robust description of how they will provide around Participants setting and actualizing a recovery action plan, including a step by step process towards long-term empowerment and sustainability.
3. Bidder provides a robust description of how the center will help build the three pillars of recovery capital, including descriptions of RSS surrounding areas within each pillar.
4. Bidder provides a robust description of groups offered by the center. Bidder emphasizes participant leadership and voice, including identifying new groups, and openness to new ideas. Does not explicitly identify groups around early recovery, relapse preventions, or reconnection to family and community. Grief group is only group identified related to Affected Others.
5. Bidder provides concise description of how they will provide peer-led guidance to support finding mutual aid groups, community inclusion, and contributing to the community.
6. Met requirement. Orientation to varying resources and services includes in-person introduction and demonstration.
7. Bidder provided Quarterly Training Plan, including required areas including concise descriptions for each area.
8. Bidder provided Recreational and Social Events Plan detailing group outings, social gatherings, volunteer events. Bidder provided description of 4 proposed regular offerings.
9. Met requirement

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/16/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Bidder describes in depth how the center will employ sufficient staff with lived experience, starting with the recruitment and hiring process. Bidder describes key roles needed for center to function and effectively support and coordinate staff. Staff are encouraged to share their own experiences with recovery as appropriate and receive ongoing support by coordinators.
2. Met requirement
3. Met requirement
4. Met requirement
5. Response lacks detail, however this is captured in response to 4 above.
6. Bidder provides a robust description of how they will ensure that Recovery Coaches will be registered including policy, tracking and monitoring, training and supports, oversight, continuing education, and accountability.
7. Met requirement

G. Reporting/Site Review Requirements

1. Met requirement
2. Met requirement

H. Performance Measures

1. Bidder provides a concise description of how each performance objective will be achieved and tracked.

I. Reports

1. Bidder provides a concise description of how each report will be completed and in select cases by whom or by which team.

2. Staffing

- a. Bidder provided job descriptions including all required elements.
- b. Met requirement – 1 subcontractor identified, Studio B
- c. Bidder provided staffing plan, including all relevant positions. Notes staffing overlap to ensure sufficient staff levels.

3. Implementation - Work Plan

Bidder provided Work Plan including some activities. Work plan lacks many details, including more granular tasks and services to be offered.

Part IV, Section IV Cost Proposal and Budget Narrative

- Narrative appears to be missing fields
- Requests \$636,400, does not match budget forms
- \$360k in salaries, with 23.54% fringe
- Indirect costs at \$106k, does not match budget forms
- Travel costs do not match between budget forms and narrative
- \$3k of accountants, could be included in indirect

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsense

DATE: 10/16/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|---|
| <ul style="list-style-type: none">• Nothing indicated for subcontractors although Studio B identified in proposal |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/10/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder has operated recovery centers in Lincoln County since 2018• Bidder notes long standing recovery center operation in Portland.• Bidder notes experience with traditionally excluded and marginalized populations, harm reduction, supportive housing, recovery coach services to incarcerated individuals, and emergency food and shelter programs.• Bidder states they have significant area partnerships• Cohort member of the Maine Health Access Foundation’s Health Equity initiative• Bidder offers culturally appropriate meals to people in their emergency food and shelter program.• Bidder provided a description of three projects- two are relevant, the third project, Peer Support Services at Riverview Psychiatric Center, is somewhat relevant but uses a different peer support model than required in the RFP and has a different target population.
2. Subcontractors
<ul style="list-style-type: none">• Studio B
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Lacks details specific to the proposed center/project team
4. Litigation
<ul style="list-style-type: none">• Bidder states none
5. Financial Viability
<ul style="list-style-type: none">• Appears financially viable
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, current.

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/10/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Located at 3 Hall St. in Newcastle, currently operates 40 hours per week, Monday-Friday. P- long term lease in place.
2. Met
3. Met
4. P- Bidder states that staff and volunteers will be screened to discern their values as they relate to the All Pathways approach. P- Center participants participate in hiring and training processes. P- selection of groups and programming is participant driven, by people with lived experience, to ensure that the All Pathways approach is affirmed and meets the needs of participants.
5. Response lacks detail.
6. Met.
7. P- Bidder states that they recruit, train and schedule qualified facilitators, including volunteers, and provide ongoing support. P- Bidder states that participant needs, preferences, and recovery pathways are prioritized in matching with recovery coaches/support including cultural, linguistic, experiential alignment whenever possible. P- engages participants in development and delivery of workshops, events, celebrations and community engagement. P- Volunteer Committee has significant decision making power in programming and initiatives.

B. Recovery Support Services

1. Met
2. Attachment 7 provided. P- Specialized outreach is provided to first responders, criminal justice agencies, and healthcare providers to ensure effective referrals. P- multilingual outreach materials.
3. For cooccurring support, Bidder states programming is intentionally designed to integrate discussions of mental health and wellness. P- services for undiagnosed challenges as described are person-centered.
4. P- To support the sustainability of employment for participants, the center will offer skill building opportunities in time management, attentive listening, and positive stress response development.
5. P-Center participants are able to access Commonsplace's Housing Supports program and HOME Services as well as a full-time Housing Navigator available onsite. P- staff are available to support participants at appointments if requested. P- part of a transposition pilot program with the CDC for medically managed withdrawal. Q- ensuring understating of processes and compliance with child protective services may be outside of scope for recovery coach staff. P- access to a fund for one-time-need financial support.
6. Attachment 8 provided, plan is robust. P- All Pathways principles training includes emphasizes neutrality, choice, and empowerment – ensures peer fidelity.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsense

DATE: 10/10/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

C. Record Management Requirements
1. Utilizes Recovery Data Platform RDP, Met. 2. Met. 3. Met. 4. Met.
D. Center Website Requirements
1. Met. 2. P- mobile-friendly functions for accessibility. 3. Met. 4. Met. 5. Met.
E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/10/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. P- emphasis on the core competencies of the CCAR model – ensures model and peer fidelity. P- coaches can meet with participants in the community- accessibility and peer model. P- matching process includes opportunity to express preferences for the Recovery Coach they would feel most comfortable with and lived experience and recovery capital – best practice to have LE match the recoveree as much as possible.
2. Bidders response in this section demonstrates a clear understanding and utilization of the CCAR model.
3. Met.
4. Bidder states that the current menu of facilitated groups was developed by community members who attend, including people in active use, people in early recovery, people in longer-term sustained recovery, and a range of affected others – demonstrates person-centered and peer-led approach. P- wide range of facilitators for groups.
5. staff/volunteers are available to attend groups with participants to provide in-person support to navigate new environments, try different approaches, overcome barriers. This includes a de-brief with participants to identified what went well or what is needed ongoing. P- community inclusion support includes cultural activities, faith communities, or recreational groups. P- Giving back, as part of recovery capital, includes civic engagement, and community participation beyond opportunities to volunteer at the center.
6. P- written copies of the Rights of Recipients are provided and questions are encouraged to ensure understanding. P- staff demonstrate how to use 211 resource. P- staff explain the difference in recovery supports and crisis supports with regard to 988/Maine Crisis Line.
7. Attachment 9 provided. Met.
8. Attachment 10 provided. N- Community contribution minimally described in narrative but no examples of offerings listed.
9. Met.

F. Staffing Requirements

1. Met.
2. Met.
3. Met.
4. Met.
5. N- Bidder did not address how 25 hours of Coachervision or 500 direct coaching hours would be supported, the requirements for a Certified Peer Recovery Coach.
6. Bidder states that Recovery Coaches who are within their training window but not yet certified are paired with a certified Coach or Coordinator for mentorship and quality assurance.
7. Met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: Commonsplace

DATE: 10/10/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

G. Reporting/Site Review Requirements
1. Met. 2. Met.
H. Performance Measures
1. Met.
I. Reports
1. Met.
2. Staffing
a. Attachment 11 provided. Executive Director role is not included but was noted as project lead on the organizational chart provided. b. Met. c. Attachment 12 provided. Is it unclear from this plan which roles are currently filled and which ones are vacant at this time.
3. Implementation - Work Plan
a. Provided, minimally met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/8/25 and 10/9/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Runs recovery center in Belfast• Runs recovery residence in Scarborough• Belfast center supported more than 1500 individuals in 2024• Collaboration with two other area recovery centers• Provided three relevant projects<ul style="list-style-type: none">○ Backpacks for Reentry○ Recovery Residence○ Community Liaison Officer Support and Engagement Project
2. Subcontractors
<ul style="list-style-type: none">• None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided
4. Litigation
<ul style="list-style-type: none">• Provided
5. Financial Viability
<ul style="list-style-type: none">• Provided for 2022, 2023, and 2024
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, expires 4/1/2026

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/8/25 and 10/9/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. 147 Waldo Ave, Suite 108, Belfast open Monday to Friday 8am-4pm, plans to expand into weekend and evening hours. Dedicated peer support staff are available from 10am-12pm Monday to Friday, plans to expand peer staffing hours to 40 hours.
2. Met requirements
3. Self-identification is done through informal conversation
4. Met requirements
5. Plans to meet requirements
6. Indicates an understanding of federal, state, and local laws with a plan to meet requirements
7.
 - a. Met requirements
 - b. Met requirements
 - c. Detailed staff and volunteer orientation plan, includes teaching staff how to utilize the resources that should be provided to participants ex. 211

A. Recovery Support Services

1. I: Includes twice weekly groups based in restorative justice
Weekly "fun Fridays" for family and community connection
Wellness groups including Tai Chi
2. Plans to increase outreach and engagement activities
Attachment 7: Detailed outreach and engagement plan
I: Includes quarterly community awareness events and bi-annual provider trainings
3. Met requirements
4.
 - a. Plans to meet requirements
 - b. Met requirements
 - c. Met requirements
5.
 - a. Bidder has local collaborations for basic needs and when available provides snack, clothes, and hygiene items in the facility
 - b. Bidder provides Substance Use services through a separate program and has collaborations with local agencies
 - c. Met requirements
 - d. Met requirements
 - e. Met requirements
 - f. Bidder has a Community Justice department
 - g. Met requirements
 - h. Met requirements
6. Attachment 8: Detailed staff and volunteer training plan

B. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/8/25 and 10/9/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirements
2. a. Met requirements
b. Met requirements
3. Met requirements
4. Met requirements

C. Center Website Requirements

1. a. Bidder plans to start a dedicated center website with all required components
b. Met requirements
c. Met requirements
2. Lacks detail on what accessibility measures will be used
3. Met requirements
4. Met requirements
5. Met requirements

D. Services to be Provided to Participants

1. Coaching is provided in person, virtually, and at safe community locations
2. Lacks detail on how Bidder will assist with problem solving, includes a plan for assisting with resources but not problem solving skills
3. Met requirements
4. Plans to expand facilitated group offerings
5. a. Bidder provides anonymous comment cards to for peer led feedback
b. Met requirements
c. Met requirements
6. a. Met requirements
b. Met requirements
7. a. Will be completed quarterly and as requested by local schools
b. Met requirements
c. Weekly Fun Fridays and quarterly workshops
d. Met requirements
Attachment 9: Provided detailed education and outreach plan
8. a. Bidder plans daily, weekly, and quarterly events
b. Met requirements
Attachment 10: Provided recreational and social events plan
9. Met requirements

E. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/8/25 and 10/9/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Provided detailed plan for recruitment and retention of staff with lived experience2. <ol style="list-style-type: none">a. Lacks details on coordination and oversight of RCS provisionsb. Met requirementsc. Met requirements3. Met requirements4. Recovery Coach Coordinator will ensure that all applicates are either a Registered or Certified Recovery Coach and will supervise and track progress to ensure full certification5. Bidder plans to provide structured oversight that includes guidance and support in finding appropriate trainings6. Met requirements7. Will provide in house CoacherVision and connection to statewide partners to ensure monthly CoacherVision for each coach
F. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Met requirements2. <ol style="list-style-type: none">a. Met requirementsb. Met requirements
G. Performance Measures
<ol style="list-style-type: none">1. Provided a plan to meet each performance measure
H. Reports
<ol style="list-style-type: none">1. Met requirements
2. Staffing
<ul style="list-style-type: none">• Attachment 11: Not marked as an attachment. Met requirements• None indicated• Attachment 12: Met requirements
3. Implementation - Work Plan
<ol style="list-style-type: none">1. Attachment 13: Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> Bidder seeks to support and sustain Project Connect, growing demand for recovery, community-based services. Twilight House and Project Connect offer coaching, counseling, and harm reduction. 3 projects listed
2. Subcontractors
<ul style="list-style-type: none"> Met – included none listed
3. Project Team Organizational Chart
<ul style="list-style-type: none"> Included – positions only, no names included
4. Litigation
<ul style="list-style-type: none"> 4 cases, including age, disability, human rights
5. Financial Viability
<ul style="list-style-type: none"> Met – included 3 years
6. Certificate of Insurance
<ul style="list-style-type: none"> Met – included current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>Currently open Mon-Fri, 8 to 4pm; hosting meetings & events in the evenings. Intend to add additional staff with grant funds if awarded</p> <p>Met</p> <p>no formal screening conducted, anyone can self-identify. First time visitors get a tour...goal is to be low barrier by fostering culture, and respecting all journeys, cross collaborating for those who self-identify</p> <p>services are free of charge, supported by grant funds. 51% assured by establishing governing board & advisory council</p> <p>Met</p> <p>Att. 8 - staffing coordination by dedicated roles Community Center Coordinator & Recovery Coach coordinator; overseeing day to day operations.</p>
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

By providing 1on1 recovery coaching, hosting and facilitating mutual aid groups and meetings. Recovery coaches also available virtually & telephonically

Met - See app.7 – by participating in provider meetings, resource fairs, and community collaborations

By direct contact with CCC, 1on1 screening with Recovery Coach Coordinator; regularly monitor service utilization trends

By providing access to computers; and collaborating with employment services

By directly, or through partnerships, offers continuum of housing options. Offer harm reduction resources, Narcan, and transportation services. It's mentioned they offer clinical SUD ?

Met – see app.8 – training plan includes structured onboarding in the 1st 30-90 days (too big a window),

C. Record Management Requirements

Met – by using dedicated HER

Met

Met

Met

D. Center Website Requirements

Met – in the process of launching center specific website

Met

Met

Met

Met

E. Services to be Provided to Participants

By assigning 1on1 recovery coach services to each participant

By assisting in creating Recovery Action Plan, goal setting, and matching resources

By making referrals, encouraging participation in groups & activities, and recovery capital assessments

Variety of weekly facilitated groups, consisting of multiple pathways

Project Connect ensures the programming is peer informed

By conducting visitor tours, orientation, and information folder, packet

Att. 9 - met

Att.10 - met

met

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Grant funding will allow to expand staff, and by offering benefits Coaches will participate in CoacherVision, and collaborate with other organizations When needed, recruitment through outreach, Recovery Coach Coordinator will oversee Met Met Met Met
G. Reporting/Site Review Requirements
Met Met
H. Performance Measures
Met
I. Reports
Met
2. Staffing
Att.11 – met Met Att.12 - met
3. Implementation - Work Plan
Att.13 - met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10.16.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Provides services related to housing, recover, veterans' services, disability services, and behavioral health• Operates Project Connect Recovery Center – served more than 1,500 individuals in 2024• Programs designed to be culturally competent• 3 projects<ol style="list-style-type: none">1. Backpacks for reentry – relevant2. Twilight drive recovery residence – relevant3. Community Liaison Office Support & Engagement – somewhat relevant
2. Subcontractors
<ul style="list-style-type: none">• Indicates not applicable
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Included – met requirement
4. Litigation
<ul style="list-style-type: none">• 4 cases disclosed – all right discrimination claims – 2 settled and 2 dismissed
5. Financial Viability
<ul style="list-style-type: none">• Audited financial reports for 2022, 2023, and 2024 seem to document financial viability
6. Certificate of Insurance
<ul style="list-style-type: none">• Included and current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10.16.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- 147 Waldo Ave, suite 108 Belfast
Hours of operation M-F 8-4, with peer support staff available 10-12
Regular evening and weekend events
Plan to expand access to services if awarded, details not provided
- Commits to meeting requirement
- Met requirement
- Met requirement with detailed response
Includes list of partner agencies that indicate commitment to supporting participant driven recovery
- Plan to establish governing board if awarded, with commitment to membership being comprised of 51% lived experience
- Identified several leadership positions within the agency that support meeting this requirement
- Identifies to dedicated staff, Recovery Center Coordinator and Recovery Coach Coordinator, both FT positions, responsible for meeting these requirements
Detailed response

B. Recovery Support Services

- Response list numerous activities and services to meet this requirement
 - Response and plan included as attachment 7 include appropriate activities, goals, and audiences to meet requirement
 - Met requirement
 - Met requirement
- Indicates partnership with goodwill
- Met requirement through a combination of staff and volunteer services, complimentary services provided by bidder's org, and local and regional partnerships
 - Plan included as attachment 8 includes detailed, timely training and orientation plan for staff and volunteers.

C. Record Management Requirements

1. Response indicates bidder to use SecureManage for participant and data tracking. Met requirement
2. Met requirement
3. Met requirement
4. Met requirement

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10.16.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Met requirement• Met requirement• Met requirement• Met requirement• Met requirement
E. Services to be Provided to Participants
<ul style="list-style-type: none">• Met requirement• Met requirement• Met requirement• Response indicates current group offerings, and plan to assess community needs to dd new groups• Response details various methods for collecting participant feedback and adjusting programming based on suggestions Met requirement• Participant orientation does not reference Rights of Recipients of Mental Health Services, but rather the rights and responsibilities of center participants, including code of conduct and expectations• Plan included as attachment 9 meets requirement• Plan included in attachment 10 meets requirement• Will solicit donations from other sources to offset costs and meet this requirement
F. Staffing Requirements
<ul style="list-style-type: none">• Met requirement• response lacks detail• response lacks detail• response indicates that recovery coaches will have CCAR Acemy and ethical consideration training prior to onboarding. Response does not address plan for new coaches without those trainings• met requirement• met requirement• met requirement
G. Reporting/Site Review Requirements
<ul style="list-style-type: none">• Met requirement• Met requirement
H. Performance Measures
<ul style="list-style-type: none">• Met requirement
I. Reports
Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10.16.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Staffing

Recovery Center Coordinator position does not reference lived experience
Recovery Coach Coordinator position states lived experience recommended, not required
Services manager position indicates requirement for LADC or CADC, contrary to fidelity for peer recovery services
Indicates no subcontractors to be used
2.25 FTE's
Use of volunteers when 'caseload' exceeds 30 recoverees

3. Implementation - Work Plan

Work plan includes limited time frames and activities, lacks detail

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder highlights clinical and peer programming – offers recovery coaching, substance use counseling, harm reduction, peer-led groups, housing supports• In 2024 project welcomed 1,500 individuals, hosted 7 weekly support groups, organized 11 pro-social events, and provided recovery coaching to 37 participants• Collaborates closely with other centers in the region, as well as allied providers and resources• Staff trained in cultural humility and trauma-informed care, hiring practices prioritize lived experience• Bidder provides 3 relevant projects:<ul style="list-style-type: none">○ Backpacks for Reentry○ Recovery house○ Community Liaison in Sheriff's office
2. Subcontractors
<ul style="list-style-type: none">• None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Project level organizational chart attached
4. Litigation
<ul style="list-style-type: none">• 4 cases listed, 2 dismissed, 2 settled
5. Financial Viability
<ul style="list-style-type: none">• Bidder provided financial statements for 2022, 2023, 2024• Strong asset position, modest losses in 2022 and 2023, modest gain in 2024
6. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance attached

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Currently meets, planning to expand to include more weekend availability with additional funding. Collaborating with other centers to ensure accessibility throughout the region.
2. Meets and exceeds insurance requirements
3. No clear sense of how eligibility determined
4. Met requirement. Bidder maintains and distributes harm reduction resources and provides education around harm reduction strategies to new participants.
5. Met requirement
6. Provides concise description of how they will ensure facility maintains compliance with relevant laws, including the particular team responsible for compliance of each specific domain.
7. Met requirement. Provides a concise description of how recovery groups and peers will be coordinated, including responsible party, scheduling, and connections to appropriate services.

B. Recovery Support Services

1. Met requirement.
2. Outreach and engagement plan attached. Includes broad goals, target populations, specific strategies, contact and communication methods, and a more granular breakdown of activities, target audience and responsible party. Includes a description of collaborative outreach with regional partners.
3. Met requirement
4. Met requirement
5. Met requirement
6. Provides Staff Training and Orientation Plan including comprehensive table detailing training components, covering all required areas for staff and volunteers. Attachment lacks detail on what specifically is covered within training modules.

C. Record Management Requirements

1. Met requirement
2. Meets or exceeds Maine IT standards. Agency IT team responsible for system security, data backups and recovery, etc... governed by agency policy.
3. Met requirement
4. Met requirement

D. Center Website Requirements

1. Met requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

E. Services to be Provided to Participants
<ol style="list-style-type: none">1. Met requirement2. Met requirement3. Response appears to focus on recovery coaching participants4. Met requirement5. Response seems to miss the point of the question re: peer-led guidance, feedback and support. Response lacks some detail regarding how participants will be supported in contributing to their community.6. Met requirement7. Quarterly Training plan attached including all required areas of training, frequency, responsible party and target audience. Recovery education 'trainings' reference groups as opposed to training. Includes outreach and engagement strategy to motivate participation in training.8. Provides recreational and social events plan, including all required areas and examples of potential events.9. Met requirement
F. Staffing Requirements
<ol style="list-style-type: none">1. Bidder detailed plans to bring on additional staff with lived experience, including recruitment strategies emphasizing lived experience, evaluation of candidates on this basis, and ensuring equitable access and reasonable accommodations2. Met requirement3. Met requirement4. Met requirement5. Met requirement6. Met requirement7. Met requirement
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Met requirement2. Met requirement
H. Performance Measures
Met requirement
I. Reports
Met requirement
2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|---|
| <p>a. Job descriptions attached. Met requirement. Not all job descriptions reference lived experience or encourage people with lived experience to apply.</p> <p>b. Indicates none.</p> <p>c. Provided staffing plan, including volunteer roles and rough schedule. Does not indicate how many volunteer recovery coaches are expected to be present at a time.</p> |
|---|

3. Implementation - Work Plan

<p>Provides highly detailed work plan including task, timeline and responsible party. Tasks are broken down to level of granularity to allow reviewers to get a clear picture of the work to be performed.</p>
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Part IV, Section IV Cost Proposal and Budget Narrative

- | |
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| <ul style="list-style-type: none">• Requesting \$525,608• Unclear from budget forms what second column represents, presumably CY27• \$270,005 in salaries/wages, 34% fringe• 15% indirect rate• Accountants listed at \$5k, could be covered under indirect, is this for the whole agency or a portion?• Insurance at \$12k, could be covered under indirect?• |
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**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/14/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder notes experience with housing, behavioral health, recovery, disability services, and Veterans programs.• Has many staff with lived experience and notes extensive experience supporting individuals in recovery through both clinical and peer-based services.• Operates Twilight House recovery residence in Scarborough and Project Connect in Belfast offering recovery coaching, substance use counseling, harm reduction, peer-led groups, and housing supports.• Bidder states in 2024 Project Connect welcomed more than 1,500 individuals, hosted seven weekly support groups, organized 11 pro-social events, and provided recovery coaching services to 37 participants.• Bidder notes close working relationships with Coastal Recovery Community Center in Rockland, Commonsplace in Newcastle, peer support networks, treatment providers, treatment courts, housing resources, and law enforcement.• Notes robust quality improvement that includes monthly performance meetings, data collection, and monitoring of grants.• Bidder states that DEI is central to the organization’s mission with services designed to be culturally competent and responsive, rooted in the principles of respect, dignity, and equity, with regular assessments and adjustments.• Experienced team with deep community ties currently operating a functioning center.• Bidder submitted three projects, all relevant to this RFP.
2. Subcontractors
<ul style="list-style-type: none">• Bidder states none.
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided, meets requirements.
4. Litigation
<ul style="list-style-type: none">• Bidder notes 5 cases, either settled or dismissed. No concern with regard to this RFP.
5. Financial Viability
<ul style="list-style-type: none">• Appears financially viable.
6. Certificate of Insurance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/14/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

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| <ul style="list-style-type: none">• Provided, current. |
|--|

Part IV, Section III Proposed Services

A. Recovery Support Center (Center)

1. Located at 147 Waldo Avenue, Suite 108 in Belfast, Waldo County – is currently open a minimum of forty (40) hours per week, Monday through Friday from 8:00am to 4:00pm. Bidder states there is dedicated peer support staff daily 10am to 12pm.
2. Met.
3. Met.
4. N- Bidder states that part of their harm reduction introduction for participants includes exploring healthy alternatives to using and introducing other recovery resources and treatment options. It is unclear if this approach holds fidelity to HR principles and an All-Pathways approach or inadvertently promotes abstinence.
5. Agrees to comply if awarded, currently facilitates the Waldo County Recovery Committee (WCRC) and will utilize them as a resource to recruit a governance board with 51% lived experience.
6. Met.
7. Met.

A. Recovery Support Services

1. N- Bidder states that participants are matched with a peer recovery coach or Certified Intentional Peer Support Specialist (CIPSS). CIPSS may not have lived experience with substance use and the model does not support the development of SMART goals for recovery as the bidder stated.
2. Attachment 7 provided meets requirements.
3. Bidders' response to this section seems to be mostly related to resource connection and utilization.
4. Met.
5. Bidder states that staff identify needs through active listening and engagement, and then engage in case management and with proper releases in place, staff also coordinate directly with partner agencies, child protective services, and adult protective services to ensure continuity of care – case management tasks and direct engagement with CSP/APS is outside of peer fidelity. Q- transportation support appears limited.
6. Attachment 8 provided. N- training via PayCom may not be appropriate for peer roles, e.g. crisis response, ethical considerations and boundaries are approached differently than traditional, clinical roles.

B. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/14/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met. Bidder utilizes SecurManage.
2. Met.
3. Met
4. Met.

D. Center Website Requirements

1. P- center website will offer recovery coach matching request forms.
2. Met.
3. Met.
4. Met.
5. Met

E. Services to be Provided to Participants

1. Met
2. Met.
3. N- (previously noted in other sections) advocacy, service coordination and follow up, as described by Bidder, resembles case management and may be outside of the scope of Peer Recovery Coaches as self-direction is a main principle of the CCAR model.
4. Met.
5. P- comment cards available to participants to share their thoughts about programming, Resource Corner and bulletin board information posted for accessibility and supports, including in person support, to attend events, groups, etc. available via recovery coaches.
6. Q- As part of participant orientation, Bidder states that there is a code of conduct and they will share the limits of confidentiality to ensure safety and transparency with participants. It is unclear if these are in line with peer fidelity and the requirements of this RFP.
7. Attachment 9 provided. Q- Under the topic Recovery Education, Bidder lists SMART Recovery, All Recovery, and Recovery Dharma groups. These are support groups, not outreach or educational groups for the larger community, as the target participant for these groups are people with substance use disorder seeking support.
8. P- Tai-chi, peer storytelling circles, Community Recovery circles are unique offerings.
9. Met.

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 3

BIDDER NAME: VOA Northern New England

DATE: 10/14/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

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| <ol style="list-style-type: none">1. P- Bidder intends to complete background checks on candidates but recognizes that prior convictions do not disqualify applicants.2. Met.3. N- volunteer coach description states that they may be people with lived experience or recovery allies. For this RFP, sufficient staffing requires lived experience.4. Met5. Bidder did not address how they would ensure the requirements of a Certified Peer Recovery Coach would be met. E.g. Coachervision, 500 direct coaching hours and continuing education requirements.6. Met.7. Met. |
|--|

G. Reporting/Site Review Requirements
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- | |
|---|
| <ol style="list-style-type: none">1. Met.2. Met. |
|---|

H. Performance Measures

- | |
|---|
| <ol style="list-style-type: none">1. Met. |
|---|

I. Reports

- | |
|---|
| <ol style="list-style-type: none">1. Met. |
|---|

2. Staffing

- | |
|---|
| <ol style="list-style-type: none">a. Attachment 11 provided. N- No role description requires lived experience, but states that it is recommended.b. Bidder states there are no subcontractors.c. Met. |
|---|

3. Implementation - Work Plan

- | |
|---|
| <ol style="list-style-type: none">a. Met. |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/9/25 and 10/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Been providing peer services since 2008, current provider • Strong relationships with local agencies • Demonstrated ability with grant management, DEI, and culturally competent services • Provided three relevant projects: <ul style="list-style-type: none"> ○ Recovery Support Center ○ Overdose Response Team ○ BARN Recovery Justice Program
2. Subcontractors
<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided
4. Litigation
<ul style="list-style-type: none"> • None indicated
5. Financial Viability
<ul style="list-style-type: none"> • Provided for 2022, 2023, and 2024
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided, expires 5/26/26

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none"> 1. 142 Center St, Bangor, open 7 days per week for a total of 71.5 hours per week. Monday 10am-9pm, Tuesday 10am-730pm, Wednesday 10am-9pm, Thursday 10am-8pm, Saturday 10am-9pm, and Sunday 1030am-730pm. 2. Met Requirements 3. Self-identification is complete on the kiosk, if unable to self-identify an informal conversation between staff/volunteer and participant helps to determine eligibility I: Bidder shared that if a person is found to not be eligible staff/volunteers will answer all questions that brought the visitor to the building and referred to other resources they may need 4. Bidder's All Pathways Towards Recovery approach starts in the staff and volunteers interview process 5. Met Requirements 6. Demonstrates an understanding of local, state, and federal laws

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/9/25 and 10/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

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|--|
| <ul style="list-style-type: none">7. a. Provided detailed plan, including sample flyers and calendar for coordination of group facilitation and resource connectionsb. Met Requirementsc. Staff and volunteer orientation includes relevant trainings above those required |
|--|

A. Recovery Support Services

- | |
|---|
| <ul style="list-style-type: none">1. Detailed plan of services that are provided in person, including sample flyers and calendar of events2. Attachment 7 provides a detailed plan for weekly, quarterly, monthly, and yearly outreach activities.<ul style="list-style-type: none">I: Street outreach days twice a month, usually collaborates with a local service provider and meets people in the community3. I: Executive Director is a CCAR trainer and CoacherVision provider who trained over 100 participants<ul style="list-style-type: none">I: Coordination includes staff/volunteer self care4. a. I: Staff and volunteers help participants with how to address gaps in their resume<ul style="list-style-type: none">b. Met Requirementsc. Met Requirements5. a. I: Collaboration for fresh produce, cooking, and nutritional education<ul style="list-style-type: none">Has hygiene kits, wound care, and safe use kits<ul style="list-style-type: none">b. Collaborations with local clinical service providersc. Met Requirementsd. Collaborations with local case management programse. Met Requirementsf. Bidder has a Recovery Justice Recovery Program Coordinator and Recovery Justice Coach that provide support to center participantsg. Met Requirementsh. Met Requirements6. Attachment 8: Detailed orientation plan for staff and volunteers including descriptions of each type of training provided |
|---|

B. Record Management Requirements

- | |
|--|
| <ul style="list-style-type: none">1. Utilizes RDP for client records management2. Met Requirements3. Demonstrates an understanding of state and federal laws pertaining to confidential information4. Demonstrates an understanding of the State of Maine IT-Service Contract confidentiality rules |
|--|

C. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/9/25 and 10/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. a. Has a current website that meets requirements
b. Met Requirements
c. Met Requirements
2. Demonstrates an understanding of the State's MaineIT Accessibility and Social Media policies with a plan to continue adhering to both policies
3. Met Requirements
4. Met Requirements
5. Met Requirements

D. Services to be Provided to Participants

1. Detailed plan on how recoverees are connected to recovery coaches and how 1:1 coaching is provided
2. I: Goal setting, developing plans, and problem solving are done in 1:1 coaching and informally with all staff and volunteers at the center
3. Met Requirements
4. Detailed plan for group facilitation for participants, included affected others
I: Plans to add new groups including Alternatives to Suicide and Hearing Voices
5. a. I: Warm hand offs and ongoing encouragement to continue attending mutual support groups
b. Plan includes skill building, connection to community resources, and community events
c. I: Bidder celebrates participants who participate in community service/volunteering
6. a. Met Requirements
b. Staff/volunteers explain the difference between each community resource that is provided in the orientation packet
7. a. Prevention is provided in school and family workshops
b. Includes providing panels and workshops to local college programs
c. Provides a Relationship Health Curriculum
d. Met Requirements
Attachment 9: Includes a plan for monthly and quarterly programs
8. a. Monthly family gathering as well as holiday gatherings and art and music events
b. Met Requirements
Attachment 10: Only includes activities for positive relationships, appears to be missing community contribution activities
9. Met Requirements

E. Staffing Requirements

1. Currently fully staffed, 5 staff with lived experience and 2 staff who identify as an affected other

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/9/25 and 10/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Detailed plan on center and coach coordination
<ul style="list-style-type: none"> 2. a. Coordination of RCS is completed by the Recovery Coach Coordinator Utilizes paid coaches as well as volunteers and paid intern coaches obtained through a collaboration with another community agency b. Met Requirements c. Detailed plan for recruiting, support, and data tracking 3. Met Requirements 4. a. 100% of current coaches are registered b. 28% have reached full certification, bidder has practices and policies in place to support and track progress 5. Met Requirements 6. Met Requirements 7. I: New coaches receive CoacherVision 1 time per week for their first 3 months Recovery Coach Coordinator provides CoacherVision Collaborations with other agencies to provide CoacherVision when needed
F. Reporting/Site Review Requirements
<ul style="list-style-type: none"> 1. Met Requirements 2. a. Met Requirements b. Met Requirements
G. Performance Measures
<ul style="list-style-type: none"> 1. Detailed plan to achieve and report each performance measure
H. Reports
<ul style="list-style-type: none"> 1. Detailed plan to complete each report
2. Staffing
<ul style="list-style-type: none"> 1. Attachment 11: Met Requirements 2. None Indicated 3. Attachment 12: Met Requirements
4. Implementation - Work Plan
<ul style="list-style-type: none"> 1. Attachment 13: Met Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/14/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • 17-year history supporting recovery, through collaborations in the community and managing grants. 3 projects included
2. Subcontractors
<ul style="list-style-type: none"> • Met – included, none
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met – included, thorough
4. Litigation
<ul style="list-style-type: none"> • Met – included, none
5. Financial Viability
<ul style="list-style-type: none"> • Met – included 3 years
6. Certificate of Insurance
<ul style="list-style-type: none"> • Met – included, current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ul style="list-style-type: none"> • Currently maintains 7 days a week, for 73 hours, with 6.5 FTE and 40-50 volunteers • met • Utilizes kiosk sign in, and new participant on-boarding • They promote/support all pathways by fostering participation in programming, with broad spectrum of facilitated groups/meetings and staff trained and experienced in all these resources – not specific to what the pathways are • Services have always been FOC, the majority of board has lived experience, resulting from specific recruitment • met • met - they will provide RCC by training, PnP docs
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/14/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

- They support participants in person by providing recovery coaches, peer support, peer led recovery meetings (also hybrid), outreach services, education & advocacy, and social engagement
- Met-see att.7-all the staff participate in outreach and community activities, attached shows weekly, monthly, quarterly
- They will coordinate staff to support participants by supervision and guidance to staff, identifying recovery tools to utilize with participants
- They will assist participants with employment services by sharing close partnerships, collaborating with peer navigators, and recovery friendly workplace education. Computer access available
- They are assisting participants in the community by holistic training, and resource brokering
- Met-att.8-weekly plan outlined

C. Record Management Requirements

- Utilizing RDP
- Met
- Met
- Met

D. Center Website Requirements

- Met - Center dedicated website currently maintained
- Met
- Met
- Met
- Met

E. Services to be Provided to Participants

- 1n1 CCAR RCS are offered by supervisors matching staff to participants, servicing walk-ins, direct referrals – offering details
- Ensure staff are supporting recovery goals by training in the tools and curriculum – guided to assist individuals with resources & services
- By offering comprehensive support system, peer support, community events, mentorship, resource brokering, and training on recovery capital scale
- Broad spectrum of groups offered, specifics mentioned
- Peer led guidance will be provided by finding groups, community inclusion, volunteering
- Staff provide new participants with orientation, and packet.
- Met-att.9- details provided
- Met-att.10 – details provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/14/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Thru responsible budget controls

F. Staffing Requirements

- Focus on cross training staff, detailed recruitment plan
- Detailed process of RCS monitoring and managing, framework to ensure staff are managed, and ethically deliver services
- Partner with Maine Recovery Core program
- Met- utilize application and screening process
- Met
- Met
- Met

G. Reporting/Site Review Requirements

- Met
- Detailed response

H. Performance Measures

- met

I. Reports

- met
- met

2. Staffing

- Met – att. 11
- none
- Met att.12

3. Implementation - Work Plan

- Met. Att. 13

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10.21.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: DHHS: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• In operation since 2008 – incumbent provider• Staff are trained and have lived experience• Experience managing multiple contracts and grants with positive outcomes• Facilitates support groups for BIPOC and LGBTQA community members• Strong community partnerships• Experience developing new programs to meet changing community needs• Included 3 projects, each relevant to the services requested in this RFP
2. Subcontractors
<ul style="list-style-type: none">• Indicates none
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Included both org chart and list of project staff and complete enterprise
4. Litigation
<ul style="list-style-type: none">• Indicates none
5. Financial Viability
<ul style="list-style-type: none">• Included audited financial statements from 2022, 2023, and 2024 which appear to demonstrate financial viability
6. Certificate of Insurance
<ul style="list-style-type: none">• Included and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10.21.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: DHHS: Office of Behavioral Health

1. Center located at 142 Center St, Brewer
Center is open 7 days a week for 71.5 hours weekly
Operations supported by large group of volunteers who contribute an average of 1,000 hours each month
2. Met requirement
3. Provided detailed response grounded in person center peer practices.
4. Detailed response demonstrates string commitment to an All-Pathway's practice, and includes multiple steps to assure adoption of these throughout the organization
5. A. met requirement
- b. 55% board and 77% staff have direct experience. Additional 23% staff are affected by others. Additional participant and community input included in leadership decisions.
 1. Detailed response indicates multiple systems in place to ensure compliance
 2. a. Thorough response includes examples of group posters, sample group and event calendar, and details related to organizing and facilitating groups.
Response includes response to changing participant and community needs via feedback mechanisms.
B-Partnership with Healthy Acadia recovery coach interns to supplement staff and volunteer efforts.
c-Detailed orientation plan staff, volunteers, and participants inclusive of numerous topics demonstrate a strong commitment to inclusivity, person center programming, and peer fidelity.

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10.21.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: DHHS: Office of Behavioral Health

1. Response includes a multitude of services including recovery coaching, peer led programming, groups, activities, and includes examples and flyers for several of these.
- 2 – Community Outreach Specialist leads activities, while center staff, volunteers, and participants contribute
Attachment 7 plan includes examples of activities to take place weekly, monthly, quarterly, annually, and ad hoc
- 3 – Executive Director, who directly supervises 3 center coordinator positions, is certified to deliver multiple CCAR recovery coach trainings.
Response illustrates collaborative approach to coordinating programming necessary to achieve this requirement
Weekly staff meetings support program coordination – process detailed in response
Includes several processes for soliciting and integrating feedback into operational decision making
- 4 – references close partnerships with the Northeastern Workforce Development Board (NWDB), Eastern Maine Development Corporation (EMDC), Department of Labor (DOL), and the Bangor CareerCenter to ensure participants have the education, resources, and accessibility to employment services
Staff offer tech support to help participants develop computer literacy skills
Participate in Workforce Mobility Program pilot to supply e-bikes to individuals with transportation barriers for accessing employment and recovery services
5. a – multiple partnerships and initiatives, including community garden, food supplied to center from local food pantry, and traditional referral sources. Hygiene kits from OPTIONS program available on sight in addition to resource brokering. Partnership with Fresh Start, recovery residence operating.
B – referrals and warm hand-offs facilitated, at participant request and interest, with local provider agency partners listed. Includes reference to newly developed partnership with local hospital.
c. Harm reduction principles and practices demonstrated in response, with inclusion of partners when referrals are requested.
d. List of partner agencies included
e. Often able to secure bus tickets for participants. Identified transportation as ongoing challenge for which center staff are strategizing
f. 2 staff dedicated to Recovery Justice Program funded by ARPA funds
g. CPS system support aligns with peer fidelity
h.
- 6 – Staff training and orientation plan in attachment 8 is thorough and detailed, and demonstrates a deep understanding of implementing person centered peer services on an organizational level

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10.21.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: DHHS: Office of Behavioral Health

C. Record Management Requirements

1. RDP platform already in place
2. Met requirement
3. Keeps minimal physical records of confidential material, in line with peer fidelity.
4. Met requirement

D. Center Website Requirements

1. Center specific website is currently in operation.
Response includes screenshot examples of landing page and events page, and calendar
2. Detailed response meets requirements
3. Only the executive director has access to website data
- 4 – met requirement
- 5– met requirement

E. Services to be Provided to Participants

1. Response details recovery coach matching process in detail from inquiry to connection and through discharge.
2. All staff and volunteers trained in CCAR coaching model, and the use of RDP to develop recovery plans with participants and recoverees in alignment with organizational core values to be person centered.
Support of recovery planning includes all participants, not just those engaged in formal recovery coaching
Detailed response includes examples of common recovery-oriented goals
3. Detailed response includes each of the three broad categories of recovery capital and includes examples of activities and resources intended to develop each
4. Bidder offers up to 120 groups each month
Response indicates a plan to offer 3 new groups, Alt2Su, Hearing Voinces, and Wellness Recovery Action Planning
5. Detailed response indicates multiple examples of activities which meet each requirement. Examples provided for each.
6. Response details examples and process which meets all requirements
7. Narrative response and attachment 9 include overview of trainings, frequency, audience, location, and purpose
8. Narrative and attachment 10 include numerous activities.
Response indicates leadership development training and mentorship for participants to serve on committees and co-host events.
Includes sample monthly calendar of events
9. Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

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DATE: 10.21.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: DHHS: Office of Behavioral Health

F. Staffing Requirements
<ol style="list-style-type: none">1. Cross training among staff implemented to ensure coverage withing staffing plan Detailed response identifies each staff member and their primary responsibilities related to coordinating programming Demonstrated emphasis on lived experience and peer fidelity2. Identifies task of monitoring activities for ethical standards and peer fidelity Response demonstrates a clear understanding of the importance of peer services and lived experience, and offers suitable support related to this workforce3. Plan to utilize both volunteer and paid intern recovery coaches Partnership with Eastern Maine Development Corp facilitates additional paid work experience for recovery coaches All recovery coaches at the center have lived experience4. Indicates 100% of recovery coaches at Center are registered, and 28% are certified Demonstrates ample systems to monitor and support this requirement5. Met requirement6. Met requirement7. Met requirement
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Met requirement2. Met requirement
H. Performance Measures
<ol style="list-style-type: none">1. Response provides a plan to achieve each performant measure
I. Reports
<ol style="list-style-type: none">1. Met requirement2. Met requirement
3. Staffing
<ol style="list-style-type: none">1. All roles include support of multiple pathways approach to recovery as requirement ED role includes knowledge and experience of Peer-based recovery as requirement Recovery Coach Coordinator, Volunteer Coordinator positions state 'all other qualifications being equal, preference given to a person in recovery', discounting lived experience as a qualification in-and-of-itself.2. Indicates no subcontractors to be used3 – Attachment 12, Staffing plan, indicates 4.2 FTE's, supplemented by generalist volunteers, volunteer recovery coaches, and recovery coach interns

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10.21.25

EVALUATOR NAME: Mike Freysinger

EVALUATOR DEPARTMENT: DHHS: Office of Behavioral Health

4. Implementation - Work Plan

1. Work plan displayed in a detailed, time-bound and includes required activities and responsible staff

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Bidder indicates that they have a 15 year history of supporting individuals in their journey to recovery and experienced staff with lived experience including recovery coaches • Bidder indicates strong relationships with local community partners • Bidder indicates proven track record of grants management • Recovery Community Center features peer support, educational workshops, job training pro-social and wellness activities • Bidder indicates that they are experienced in providing culturally competent and inclusive services, indicates that they have meetings geared specifically to BIPOC and LGBTQ+ individuals • Bidder includes 3 highly relevant projects: <ul style="list-style-type: none"> ○ Recovery Support Center ○ Overdose Response Team ○ Recovery Justice Program
2. Subcontractors
<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provides a project level organizational chart
4. Litigation
<ul style="list-style-type: none"> • None indicated
5. Financial Viability
<ul style="list-style-type: none"> • Provides financial statements for 2022, 2023, 2024 • 2024 financial statements indicate substantial loss, over 50% of revenue and 20% of assets at beginning of year • 2022 and 2023 show modest net gains
6. Certificate of Insurance
<ul style="list-style-type: none"> • Valid certificate of insurance attached
Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Currently meets requirements. Indicates open 7 days a week, 71.5 hours/week. Provides a schedule of hours of operation.
2. Met requirement
3. Provides robust eligibility processes, including supports for people who do not self-identify and those who require additional anonymity and privacy
4. Provides a robust description of how they will ensure adherence to an all-pathways approach including during hiring, training, through their partnerships to secure volunteers, and other intentional efforts to establish a nonjudgemental culture.
5. Met requirement. 55% of the Board and 71% of staff identify as persons with lived experience.
6. Provides a robust description of how they will ensure compliance with relevant laws, including who is responsible, how issues may be rectified, and how issues are prevented.
7. Provides a robust description of how they coordinate groups, peers, and provide orientations including who is responsible, details on services, how different roles coordinate together, and an in-depth description of orientation that includes traditional and non-traditional topics (bystander intervention). Bidder takes a cross-training approach that ensures that all staff are able to fill in for others.

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Provides a in-depth description of how they will provide RSS to participants including recovery coaching, peer-led meetings, outreach services, community education, social engagement and connection, volunteerism and leadership development. 100% of recovery coaches are registered and many have reached full certification. The center offers over 120 peer-led meetings each month for a wide array of audiences. Has a community outreach specialist to provide outreach services to engage marginalized populations and build partnerships.
2. Bidder provides a detailed outreach and engagement plan including specific sites they outreach, education, and engagement will take place on a weekly, monthly, quarterly and yearly basis.
3. Bidder provides rich description of how they will coordinate programming to support participants needs, including intensive teamwork, supervisory lines, staff meetings, and solicitation and integration of community, volunteer, and staff input in a dialogic manner.
4. Met requirement – provides tech support to help people use computer. Peer navigators from local vocational support organizations regularly do outreach to enroll individuals into programs at center
5. Distributes food directly to participants. Has a close collaborative relationship with recovery housing provider. It has Recovery Justice Program to provide beer-based support to justice involved individuals.
6. Bidder provides Staff and Volunteer Training and Orientation plan, including minutely detailed list of topics covered and timeframes in which they will be conducted for orientation, regular training in key areas required by RFP, and training descriptions. This includes training in trauma-informed care, harm reduction, DEI, cultural competency, reflective cycles, motivational interviewing, and other important topics.

C. Record Management Requirements

1. Bidder provides a rich description of how it will provide or maintain client and data management system including a description of the system, how it meets security requirements, training for staff and volunteers, and other internal controls.
2. Met requirement
3. Met requirement
4. Met requirement

D.. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Provides rich description, including images to illustrate website and functionality.
2. Provider will conduct annual 3rd party audit of website accessibility. Providers set additional policies surrounding engagement through social media.
3. Met requirement
4. Met requirement
5. Met requirement

E. Services to be Provided to Participants

1. Executive Director trainer for Recovery Coach Academy
2. Met requirement. Every staff member trained in supporting participants.
3. Bidder provides a concise description of how their programs address the 3 areas and various sub-areas of Recovery Capital, including personal, social, and community capital and programming that focuses on each sub-area.
4. Bidder offers over 120 groups per month, that encompass many pathways, modalities, topics, cultures, and stages of recovery. These include multiple beginners' groups, hybrid groups, groups for affected others, grief groups, etc... Community Outreach Specialist cultivates relationships with area facilitators to support Group offerings based on community need.
5. Bidder provides a concise description of how they will provide peer-led guidance, including a) finding mutual support groups through personalized navigation, accompaniment, ongoing encouragement, and onsite hosting; b) fostering community inclusion through individualized recovery planning, skill-building, connecting to community resources, and inclusive events; c) contributing to the community through internal and external volunteer opportunities.
6. Met requirement
7. ATTACHMENT 9 – Quarterly Training Plan attached. Narrative addresses each required area and goals and activities for those areas. Meets requirement.
8. ATTACHMENT 10 – Recreational and Social Events Plan attached. Meets requirements. Includes regularly scheduled events, duration, demographic, staff responsible, and purpose. Narrative discusses participant-led volunteer roles that encourage individuals to develop their own volunteerism, and leadership development for participants.
9. Met requirement

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/17/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Current staff is 71% lived experience, 100% lived experience or impacted. Bidders concisely depict why lived experience is a core value for them and how it benefits the varied roles. Bidder briefly describes hiring and support strategy and how it will maintain peer integrity.
2. Bidder provides a robust description of how they will coordinate and oversee RCS provision, support participants, and oversee coach activities, including granular details about how coordination will function at the center that emphasizes ongoing training, support and feedback.
3. Met requirement
4. 100% of current coaches are Registered and 28% have reached full certification. Registration is managed through Maine Recovery Core Program.
5. Met requirement
6. Paid interns are jointly monitored by Maine Recovery Core program and Bidder.
7. Met requirement

G. Reporting/Site Review Requirements

1. Met requirement
2. Met requirement

H. Performance Measures

Bidder provides a concise description of how they will meet performance metrics, including center strategy and tracking method.

I. Reports

Bidder provides a robust description, including key responsibilities and action steps, such as immediate data entry and training, support and monitoring around data entry.

2. Staffing

- a. Met requirement
- b. None indicated
- c. Staffing plan describes volunteers and paid interns but does not indicate time allocation, particularly for peer recovery coaches.

3. Implementation - Work Plan

Provides a detailed workplan that includes specific tasks and benchmarks, who is responsible, and when they will be accomplished.

Part IV, Section IV Cost Proposal and Budget Narrative

- \$685,699 proposed cost, award would be over 100% of current operating expenses
- \$373,200 salary, 26.99% fringe

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/20/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Provider of peer-based recovery support since 2008• Experienced staff with lived experience are trained in multiple peer support models including Recovery Coaching and Intentional Peer Support. (co-occurring capable)• Bidder has strong relationships and networking with local community stakeholders, healthcare providers, law enforcement agencies, and treatment centers for direct linkage of care and resources.• Bidder notes experience with grant management, naming at least four funders.• Bidder states capabilities to design, implement, and scale evidence-based programs and services.• Bidder states that they are well embedded in the community, supported and trusted by the community and the center is a community driven initiative with a participatory process.• Bidder states that they have implemented comprehensive DEI strategies that include support meetings geared specifically support BIPOC and LGBTQ+ individuals in the community and have diverse and culturally competent staff, and outreach efforts to underserved communities.• Incorporates technology driven resources and virtual options to reach a wide audience.• Robust evaluation framework to track participant outcomes.• Bidder submitted descriptions of three highly relevant projects.
2. Subcontractors
<ul style="list-style-type: none">• Bidder states none.
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided detailed org chart that clearly shows full project team.
4. Litigation
<ul style="list-style-type: none">• Bidder states none.
5. Financial Viability
<ul style="list-style-type: none">• Appears financially viable.
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, current.

Part IV, Section III Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/20/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Services to be Provided
A. Recovery Support Center (Center)
<p>1. Located at Center at 142 Center St. in Brewer, Maine. Open hours 7 days a week for 71.5 hours each week. 40-50 volunteers provided 1000 hours of service hours per month.</p> <p>2. Met.</p> <p>3. Eligibility is determined by self-identification. P- Participants can choose a pseudonym when registering in the kiosk ensuring anonymity. Staff provide information to participants that cannot affirm eligibility to determine the barrier. Ineligible participants are supporting in connecting to support that they were seeking by coming to the center and are treated as allies.</p> <p>4. P- Bidder notes participatory process in program development, broad spectrum of facilitated meetings offered, diverse range of treatment options staff are trained to offer, a range of personal experiences staff, volunteers, and recovery coaches can share, mutual aid groups, secular or non-secular approaches, medication supported, individualized, or socially based support all supporting an All Pathways approach. Hiring process includes All Pathways understanding, addressing it explicitly in onboarding and including it in job descriptions.</p> <p>5. Met.</p> <p>6. Bidder gave detailed response.</p> <p>7. Bidder states that they use a cross-training approach to center coordination and all staff are trained to use desk manuals of other staff roles to ensure center coordination is not reliant on one person. Executive Director, Volunteer Coordinator, Recovery Coach Coordinator, and Community Outreach Specialist work collaboratively on service delivery and staffing. Executive Director supervises each of these roles. Orientation for staff, volunteers and participants described in detail, follows fidelity, All Pathways, and participatory process.</p>
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/20/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Bidders description of recovery coaching service is aligned with CCAR model, demonstrates thoughtful coordination, and robust supervision structure with the ability to provide Coachervision in house. An extensive variety of 120 peer-led meetings held weekly including some specifically for co-occurring support and affected others. Outreach service aims to also recruit facilitators and volunteers as well as reach marginalized populations. On site HIV and Hep C testing scheduled. Social engagement offerings are unique, e.g. henna party. Leadership development is part of Bidder's volunteer plan. Low barriers check in calls available.
2. Attachment 7 provided. P- Weekly, monthly, quarterly and annual outreach to specific target populations and providers in the local area. Plan is robust, detailed and thoughtful.
3. All staff members have a variety of lived experiences, including affected other and co-occurring, and can offer perspective and support to center participants from that LE. Executive Director is CCAR trained and authorized to facilitate CCAR curricula, as well as Coachervision, which ensures that services are aligned with the model, provides accessible supervision and guides program development. Supervision and staff meeting structure is detailed and promotes a community-care model. periodic surveys with participants, staff gather feedback from direct communication with groups and individuals. Utilizes Community Coalition, and volunteer meeting for insight, ideas and feedback on programming.
4. Bidder states they have close partnerships with the Northeastern Workforce Development Board (NWDB), Eastern Maine Development Corporation (EMDC), Department of Labor (DOL), and the Bangor CareerCenter. Provides feedback to address gaps in resume. Bidder states they are part of a Workforce Mobility Program pilot to supply e-bikes to individuals with transportation barriers for accessing employment and recovery services.
5. Resource guides, informational materials, and digital tools are maintained with up-to-date information. Service providers come on site at the center to provide education on referral process and service model, and build "warm hand-off" referral capacity. Training in "Resource Brokering" is ongoing to ensure knowledge of area resources. Bidder provided wide-ranging partnership list and community program participation in all required areas of this section. Response is robust, detailed and extensive.
6. Attachment 8 provided. Plan is thorough, detailed, and includes compassion fatigue and self-care, assertive communication, situational de-escalation, cultural competency, and ethical considerations.

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/20/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|---|
| <ol style="list-style-type: none">1. Utilizes RDP. Bidder limits access to data based on role and “need to know” and “need to access” philosophy. Recovery Coach Coordinator oversees discharge that involves a conversation with both the recovery coach and participant to ensure all goals have been met and all referrals have been made and provides an opportunity for the participant to give feedback about their experience with the coach.2. Met.3. Bidder states the if staff negligence is identified in a data breach, their policies require corrective action, up to termination when necessary to ensure trust with participants and the community.4. Met. |
|---|

D. Center Website Requirements

- | |
|---|
| <ol style="list-style-type: none">1. P- Participants were involved in the design of the website and continue to offer feedback that supports accessibility and support.2. Met3. Met4. Met5. Only two staff members have access in regard to social media accounts or posting resulting in strong internal controls. |
|---|

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/20/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Phone and website request for remote and/or phone coaching. Coordinator completes intakes, and follows up, to ensure appropriate matching of recovery coach and participant. Coordinator meets with the participant to ensure they understand the process and expectations of the coaching service. Coordinator also ensures the recovery coach receives reminders about initial meeting processes with participants, role clarity, and understanding of boundaries in their role. Bidder notes bidirectional referrals with local healthcare, treatment, harm reduction, and other service providers. Bidder states that they provide support for recovery coaches to gain experience and pursue employment as a coach outside of the center, such as a treatment center or as part of the Opioid Health Home model.
2. When completing a Recovery Action Plan, the Coordinator supports recovery coaches in making sure they are not pushing one pathway or one services over others ensuring that an All-Pathways approach is being upheld.
3. Met.
4. Met.
5. P- Peer staff and volunteers may attend meetings with participants to reduce anxiety and foster connection.
6. All staff are cross trained to provide participant orientation and are available seven days a week for immediate orientation. New participants receive a packet of information including Rights of Recipients, explanation of recovery coaching and the matching process. What to expect from different resources is explained to participants so can make informed choices about the support they want.
7. Met.
8. Attachment provided. P- Bidder offers training and mentorship for Participants to serve on committees or take leadership roles in events.
9. Met.

F. Staffing Requirements

1. Bidder gave detailed response.
2. met.
3. Partnership with Health Acadia's paid recovery coach internship program has been in place for 5 years.
4. Met.
5. Met.
6. Met.
7. Newly onboarded coaches receive Coachervision weekly.

G. Reporting/Site Review Requirements

1. Met.
2. Met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Bangor Area Recovery Network

DATE: 10/20/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

H. Performance Measures
1. Met.
I. Reports
1. Met
2. Staffing
a. Attachment 11 provided. Met. b. Bidder indicates none. c. Attachment 12 provided. Met.
3. Implementation - Work Plan
1. Attachment 13 provided. Very detailed.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/24/25 and 10/27/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Has provided community-based care in Maine for more than 30 years• Been providing a low barrier shelter since 2021• Provides housing and case management services• Using a holistic approach• 3 projects:<ul style="list-style-type: none">○ Recovery center that opened in 2025○ Low barrier shelter○ Case Management Services- slightly relevant
2. Subcontractors
<ul style="list-style-type: none">• Indicates "N/A"
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Unclear who is on the project team
4. Litigation
<ul style="list-style-type: none">• Indicates none
5. Financial Viability
<ul style="list-style-type: none">• Provided three years of audited financial documents
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/24/25 and 10/27/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Unclear where the center will be located. Hours will be determined by participants upon opening. Will have 24/7 on call management and building support.
2. Will provide language from IT-Service contract to their insurance broker to ensure compliance
3. Unclear how they will determine eligibility
4. Heavy focus on housing along with recovery
Mentions way to work on recovery but does not describe what an All Pathways to Recovery approach is. Possible pathways included do not appear to cover alternative definitions of recovery
5. Reports that all services are free at time of service
Describes the governance board of their low barrier shelter, does not include a plan for how to ensure the governing board from their center is at a minimum made up of 51% people with lived experience
6. Consults with financial and legal advisors, board member is on the city planning board, and employs a building specialist to ensure building is up to all codes
7. Reports they have extensive experience with coordinating training, partners, and other activities but does not discuss how they will coordinate recovery group facilitation, peer recovery resource connection, peers to support participants, or provision of orientation.

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/24/25 and 10/27/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. States they have a building, does not discuss in person, telephone, or virtual services to be provided or how they will provide them
2. Has an extensive network of community resources, current staff attend networking meetings
Does not discuss how they will provide outreach and engagement activities within the community
3. Discusses current Case Management team and how those skills can be shared with Recovery Center Staff
Does not discuss how they will coordinate staff and programming to support Participant's needs
4. Will purchase computers and will make referrals to Maine Department of Labor
Does not address how they will assist Participants with resume support, job searches, and mock interview
5. Clinical team will support with clinician needs, referrals to community resources for all other needs
6. Unclear what staff and volunteer orientation entails
Provided a list of trainings that will be required throughout the first year and ongoing
Attachment 8: Recovery Coach Academy required in first 3-6 months of employment
Q: CoacherVision required monthly for a year, ongoing after?

C. Record Management Requirements

1. Current system is used for clinical documentation
Does not include how this system will track active Recoverees, Recovery plans, or discharges
2. They work with an IT contractor, reports that these requirements are either already in their policies or can be added
3. Third party vendors maintain all equipment and secure networks
Provided a plan for notifications of a breach
4. Mets requirements

D. Center Website Requirements

1. Will have web design company create a website with all required information
2. Will review policy and make necessary updates
3. Plan on how to prevent the release of usage data but does not address the requirement for written permission from the Department in the case data is needed to be shared
4. Does not demonstrate an understanding of TLP white or the MaineIT Data Classification Policy
5. Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/24/25 and 10/27/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

E. Services to be Provided to Participants

1. Will train 3 coaches with CCAR. Appears response, stating the desire for small capacity to support more time with clients, rather than participants, and admin time, demonstrates clinical work and may not demonstrate an understanding of peer fidelity.
2. Unclear how bidder will assist Participants with setting recovery goals, developing Recovery Action Plans, and solving problems related to recovery. Response appears to come from a clinical perspective and not a recovery perspective, including use of the term's clients and clinical supervision
3. Appears to focus heavily on community referrals including social capital being built through community meetings and events
4. Early recovery groups led by credential staff does not fit with peer fidelity
5. Mentions using Certified Peer Support Specialists Not Recovery Coaches. Appears to be using Certified Peer Support Specialists and trained peers rather than participants as their peer-led guidance
6.
 - a. Plan includes a explanation of Rights of Recipients
 - b. Detailed plan including an explanation of the differences between the warm line and crisis services
7. Attachment 9 Training Plan is for staff, and does not address education and outreach for participants
8. Met requirements
9. Met requirements

F. Staffing Requirements

1. References a plan stated earlier in the proposal
Will add volunteers as needed
2.
 - a. Q: Reviewing caseloads and participant progress may not be within Peer Fidelity
 - b. Met requirements
 - c. Met requirements
3. Volunteer Recovery Coaches will be non-clinical, all staff/volunteers should be non-clinical to fit within peer fidelity
Volunteer coaches do not appear to provide 1:1 coaching
Does not mention hiring people with lived experience
4. Bidder states they will comply with above stated requirements, and does not include a plan on how to do so
5. Will track, monitor training, and provide professional development time. Does not elaborate on how they will support staff/volunteers through the process
6. Same response as above requirement
7. Bidder states that if the Department requires CoacherVision monthly they will comply

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/24/25 and 10/27/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

G. Reporting/Site Review Requirements
1. Bidder states they will comply with protocols established by the Department 2. Will use experience from other programs to meet with requirement, does not include a plan on how to meet each aspect in the requirements
H. Performance Measures
Will use baseline assessments and track progress, reports their plan to meet each performance measure is in a different section of the proposal
I. Reports
Reports they have experience with their other programs and will follow all Department requirements
2. Staffing
1. Q: Includes job descriptions for Recovery Center Manager, Peer Recovery Coach, and Volunteer Recovery Coach, is this sufficient? Recovery Center Manager's job description includes recruiting and training peer recovery specialists rather than Peer Recovery Coaches, lived experience preferred but not required Peer Recovery Coach's job description includes editing notes and does not include organization's name 2. Indicates they do not plan to use subcontractors 3. Staffing plans calls for 2 FTE Peer Support Specialists, job description is Peer Recovery Coaches, description of role includes providing peer recovery support services rather than peer recovery coaching
3. Implementation - Work Plan
Only provided a 1 year plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/14/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Provided community-based services for over 30 years. Mostly housing work, with addiction services added in 2022, including low barrier addiction services regardless of treatment status. 3 projects included
2. Subcontractors
<ul style="list-style-type: none"> • Met – included none
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met – included, shelter oriented
4. Litigation
<ul style="list-style-type: none"> • Met – included none
5. Financial Viability
<ul style="list-style-type: none"> • Met – included, 3 years
6. Certificate of Insurance
<ul style="list-style-type: none"> • Met – included, current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>1 Bidder has expertise operating 24/7, will arrange the best 40hrs to be open based on participants' needs & preferences</p> <p>2 met</p> <p>3 vague responses focusing on documentation</p> <p>4 they support the client in determining the best path for them</p> <p>5 all services are free of charge, supported by outside funds to sustain their work. No specific mentioned of board with lived experience over 51%</p> <p>6 met</p> <p>7 plan to hire staff, and use their existing experience</p>
B. Recovery Support Services
<p>1 building is dedicated to recovery programming: no mention of virtual support</p> <p>2 att.7-experience networking in the community</p> <p>3 they have experience coordinating and collaborating</p> <p>4 CPO will utilize his background; PCs will be purchased to make DOL referrals</p> <p>5 prepared for case mgmt. and assistance. Too brief</p> <p>6 att.8 – existing training, familiarity with relevant areas for training</p>
C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/14/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

1 currently using compliant web based EHR; not named specifically 2 too brief 3 relying on 3 rd party vendor 4 met
D. Center Website Requirements
1 they will current website designer to develop new website (too brief) 2 too brief 3 met 4 too brief, limited details 5 met, briefly stated
E. Services to be Provided to Participants
1 appropriately trained staff, meeting the need for 1:1 support 2 unclear plan, mention clinical supervision 3 met 4 not all groups mentioned seem appropriate 5 using CPSS trained staff 6 met, detailed response 7 att.9-met 8 att.10-met 9 budget to monitor
F. Staffing Requirements
1 too brief 2 met – detailed response 3 met – detailed response 4 too brief 5 too brief 6 too brief 7 too brief
G. Reporting/Site Review Requirements
Too brief Too brief
H. Performance Measures
Too brief
I. Reports
Too brief
2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/14/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

1 att.11 - 2 indicate none 3 att.12 -

3. Implementation - Work Plan

Att.13 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10.21.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder in operation for 30 years, offering primarily housing and case management services• One of three low-barrier shelters in Maine – transitioned from ‘high barrier’ to ‘low barrier’ in 2022 – intentionally serving individuals regardless of sobriety or treatment status• Recently hired LCSW to expand treatment services – no date provided• Describes culturally responsive approach, gives translators and food prep as examples• Included 3 projects:<ul style="list-style-type: none">a. Bill’s Place – site with IOP and limited recovery programming – limited relevanceb. Low barrier shelter – not relevantc. Case management services – not relevant
2. Subcontractors
<ul style="list-style-type: none">• Indicates ‘N/A’
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided enterprise wide org chart. Project team not identified.
4. Litigation
<ul style="list-style-type: none">• Indicates ‘none’
5. Financial Viability
<ul style="list-style-type: none">• Provided audited financial reports for FY 22, FY23, and FY24, which appear to demonstrate financial viability
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10.21.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Response commits to maintaining 40 hours of programming and offers several operating patterns to best accommodate community need. Location identified would co-locate Center at homeless shelter, which may not be an appropriate location.
- Commits to updating insurance coverage to meet requirement
- Response describes the Authenticity of Voice in program delivery and working with clients who lack 'formal documentation', but it is unclear if the bidder commits to determining eligibility through self-identification.
- Response illustrates commitment to all pathways approach but when listing possible recovery options, does not include harm reduction.
- Bidder indicates all services are offered free to participants
Response indicates examples of participant involvement, and demonstrates valuing this practice, but does not commit to meeting this requirement
- Met requirement
- Plan to hire 3 staff. Limited detail provided. Reliance on existing infrastructure which does not include recovery coaching or peer services.

B. Recovery Support Services

- Response provides limited detail related to providing groups, activities, and events, and omits recovery coaching
- Outreach and engagement plan included in attachment 7 met requirement
- Response includes services and language that does not align with peer fidelity
- Response lacks detail and minimally addresses 2 of 4 requirements.
- Response offers minimal detail and does address multiple requirements in this section. Response does not demonstrate and understanding of peer fidelity.
- Training and orientation plan in attachment 8 is limited to CCAR Recovery Coach training. Narrative response identifies additional training topics, but these are absent from plan.

C. Record Management Requirements

- Met requirement
- Met requirement with limited detail
- Indicates third part vendor contracted to maintain secure data system, but does not identify them.
- Met requirement

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10.21.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Response lacks detail, but commits to meeting requirement
- Response lacks detail, but commits to meeting requirement
- Met requirement
- Response provides minimal detail
- Met requirement

E. Services to be Provided to Participants

- Plan to start with 3 paid staff trained in CCAR model, with manager additional completing Advanced Academy to provide additional support to volunteers. Plan to add volunteer coaches after 1 year to increase capacity. Response uses language in conflict with peer fidelity.
- Plan to leverage clinical supervision of recovery coaches to balance accountability and emotional support for participants. Response demonstrates a rigid, and possibly misinformed understanding of recovery and peer principles. Response focuses on the formal recovery coaching role and does not address supporting other participants with goal setting.
- Response commits to meeting requirement with limited detail.
- Response includes several groups and activities that meet this requirement, but also includes several groups, like IOP and other clinically informed programming, that conflict with peer fidelity
- Response indicates plan to use CIPSS to provide peer support. It is unclear to this evaluator if the bidder understands that recovery coaches are peer roles, or how they might manage the co-mingling of the two peer roles, as insufficient detail is provided.
- Met requirement
- Narrative response alludes to community trainings, but plan included as attachment 9 focuses on staff training in CCAR model
- Met requirement
- Met requirement

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10.21.25

EVALUATOR NAME: Michael Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Refers evaluator to initial staffing plan. Response indicates that staffing needs in excess of this plan will be supported by other funding sources. Plan identifies peer positions inconsistently, and this evaluator is unclear if the plan calls for Recovery Coaches or CIPSS.• Met requirement. Response uses clinically informed language intermittently• Response indicates plan to 'appoint' a volunteer or recovery coach coordinator, but gives no detail, and these roles are absent from the staffing plan referenced earlier in the proposal• Response indicates the 3 paid staff proposed in this RFP would comply with requirements but omits reference to volunteer recovery coaches referenced throughout.• Met requirement with minimal detail• Met requirement with minimal detail• Response provides minimal detail
G. Reporting/Site Review Requirements
<ul style="list-style-type: none">• Commits to meeting requirement with minimal detail• Response commits to meet requirement and offers experience with other programming, but offers no detail.
H. Performance Measures
<ul style="list-style-type: none">• Response does not offer a plan to meet the performance measures, but commits to aligning programs and collecting data
I. Reports
Response indicates experience in reporting, and commits to meeting requirement, but offers little detail
1. Staffing
<ul style="list-style-type: none">• All positions list qualifications and expectation Center Manager position lists lived experience as preferred, not required• Indicate intention to Not use subcontractors Staffing plan calls for 3 FTE's supplemented by volunteer recovery coaches
2. Implementation - Work Plan
Implementation plan includes tasks and objectives with limited timeline, minimal detail, and often lacks position responsible for completion. Work plan extends only 12 months, and should be 24 months

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/21/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Provided community-based services in Kennebec and Somerset Co. for over 30 years• Began offering low-barrier housing supports in 2022, one of only 3 low-barrier shelters in the state, providing housing first services• Uses data to ensure equity in service delivery and outcomes, trains on cultural and implicit bias in service delivery• 3 Projects described – uncertain of relevance:<ul style="list-style-type: none">○ Recovery center? (Bills place)○ Low barrier shelter○ Case management services, for people experiencing homelessness
2. Subcontractors
<ul style="list-style-type: none">• Indicates “N/A”
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Enterprise level organizational chart provided. Uncertain where project team is located within the chart provided.
4. Litigation
<ul style="list-style-type: none">• Indicates “none”
5. Financial Viability
<ul style="list-style-type: none">• Audited financial statements for 2022, 2023, and 2024 attached• Statements show consistent modest losses over all three years of financial statements provided.
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided certificate of commercial general liability insurance, valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/21/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement
2. Met requirement
3. Bidder does not address how they will determine Participant eligibility
4. Met requirement
5. Bidder does not address how it will ensure at least 51% of its board is comprised of individuals with Lived Experience
6. Met requirement
7. Bidder provides minimal detail with respect to how it will provide Recovery Center Coordination

B. Recovery Support Services

1. Bidder does not address how it will provide RSS to Participants in the Center
2. Outreach and engagement plan attached to proposal. Met requirement.
3. Response provides minimal detail as to how they will coordinate staff and programming to support Participants' needs. Description is limited to case management coordinating with Recovery Center staff, which may be out of scope, and inviting collaborative partners onto their campus.
4. Response does not address how they will support participants with resume development, job searches, and mock hiring interviews.
5. Response does not adequately address how the bidder will assist participants with access to supports surrounding numerous areas directly identified in the RFP. Bidder indicates that their clinical team will provide case management services which is out of scope and not in fidelity with the peer model. Response seems to lack understanding of the nature of RSS delivered through Recovery Community Centers.
6. Training and orientation plan attached to the proposal. Response lacks detail. Plan does not address core principles of recovery centers or provide detail as to what trainings are actually offered.

C. Record Management Requirements

1. Response describes a system built for Case Management but does not indicate how it will be adapted for utilization for the purposes of the proposed program.
2. Minimally met requirement
3. Met requirement
4. Met requirement

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/21/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Minimally met requirement
2. Response does not indicate an understanding of the policies in question
3. Met requirement
4. Response does not address how data collection, use, and reporting will comply with the TLP White definition of data classification.
5. Met requirement

E. Services to be Provided to Participants

1. Met requirement
2. Response does not seem to address the prompt
3. Response lacks detail. Does not adequately describe what the Bidder will do to support the development of recovery capital
4. Response describes clinical support groups that are out of scope for this RFP and not in fidelity with the peer model.
5. Response suggests that Recovery Coaches will be cross trained between CPSS and CCAR. Met requirement.
6. Met requirement
7. Quarterly training plan attached. Requirement not met. Plan provided is oriented towards staff, not external parties.
8. Recreational and social events plan attached. Bidder does not address community contribution.
9. Met requirement

F. Staffing Requirements

1. Response does not meaningfully address how bidder will employ and/or subcontract sufficient staff
2. Met requirement
3. Describes a system surrounding volunteer recovery coaches, however, does not address staff recovery coaches, which are previously indicated
4. Response does not meaningfully address how bidder will ensure that RCs are either a registered or certified recovery coach
5. Response does not meaningfully address how registered RCs will receive their full certification
6. Response does not meaningfully address how RCs will maintain their registration/certification
7. Response does not meaningfully address how RCs will receive regular Coachervision

G. Reporting/Site Review Requirements

1. Met requirement
2. Response does not address how bidder will facilitate interviews

H. Performance Measures

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/21/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Response does not answer the prompt. Bidder does not address how they will achieve performance measures or meaningfully address how they will track progress. Client management systems do not collect information on events or volunteers.

1. Reports

Met requirement

2. Staffing

1. Job descriptions attached. No job description included for Recovery Coach Coordinator. No reference to importance of lived experience. No reference to Recovery Coach trainings. No designation of a Recovery Coach Coordinator.

2. Met requirement

3. Met requirement

3. Implementation - Work Plan

Workplan is not displayed in a timeline chart. Does not indicate what role is responsible for what task.

Part IV, Section IV Cost Proposal and Budget Narrative

- Requesting \$154k
- Includes \$140k for personnel, and 15% fringe
- Indicates \$45k agency commitment to the program
- No indirect indicated for award

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/22/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• 30 years of experience with community-based services including using a housing-first model and providing case management.• In 2022 transitioned shelter services to low barrier from a previous high barrier model now serving people regardless of active substance use.• Incorporated principles of harm reduction and trauma informed care into all aspects of work• Notes a holistic approach, individualized support, person-centered model using unconditional positive regard, culturally responsive programming and ongoing training in recognizing cultural and implicit bias in the delivery of programs and services.• Bidder described three projects- low to no relevance to this RFP.
2. Subcontractors
<ul style="list-style-type: none">• None
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Org chart does not indicate project team.
4. Litigation
<ul style="list-style-type: none">• None
5. Financial Viability
<ul style="list-style-type: none">• Appears financially viable
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, current.

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/22/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Located at 19 Colby St., Waterville, Maine 04901, Bidder commits to requirement, however they state that participants will be able to determine the hours of operation but not note how they will gather that feedback.
2. Agrees to comply.
3. Bidder does not address self-identification of participant eligibility.
4. Bidder did not describe how the center would promote, support or utilize the All Pathways approach beyond describing philosophy or attitudes that would support it.
5. Met. A. Bidder did not address how they will ensure the Center's governance board would be comprised of the required 51% lived experience members.
6. Met.
7. Bidder did not adequately describe Recovery Center Coordination as required in this section.

B. Recovery Support Services

1. Other than minimally describing the physical space available for use as the Center, this requirement was not addressed.
2. Attachment 7 provided. Outreach and Engagement plan is focused primarily on high needs populations and does not include details of plans to reach the broader community.
3. Bidder does not reference any staff coordination or programming for participants. Response is entirely about resource connection, client coordination and case management capabilities that are not relevant to this section of this RFP.
4. Bidder references extensive experience with the Clubhouse model, which is not relevant to this RFP. Bidder does not describe resume development, job searches, or mock interview support for participants. Bidder agrees to comply with computer access and DOL referral requirements.
5. Bidder does not describe how they will support participants to connect to community supports outside of their own internal clinical and case management capacity.
6. Attachment 8 doesn't meet requirements as it outlines required trainings for registered/certified Recovery Coaches and is not an ongoing training plan for the required topics. Bidder described, in narrative, multiple trainings that they offer however most of them are not relevant to the scope of services in this RFP and not relevant to peer roles. E.g. SafeServe, MANDT, OSHA

C. Record Management Requirements

1. Met.
2. Met.
3. Met
4. Met.

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/22/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Bidder agrees to requirements.
2. Bidder agrees to requirements.
3. Bidder agrees to requirements.
4. Bidder did not address how any data collected, used, and reported on would be de-identified meeting the definition of TLP White as required by the MaineIT Data Classification Policy.
5. Bidder states they do use any TikTok or ByteDance Limited products or applications but did not address how they would ensure this in the future.

E. Services to be Provided to Participants

1. N- language of "caseload" is not aligned with peer fidelity.
2. Bidder demonstrates a profound misinterpretation of the CCAR model regarding the development of a Recovery Action Plan by stating Recovery Coaching is at its heart about accountability when setting goals. N- Clinical supervision is never recommended for peer-based services or programs.
3. Bidder defined Recovery Capital in their response but did not provide details on how they would assist participants to build Recovery Capital through their center programming or services.
4. N- Bidder states that for early recovery oriented facilitated groups they will emphasize leader-directed groups facilitated by trained and credentialed personnel. This is outside of peer-fidelity and does not meet the requirements of this RFP as a non-clinical, peer-based recovery support center. N- Family therapy and mediation groups and "Recovery Reconnection Agreements" are outside of peer fidelity.
5. Met.
6. Met.
7. Bidder submitted Attachment 9, a training plan for staff and volunteers, that does not meet requirements in this section.
8. Attachment 10 provided. Opportunity for participant volunteering or community contribution not addressed.
9. Met.

F. Staffing Requirements

1. Bidder does not address requirement in their response in this section.
2. Met. Q- Bidder references the Face and Voices of Recovery model- CCAR is the approved model required.
3. Met.
4. Did not address.
5. Did not address.
6. Did not address.
7. Did not address.

G. Reporting/Site Review Requirements

1. Did not address.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Mid-Maine Homeless Shelter & Services

DATE: 10/22/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Did not address.
H. Performance Measures
1. Did not address.
I. Reports
1. Agrees to comply.
2. Staffing
a. Attachment 11 provided. Recovery center Manager position does not require lived experience. Peer Recovery Coach and Volunteer Coach descriptions do not list appropriate CCAR training required in this RFP.
b. no subcontractors
c. Attachment 12 provided. Minimally met.
3. Implementation - Work Plan
1. Attachment 13 provided. Work plan states that services to be delivered to participants does not start until 4 to 6 months after contract would begin. 10 to 12 months to register coaches with the MRCCB. Work plan is not adequate to meet requirements.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/27/25 and 11/1/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Opened Recovery center August 6, 2024 • Staff currently includes two people with lived experience and one who identifies as an affected other • Ran Recovery Wellness Café for 2 years (2022-2024) • Parent agency was established in 2017 • 3 Projects <ul style="list-style-type: none"> ○ Recovery Wellness Community Center ○ Recovery Café Network ○ Piscataquis County Recovery Coach Coordinator- unclear how the bidder is connected to this project
2. Subcontractors
<ul style="list-style-type: none"> • Indicates “none”
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included word document with a list of positions, did not include a project team organizational chart
4. Litigation
<ul style="list-style-type: none"> • Indicates “none”
5. Financial Viability
<ul style="list-style-type: none"> • Provided documents for 2023
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided a quote for insurance
Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/27/25 and 11/1/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. 20 Douty Hill Rd, Sangerville, ME. Open 40 hours, 9am-5pm. Has keyholder agreements to allow 12 step meetings
2. Met requirements
3. Self-identification is used to determine needs, does not discuss how self-identification is completed
I: Reports that anyone who walks in is eligible, this may not fit peer fidelity
4. Talks about the concerns participants may face when receiving services in a rural/frontier county but does not address how they approach an all pathways to recovery approach
I: States that they implement an all pathways approach because they have lived experience with detox, treatment, and recovery, this may be a narrow view of what an all pathways to recovery approach would include
5. Reports that their board is made of at least 51% of people with lived experience, unclear how many people meet this requirements and unclear if affected others are included in these numbers
6. States they will comply and have strong community relationships
7.
 - a. Reports they will have a calendar of all meetings, lacks detail on how they will coordinate recovery group facilitation and resource connections
 - b. Does not address coordination of peers to support participants
 - c. Reports they will keep a list of oriented volunteers, does not address provisions of orientation to staff, volunteers, and participants

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/27/25 and 11/1/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Has staff/coaches available to engage in conversation, has a phone number participants can call, and a Facebook group participants can engage with. Lacks details on how they will provide Recovery Support Services to participants.2. Provided an outreach and engagement plan3. Reports having staff and conducting volunteer outreach, lacks details on how they coordinate staff and programming to support participants4. <ol style="list-style-type: none">a. Does not address how staff will assist with resume development, job searches, or mock interviewsb. Met requirementsc. Met requirements5. Does not address basic needs or child protective services navigation States that transportation is a challenge, but they help in creative ways Provides referrals for clinical services, harm reduction, and case management Providing meetings at local criminal justice facilities6. Developing training for trauma informed approaches, strength-based practices, and DEI Provided a copy of the staff orientation PowerPoint Could not find attachment 8 Center Staff and Volunteer Training and Orientation Plan
C. Record Management Requirements
<ol style="list-style-type: none">1. Waiting to gain access to Recovery Data Platform, does not address how they will manage or track the areas addressed in this requirement2. Reports they are reviewing risk assessment and vulnerability scanning policies and will comply with requirements3. Does not address requirement4. Does not address requirement
D. Center Website Requirements
<ol style="list-style-type: none">1. Met requirements2. Addresses confidentiality not Digital Accessibility and Social Media for State Businesses Polices,3. Addresses computer and data safety, does not address this section regarding to release of website data usage without written approval from the Department4. Has the same information from the section about computer and data safety, does not address this section regarding ensuring all data shared meets TLP White requirements
<ol style="list-style-type: none">5. Addresses policies around bulletin boards and Facebook usage, does not address this section regarding to use of TikTok

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/27/25 and 11/1/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

E. Services to be Provided to Participants
<ol style="list-style-type: none">1. Addresses getting coaches trained in CCAR; does not address this section regarding how they will offer 1:1 coaching using CCAR.2. Appears to discuss coaching goals rather than participant goals and building recovery capital, does not address this section regarding assisting participants with setting Recovery Goals, developing Recovery Action Plans, and solving problems3. Q: Should recovery capital be defined as housing, positive social and family relationships, and employment? I: Substance-Affected Youth (SAY) provided by a partner agency for youth affected by someone else's use, not clear how this supports building recovery capital for participants4. Will provide space for groups to come in and host meetings Center will facilitate an All-Recovery meeting and SAY program, will provide space for 12 step meetings5. Addresses how they will use community feedback to find new group partners, does not address this section in regard to how they will use peer-led guidance, feedback, and social supports in domains identified by Participants, staff, and/or volunteers6. Mentions providing new participants with a meeting schedule, flyer, and pamphlets, does not address participant orientation, Rights of Recipients, how to obtain a coach, or how to access 211, the warm line, or crisis services.7. Providing prevention education in 8th grade classes and will be adding 9th grade classes Has attended and will continue to attend events, unclear what training they will be providing to the community at those events Attachment 9 not labeled, appears to have provided a chart with one training per month in 2026, does not detail who the population is for most trainings and does not detail what the training entails.8. Attachment 10 not labeled, included a list of events they will hold and how often9. Utilizes community donations
F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/27/25 and 11/1/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Reports they are working with a partner agency to find and train coaches Reports having 2 staff and 1 of them has lived experience Working to expand volunteer coaching capacity2. Partnership with partner agency provides them a coach coordinator who uses a tracking sheet to track coaching hours Coaches will assist with recruiting Does not address coordination of Recovery Center or supporting participants through relationships, training, and linkage to other recovery support services3. Reports they have two staff who have lived experience, in earlier section reported that only one of their staff had lived experience Reports that willingness to be a recovery coach will be a question for all future hires but does not mention lived experience being a requirement4. Reports that partner agency will make registration and certification possible, unclear if they are asking the partner agency to be responsible for this requirement Does not discuss specific requirements but does address being selective on who becomes a coach (hired or volunteer) and ensuring the center has a deep knowledge of each coaches own experience with substance use or their level of dedication to being a recovery ally5. Weekly meetings with partner agencies' coach coordinator will be used to ensure all coaches are certified within two years6. Does not address the requirements to maintain registration7. Will be completed through partner agency
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Agrees to comply with requirement2. Agrees to comply with requirement
H. Performance Measures
Did not address
I. Reports
Did not address
2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/27/25 and 11/1/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

a. Provided responsibilities and duties for Director, Program Manager, and Recovery Center Support Specialist, did include a job description that included required qualifications for either position

b. Reports that at this time they will not utilize subcontractors

c. Attachment 12 not labeled: Plan does not include time allocations or a plan to provided sufficient staffing. Provided a list of job titles with no details

3. Implementation - Work Plan

Could not located implementation plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> RWI began in 2022, as an offshoot of community collaborations. RCN has been serving the recovery community with peer support, by telephone and online. Due to funding from the Recovery Council, a brick mortar facility was opened Aug 2024. 3 projects included
2. Subcontractors
<ul style="list-style-type: none"> Included, indicated none
3. Project Team Organizational Chart
<ul style="list-style-type: none"> Included, labeled staffing plan, minimal detail
4. Litigation
<ul style="list-style-type: none"> Included, indicated none
5. Financial Viability
<ul style="list-style-type: none"> Included 2023 tax filing
6. Certificate of Insurance
<ul style="list-style-type: none"> Included, exp. May 2025

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
1 met – note, staff cover a majority of the hours, Mon-Fri, 9 to 5
2 met
3 bidder states all are welcome, self id used, not detailed how
4 bidder ensures all pathways approach by staff awareness, lived experience
5 services are free, occasionally donations are suggested. The board is 51% of lived experience
6 met, not all details relevant
7 bidder will maintain a calendar, managed for gaps, by program mgr & ex.director
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

- 1 In person staff, phone support, and Facebook group
- 2 att.7 – thru HIVE community coalition, event tabling
- 3 bidder will coordinate to support SUD by training staff, facilitate meetings
- 4 bidder will assist with employment by collaborating with Eastern Maine Dev. Corp, and providing PC workstations
- 5 bidder will provide access to community supports by outreach with providers. Lacks detail
- 6 att.8 - bidder will provide training for staff using a PowerPoint orientation, attending sessions at PRCC

C. Record Management Requirements

- 1 bidder will maintain data by using their kiosk, google forms tracking. They are on a waiting list for RDP
- 2 intentions to comply
- 3 state they currently do
- 4 appears no response included

D. Center Website Requirements

- 1 current website lists all available services; zoom hybrid meetings and telephonic support available
- 2 lacks detail
- 3 met
- 4 met
- 5 met

E. Services to be Provided to Participants

- 1 bidder offers 1:1 service by training staff...lack detailed plan
- 2 bidder will assist with recovery goals by resource brokering, lack detailed plan
- 3 bidder will assist building recovery capital by mutual aid support meetings, and sharing resources
- 4 bidder will provide groups by providing space, and have peer support available
- 5 bidder will provide peer led guidance thru their community coalition, partnering with HUGS
- 6 participant orientation includes flyers offered when participant enters, as welcome packet, and staff business cards
- 7 att.9-bidder will provide education and outreach by conducting breakout rooms at PCSS, plan lacks detail
- 8 att.10-bidder will provide recovery orientated events
- 9 bidder receives financial support from community organizations

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

1 bidder will provide staff thru MOU with Healthy Acadia, trained staff
2 minimal detail
3 minimal plan stated
4 relying on Healthy Acadia
5 relying on follow up meetings with staff
6 relying on meeting with staff
7 relying on Healthy Acadia
G. Reporting/Site Review Requirements
met
met
H. Performance Measures
No response indicated
I. Reports
No response indicated
2. Staffing
Att.11 – job desc lack detail
Indicate none planned
Att.12 lack detail
3. Implementation - Work Plan
Att.13 – lack detail

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10.29.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Center is a collaboration between Helping Hands with Heart SUD taskforce and Piscataquis Economic Development Council. • Center established in 2022 • Participated in Recovery Café model training for 2 years • Provides online and phone recovery support • Collaborating with Healthy Acadia’s Maine Association for Recovery Coaching for weekly Coach Coordination • Current Center opened August 2024 with funding from Maine Recovery Council – located in Sangerville • Provided 3 projects: <ul style="list-style-type: none"> A. Current Center – relevant B. Recovery Café’ models – relevant, but duplicative of project A C. Collab with Maine Association of Recovery Coaches – expansion of Recovery Coaching in Piscataquis County - relevant
2. Subcontractors
<ul style="list-style-type: none"> • Indicates ‘none’
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Org chart provided with limited detail.
4. Litigation
<ul style="list-style-type: none"> • Indicates ‘none’
5. Financial Viability
<ul style="list-style-type: none"> • Provided 990 tax filing which indicated zero revenue, along with contract document under between Maine DHHS and The Highlands Senior Center. Materials provided do not demonstrate financial viability
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided a quote from an insurance provider, and an email demonstrating that payment for insurance has been made, but this evaluator is unsure if the terms and coverage detailed in the quote are actually in place.
Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10.29.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Center located at 20 Douty Hill RD, Sangerville, ME 04479. Currently open 40 hours.
2. Indicates current coverage meets this requirement
3. Response does not clearly commit to determining eligibility by self-report
4. Response provides no detail on how the Center plans on supporting participants through an All-Pathway's approach
5. A. Met requirement B. Does not commit to meeting requirement and states the 51% of current board includes affected others without direct personal lived experience. Indicate presence of peer advisory group, but does not describe function.
6. Commits to meeting requirement
7. Response fails to address the orientation of staff and volunteers.

B. Recovery Support Services

1. Response includes walk-in recovery coaching, in-bound phone supports and facebook group chats.
2. Response includes community coalition, tabling at regional events, and outreach to providers.
3. Response includes recovery coaches and volunteer facilitated groups, but detail is lacking. Response does not address co-occurring supports.
4. Response does not address how center staff or volunteers will support participants with resume writing or job searches. Indicates partnership with regional Workforce Development entity, and that no DOL funded employment support entity present in county. Computer accessible for participants
5. Response does not directly address any of the requirements in this area but rather describes efforts to build relationships with regional providers. Response does not address how Center will support participants.
6. Attachment 8, training and orientation plan, seems to be the volunteer orientation PowerPoint from another Center, edited poorly as the name of the other organization is still present on the second slide. Plan does not include staff, participants, or ongoing training plan.

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10.29.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Response indicates use of google forms to track participant activities. Response does not address data collection and lacks detail. Response indicates Center on wait list to transition to Recovery Data Platform.
2. Response indicates compliance and commits to having a plan in place if awarded but offers little detail and does not demonstrate an understanding of the expectation.
3. Response fails to address the requirement aside from assuring compliance with Maine IT contract, which this evaluator believes was intended to be the response to B. 4. below.
4. No response provided.

D. Center Website Requirements

1. Center website in place and meet requirements. Response does not address maintenance.
2. Response indicates that Center's policies apply to electronic communications but provide no detail and does not demonstrate understanding of these requirements or offer a plan to comply.
3. Response does not demonstrate understanding of this requirement
4. Response indicates several steps to center employees to comply with requirements, but offers little detail related to orientation, training, implementation, oversight, or coordination.
5. Met requirement by indicates that facebook is the only social media to be used.

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10.29.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

6. Response briefly describes recovery coach training process. Does not address provision of coaching services for participants.
7. Response focuses on provision of resource lists and referrals to community providers. Lacks detail and does not address supporting participants with the development of recovery plans.
8. Response focuses on referring participants to groups and available community resources. Lacks detail.
9. Indicates Center responsible for facilitating 2 meetings and allowing space for others. No detail is provided as to these other meetings, timing or frequency of groups.
10. Response describes community building efforts. Does not address requirement
11. Response does not address requirements listed in this section a, ii, a. iii, b in it's entirety.
12. Training plan includes 12 training tiles and month training to be delivered. Narrative describes relationship with local school and plan to utilize external trainers to meet this requirement
13. Recreational and Social events plan includes 12 activities with frequency of delivery loosely defined. Includes reference to one outside entity for community based volunteers opportunities with no additional detail provided.
14. Response doesn't overtly commit to meeting this requirement but shares about local partnerships that provide donations and support.

F. Staffing Requirements

- Response references relationship with Healthy Acadia and notes one current recovery coach with lived experience.
- Met requirement with minimal detail
- Response indicates willingness to utilize volunteer recovery coaches but provides no plan. Indicates staff must be willing to serve as a recovery coach as part of their duties but offers no additional detail or plan for these positions.
- Response indicates healthy acadia responsible for meeting this requirement. Provides no details.
- References weekly meetings with coach coordinator to track requirements. Provides no other detail.
- References weekly meetings with coach coordinator to track requirements. Provides no other detail
- Mete with minimal detail

G. Reporting/Site Review Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10.29.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Met requirement• Response lacks detail.
H. Performance Measures
15. No response provided
I. Reports
1. no response provided
2. Staffing
<ul style="list-style-type: none">• All job descriptions are incomplete and do not include qualifications. Unable to evaluate.• Indicates none.• Staffing plan is simply a list of roles. Does not demonstrate any detail in meeting the requirements of this RFP
3. Implementation - Work Plan
Implementation plan is presented as 'strategic plan', does not identify the staff responsible, identified goals outside of center operations, and provides only vague timelines for completion.

Part IV, Section IV Cost Proposal and Budget Narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Organization is an offshoot of task force of Recovers, affected others, and support organizations • Offers telephone and online recovery support • Located in a frontier county • No meaningful engagement around DEI or culturally appropriate services • Includes 3 projects, although one is brief, and the other ended in 2022 <ul style="list-style-type: none"> ○ Wellness community center – relevant ○ Recovery café network – relevant ○ Recovery Coaching network - relevant
2. Subcontractors
<ul style="list-style-type: none"> • Indicated “none”
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Organizational chart provided is not in chart format, does not clearly indicate lines supervision and responsibility, and is lacking key roles
4. Litigation
<ul style="list-style-type: none"> • Indicated “none”
5. Financial Viability
<ul style="list-style-type: none"> • Tax filings for 2023, completed by bidder’s development director first became a nonprofit in 2023 • No indication of any revenue or expenses. Attached allocation letter from the Department, which does not appear in their 990 • Does not appear financially viable
6. Certificate of Insurance
<ul style="list-style-type: none"> • Quote for insurance is included, no indication of current insurance

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement
2. Cites the provision within the contract verbatim
3. Response does not indicate how the bidder will determine eligibility.
4. Response does not address how bidder will promote, support, and utilize an All Pathways approach.
5. Met requirement
6. Met requirement
7. Response lacks detail regarding how bidder will provide RC coordination. Response indicates that they will maintain a calendar and keep a list of volunteers/staff.

B. Recovery Support Services

1. Response is limited to indicating that they will have staff and recovery coaches available.
2. Outreach and Engagement plan attached. Includes a mix of outreach events but does not form a cohesive plan.
3. Response lacks detail on how staff and programming will be coordinated and is insufficient to meet RFP expectations. Bidder re-states that they will have staff and recovery coaches ready and a single type of group available during the week.
4. Response does not address center staff/volunteer supporting resume development. All persons seeking vocational support appear to be referred out. County lacks DOL services.
5. Response lacks detail. Bidder failed to address basic needs, case management, transportation, justice system navigation, and CPS.
6. Volunteer and Staff Training and Orientation plan not attached. Bidder attached a volunteer orientation PowerPoint.

C. Record Management Requirements

1. Uncertain if Google Drive constitutes a client and data management system.
2. Met requirement.
3. Prompt is not addressed.
4. Response has minimal detail. Respondent states they comply with SOM IT Service Contract without any substantiation of this claim.

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Minimally met requirement
2. Bidder does not address the prompt. Response does not detail how the bidder's website complies with the specific policies indicated.
3. Met requirement
4. Response does not address the prompt. Bidder does not address how they will ensure that data collected, used, and reported will meet the definition of TLP White.
5. Response does not address the prompt. There is no reference to TikTok or ByteDance.

E. Services to be Provided to Participants

1. Response addresses finding and training a Recovery Coach, but does not address any other elements of recovery coaching services.
2. Response does not address how bidder will support staff and volunteers in setting goals, developing plans and solving problems. Response is limited to supporting staff and offering limited programming.
3. Response is insufficient to meet expectations of this RFP. Bidder indicates their definition of recovery capital is outside of fidelity with the peer model, and offers limited support in building recovery capital.
4. Response is insufficient to meet the expectations of this RFP. Bidder indicates that they will only hold a select few types of meetings and will otherwise make the facility available for others to organize groups.
5. Bidder seems to misunderstand the prompt and discusses limited mechanisms for peer leadership as opposed to peers leading supports.
6. Response provides minimal detail and does not address key elements of the prompt beyond providing a welcome package.
7. Quarterly Training Plan lacks detail. Bidder attached a list of trainings that will be offered and what month they will be offered in without details.
8. Recreational and Social Events plan attached. Plan includes a list of events and frequency as well as a brief description, but no further details.
9. Met requirement

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Response lacks detail on what additional things the bidder will do to ensure they have sufficient staff with Lived Experience
2. Response does not address the prompt. Did not address how they will perform recovery coach coordination. Response relies on Healthy Acadia to provide coordination.
3. Response does not meet expectations for employing, subcontracting, or coordinating volunteer recovery coaches. Response is limited to adding “willingness to be a recovery coach” on the application.
4. Response does not meet expectations for ensuring that Recovery Coaches are a registered coach or a certified coach. Response is limited to tracking their hours through Healthy Acadia.
5. Response does not meet expectations for ensuring that registered coaches become certified coaches. Response is limited to tracking their hours and meeting weekly.
6. Response does not meet expectations for ensuring that coaches maintain certification. Response is limited to tracking their hours and meeting weekly.
7. Response does not meet expectations for ensuring that coaches participate in CoacherVision. Response is limited to having coachervision in their google calendar.

G. Reporting/Site Review Requirements

1. Met requirement
2. Response does not address prompt. Response recites a portion of the prompt that is incomplete.

H. Performance Measures

Not addressed.

I. Reports

Not addressed.

2. Staffing

- a. Job descriptions attached, including Program manager, Recovery Center Support Specialist, and Director. Job descriptions included an assortment of duties but lacks qualifications. No reference to lived experience. No Recovery Coach job description.
- b. Indicates they consult with BARN. Does not explain relationship between the two organizations.
- c. Staffing plan attached. Lacks key details to determine whether it represents sufficient staffing levels. Includes roles that are not included in the job descriptions.

3. Implementation - Work Plan

Reviewer was unable to locate work plan.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/22/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section IV Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• Proposal is missing budget narrative.• Requesting \$342,194, including \$252,120 for personnel and 7.65% fringe rate.• All staff listed as administrative staff

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/28/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none"> • Helping Hands with Heart (HHH) Substance Use Disorder Task Force (SUDTF) established in 2017 • Collaborated with local healthcare organizations to improve recovery capital and social determinates of health. • Recovery Wellness Initiative established in 2022 • Two people trained in Recovery Café Model (2022-2024) • Bidder states they have two years of providing recovery services, peer support, and brokerage during this time- unclear what brokerage means in this context. • Recovery Wellness Community Center was established in August of 2024. Provides telephonic and online recovery support. • Bidder states their staff are trained in “Recovery Coaching, RCA, and CCAR”- This refers to the peer model, the training, and the training entity, these are not all separate models to be trained in. This demonstrates a lack of understanding about what staff are trained for and by whom. • Recovery friendly workplace • Descriptions of three projects was unclear, lacked details on specific accomplishments. Projects appear to be relevant to this RFP but the scope of work is unclear.
2. Subcontractors	
	<ul style="list-style-type: none"> • None
3. Project Team Organizational Chart	
	<ul style="list-style-type: none"> • Organization chart file is a staffing plan and unclear who the project team is. Does not meet requirement.
4. Litigation	
	<ul style="list-style-type: none"> • None
5. Financial Viability	
	<ul style="list-style-type: none"> • Provided non-profit status, and EZ990 for year 2023. Financial viability is unable to be determined.
6. Certificate of Insurance	
	<ul style="list-style-type: none"> • Provided insurance quote valid until 7/6/24 and payment receipt to United States Liability Insurance Group for 7/29/25. Does not meet requirements.

Part IV, Section III Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/28/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Services to be Provided
A. Recovery Support Center (Center)
<p>1. Located in Sangerville Maine, Center is open to the public for a total of 40 hours each week, from 9:00 AM to 5:00 PM</p> <p>2. Response does not meet requirements. No certificate of insurance provided, narrative is not sufficient to meet requirements.</p> <p>3. Bidder states that anyone is eligible to walk through the center doors- Bidder does not have sufficient understanding eligibility criteria for services as described in this RFP.</p> <p>4. Bidder describes staff attitudes and personal experiences that support All Pathways approach but did not describe how they would ensure the Center promotes, supports, and utilizes an All Pathways Towards Recovery.</p> <p>5. Bidder's response to this section is unclear. Refers to members as having lived experience but not a governance board. Bidder states they have an approach is that you need to give back what you have received in sobriety- this approach is not within peer fidelity. Does not meet requirements.</p> <p>6. Bidder states that they have strong connections with the local fire department, EMS, sheriff's office, town code enforcement officer, and the town manager but this response does not meet requirements.</p> <p>7. Bidder states they will maintain a calendar and a list of volunteers and staff that have orientation but this response does not meet requirements.</p>
B. Recovery Support Services
<p>1. Response does not describe providing Recovery Support Services. Does not meet requirements.</p> <p>2. Met</p> <p>3. Response was minimal and lacks detail. Does not meet requirement.</p> <p>4. Met.</p> <p>5. Response was minimal and lacks detail. Does not meet requirement</p> <p>6. Bidder did not provide Attachment 8 as a Center Staff and Volunteer Training and Orientation Plan, but instead provided their orientation PowerPoint. Language used in this presentation does not support the All Pathways approach, and this submission does not meet requirements.</p>
C. Record Management Requirements
<p>1. Met.</p> <p>2. Agrees to comply</p> <p>3. Does not meet requirement.</p> <p>4. No response provided.</p>
C. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/28/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Minimally met.
2. Does not meet requirement. Bidder response refers to confidentiality and data security, not how they will ensure the website adheres to the State's MaineIT Digital Accessibility Policy and Social Media for State Business Policy.
3. Does not meet requirements. Bidder's response does not address how ensure no data is released regarding the usage of the website without the written approval from the Department.
4. Response to this section is duplicative of response in section 3 and does meet requirements.
5. Bidder did not reference TikTok or ByteDance Limited in their response. Does not meet requirements.

D. Services to be Provided to Participants

1. Met.
2. Bidder's response did not address setting Recovery goals, developing a Recovery Action Plan, and only minimally describes solving problems directly related to Recovery, primarily by offering limited resource connections. N- Bidder states that they use a group discussion format where recovery coaching appointments are discussed. This format brings up confidentiality concerns, particularly in a rural location, and is not aligned with peer fidelity.
3. Bidder describes limited definition of recovery capital and response minimally meets requirements.
4. Facilitated groups described are limited to three categories (12-step, All Recovery and youth as Affected Others) and does not meet requirements to provide groups that support Participants and their families who are in early Recovery and throughout Recovery, to support reconnection with family, community, and work life, and aid in preventing a relapse.
5. Bidder did not address requirements in this section.
6. Bidder did not address all requirements in this section beyond providing new Participants with a flyer of scheduled meetings, a vague reference to a "welcome packet" and staff business cards with contact information.
7. Attachment 9 submitted, although not labeled as such. Met.
8. Attachment 10 submitted, although not labeled as such. Met.
9. Met.

E. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Recovery Wellness Initiative DBA Recovery Wellness Community Center

DATE: 10/28/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Does not meet requirements. Bidder states that recovery coach coordination is part of an MOU with Healthy Acadia. Did not address Recovery Center Coordination or Lived Experience of either of these roles. Bidder noted that they have two recovery coach trained staff and one is a person with lived experience.
2. Met.
3. Does not meet requirements.
4. Bidder states that this requirement is met through their MOU with Healthy Acadia. Bidder goes on to describe that they are selective in their hiring/volunteering and conduct interviews so that they will have a deep knowledge of their (the applicant) own experience with addiction or their level of dedication to being an ally. This does not support an All Pathways approach, does not ensure adequate staffing levels of people with lived experience, and is not best practice in hiring people with lived experience.
5. Minimally met. N- discussions of coaching sessions in a weekly meeting format is outside of peer fidelity.
6. Maintenance of registered/certified status with MRCCB and required timeframe of registration was not addressed in Bidder's response.
7. Met.

F. Reporting/Site Review Requirements

1. Agrees to comply.
2. Bidder did not provide response.

G. Performance Measures

1. Bidder did not provide response.

H. Reports

1. Bidder did not provide response.

2. Staffing

- a. Attachment 11 provided, although not labeled as such. None of the job descriptions provided indicated the required trainings or lived experience. Bidder did not indicate which roles are currently staffed and which they would be hiring to fill.
- b. Indicated none but did list a consultant.
- c. Attachment 12 provided but not labeled as such. Staffing plan does not indicate hours, which roles are currently filled, does not meet requirements.

3. Implementation - Work Plan

1. Attachment 13 provided but not labeled as such. Work plan is disorganized, unclear and does not meet the requirements.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11/2/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health.

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Been brining awareness and addressing substance use disorder for over a decade• Been running a recovery resource center since 2018• 4,100 participants accessed services at the recovery center in 2022• DEI experience includes community garden, inclusive programing, ongoing education, and culturally competent programming• Three projects:<ul style="list-style-type: none">○ Prevent Drug/Opioid Overdose Related Deaths grant○ Recovery Center○ Outreach, Community Education, and Initiating Community Inclusiveness projects
2. Subcontractors
<ul style="list-style-type: none">• Indicates they will not be using subcontractors
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided
4. Litigation
<ul style="list-style-type: none">• Indicated "none"
5. Financial Viability
<ul style="list-style-type: none">• Provided 3 years of tax documents
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11/2/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health.

1. 19 VFW St, Lincoln, ME, will operate 40 hours per week, Monday-Friday 10am-6pm. Will open outside of regular hours for additional programming.
2. Met requirements
3. Self-identification is completed through conversation with staff or volunteers
4. Person centered care is part of training for staff
Provides many ways for participants to share feedback on programming
5. Met requirements
6. Met requirements
7. a. Discusses virtual programming, barriers to services, and how they support these barriers. Unclear how they coordinate recovery group facilitation and peer recovery resource connection for participants
b. Met requirements
c. Met requirements

B. Recovery Support Services

1. Provides a list of taxi services, free WIFI areas, and public computers to ensure participants can access services
2. Attachment met requirements, narrative does not appear to address this requirement about community engagement
3. Met requirements
4. a. Some staff have prior experience in coaching and career counseling
Will assist with addressing working history, justice involvement, and gaps in employment
b. Met requirements
c. Met requirements
5. a. Runs a clothing closet and show program
Has a working document with local resources
b. Met requirements
c. Met requirements
d. Will assist with applications and attend meetings is requested
e. Provides support with finding transportation and has a bike program
f. Met requirements
g. Met requirements
h. Met requirements
6. Provided detailed plan for staff and volunteer orientation

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11/2/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health.

<ol style="list-style-type: none">1. Utilizes the Faces and Voices of Recovery client and data management system2. Will work with IT specialist to meet this requirement3. Will continue to meet requirements4. Demonstrates an understanding of the IT-Service Contract confidentiality requirements Will work with IT specialist to meet these requirements
D. Center Website Requirements
<ol style="list-style-type: none">1. Has an active website that meets these requirements2. IT consultant will be responsible for this requirement, staff will be required to review center policies3. Will add this requirement to current center policies4. IT consultant will be responsible for this requirement5. Will add this requirement to current center policies
E. Services to be Provided to Participants
<ol style="list-style-type: none">1. Met requirements2. Goal setting and problem solving will be participant driven and flexible enough to change as needs change3. Detailed plan on how the coaches will support participants in building recovery capital4. Offers groups and programming seven days a week5. Staff assist participants with connecting to groups that will meet their needs and accessibility Focuses on working as a team with participants to find appropriate groups and community inclusion. Heavy focus on staff/volunteer feedback and not participant feedback; however participant feedback is addressed in other sections6. Met requirements7. Narrative met requirements Attachment 9 focuses on staff training not community training8. Met requirements Attachment 10 included a sample calendar of events9. Utilizes donations
F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11/2/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health.

<ol style="list-style-type: none">1. Met requirements2. Detailed plan for Recovery Coach Coordination3. Met requirements4. Detailed plan for ensuring coaches are either registered or certified5. Met requirements6. Met requirements7. Met requirements
G. Reporting/Site Review Requirements
<ul style="list-style-type: none">• Will continue to meet requirements• Commits to meeting requirements
H. Performance Measures
<ul style="list-style-type: none">• Met requirements
I. Reports
<ul style="list-style-type: none">• Met requirements
2. Staffing
<ul style="list-style-type: none">• Met requirements• Will not be utilizing subcontractors• Met requirements
3. Implementation - Work Plan
Plan only goes through 2/28/26, except for Quarterly reports, site visits, and close out reports.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/29/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> SAL has been engaging in community education of SUD, for the last 11 years, forming a 501c in 2018. 3 projects outlined
2. Subcontractors
<ul style="list-style-type: none"> Met - Included – indicated none – mentioned 2 specialized contractors in overview
3. Project Team Organizational Chart
<ul style="list-style-type: none"> Met - included
4. Litigation
<ul style="list-style-type: none"> Met - Included - none
5. Financial Viability
<ul style="list-style-type: none"> Based on size, no audits performed, or required, tax returns for 21,22, 2023 included
6. Certificate of Insurance
<ul style="list-style-type: none"> Met – included, current
Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>Operates currently 40hrs, 10-6pm, Mon-Fri. Provide minimum 2 staff members at all times</p> <p>Met</p> <p>each individual is met privately to allow self-identification; service delivered is then based on how they identify</p> <p>by embracing the Recovery Bill of Rights, staff training on all pathways, and supervision provided to identify possible bias</p> <p>services always FOC; board is configured to ensure 55% of members consist of those with lived experience</p> <p>has demonstrated compliance within their current DHHS contract</p> <p>coordination will be provided by leadership structure, supervision, support and collaboration with other centers and incorporating online meetings</p>
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/29/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Center will be staffed for in person recovery support, and virtually
Att.7 – met – detailed outline of recovery activities
Center will coordinate staff to support participants by the staffing pattern, program schedule, staff training
Employment needs supported with hands on assistance, access to PCs, and facilitating access to external services – detailed response
Community supports provided by brokering resources and their broad collaboration network
Att.8 – orientation for staff provided in training curriculum and initial onboarding

C. Record Management Requirements

- Currently using Faces & Voices EHR system
- Met
- Met
- Met

D. Center Website Requirements

- Currently maintains an active website
- Met
- Met
- Met
- Met

E. Services to be Provided to Participants

- 1n1 recovery coaching is arranged during participant orientation; CCAR training will provide guidance
- Staff are trained to collaborate with participants to create a Recovery Action Plan
- Assist in building recovery capital with participants by increasing their support system, improving coping strategies, and recovery capital training
- Diverse selection of groups available, to be expanded with this award
- Peer led guidance by groups and community activities
- Orientation for participants is planned with a handbook, in the first 30 days
- Att.9 – met – education and outreach provided in person and virtually, by staff with lived experience
- Att.10 – met – center facilitates recovery recreational activities
- Events have been hosted and funded by donations, and contract funds, will be allocated to remain under 2%

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/29/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Staff will be screened for lived experience qualifications, as listed in the staff job description• The RCC will ensure oversight, support, and supervision• Intend to fulfill the staffing plan and recruitment by offering competitive wage• Met• Met• Met• Met
G. Reporting/Site Review Requirements
<ul style="list-style-type: none">• Met• Met
H. Performance Measures
<ul style="list-style-type: none">• Met
I. Reports
<ul style="list-style-type: none">• Met
2. Staffing
<ul style="list-style-type: none">• Att.11 – met• None• Att.12 – met
3. Implementation - Work Plan
<ul style="list-style-type: none">• Att.13 - met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11.3.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Engaged in SUD related community activities for 11 years, incorporating as a 501 c 3 in 2018. • Currently operating Center with staff trained as recovery coaches • Engaged 4,100 people through programming, activities, and services in 2022 • Strong community ties in Lincoln County • References efforts related to DEI such as ongoing training and regular programming • Provided 3 Projects <ol style="list-style-type: none"> 1. Bangor Public Health – <i>Maine Project to Prevent Drug/Opioid Overdose-Related Death</i> - relevant 2. Recovery Coaching at Center – relevant 3. Community Engagement - relevant
2. Subcontractors
<ul style="list-style-type: none"> • Indicates no use of subcontractors
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met requirement
4. Litigation
<ul style="list-style-type: none"> • Indicates 'none'
5. Financial Viability
<ul style="list-style-type: none"> • Provided tax filing documents from 2022, 2023, and 2024
6. Certificate of Insurance
<ul style="list-style-type: none"> • Included and current
Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11.3.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Center address identified as 19 VFW St, Lincoln ME – plan to operate M-F 10a-6p, with occasional evening and weekend hours as needed
- Indicates current insurance coverage to meet this requirement with plan to maintain coverage
- Detailed response demonstrates a participant led process to accessing recovery support
- Response illustrates a commitment to person centered recovery, supported by staff approach, training, and implementation of various programs
- A. met requirement. B – commits to meeting requirement, although current board vacancies as reported bring current representation of individuals with lived experience below 51%
- Met requirement
- Provides both in person and virtual support, including activates
Identifies the leadership position necessary for coordination of peer support, including staff, all training in CCAR Coaching, events, and outreach activities.

B. Recovery Support Services

- Met requirement
- Narrative response and attachment 7 meet requirement
- Met requirement
Response to providing support to individuals with co-occurring challenges is limited to making referrals to other providers
- Met all requirements
- Detailed response meets all requirements
- Narrative response and attachment 8 meet requirement

C. Record Management Requirements

- Meets requirement through use of Recovery Data Platform
- Response commits to meeting requirements, using IT consultant
- Met requirement with limited detail
- Met requirement with detailed response

D. Center Website Requirements

- Met requirement with detailed response
- Plan relies on IT consultants to meet this requirement
- Plan to update policies to reflect Maine IT requirements, but does not address implementation and/or oversight
- Plan for IT consultant to update IT policy to meet requirements, but does not address implementation or oversight

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11.3.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Plan to update policy to meet this requirement, but does not address implementation or oversight
E. Services to be Provided to Participants
<ul style="list-style-type: none">• Met requirement• Met requirement• Meet requirement• Met requirement. Includes process for soliciting and implementing feedback on group offerings. List of groups included.• Met requirement• Met requirement• Narrative response includes reference to trainings being available to community members but indicates all training will be held at the center and/or virtually. Attachment 9 appears to present training topics for staff and volunteers and does not address connecting with community partners.• Narrative response details various events and activities. Attachment 10 offers a draft monthly calendar• Met requirement
F. Staffing Requirements
<ul style="list-style-type: none">• Response indicates that applicants are required to answer questions about their lived experience, which is not an appropriate hiring practice and does not align with peer principles.• Met requirement• Met requirement• Met requirement• Met requirement• Met requirement• Met requirement
G. Reporting/Site Review Requirements
<ul style="list-style-type: none">• Met requirement• Met requirement
H. Performance Measures
<ul style="list-style-type: none">• Response does not provide plan for achieving performance measures
I. Reports
<ol style="list-style-type: none">1. Response does not address how data will be collected2. Met requirement
2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 11.3.25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Met requirement
- Indicates no subcontractors will be used
- met requirement

3. Implementation - Work Plan

1. Implementations plan offers limited tasks, details, and timeline

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/27/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Started with grassroots community education in 2016(?), established as 501(c)(3) in 2018 • 3 staff, 2 specialized contractors, 10 committed volunteers – staff are certified recovery coaches, Director holds additional certifications • Served over 4,100 people in 2022, new collaboration with Mattanawcook Academy providing youth recovery coaching • Intentionally embedded in Greater Lincoln region • Programs are designed to create environments where individuals are welcomed and accepted through targeted outreach at multicultural events, Q+ celebrations; ongoing DEI education; cultural competency programming through book club; culturally responsive services (CLAS) • Provides 3 relevant projects: <ul style="list-style-type: none"> ○ Overdose prevention partnership with City of Bangor ○ Recovery support services, including CCAR recovery coaching ○ Outreach and community education
2. Subcontractors
<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided project team organizational chart, does not list required roles
4. Litigation
<ul style="list-style-type: none"> • Indicates “none”
5. Financial Viability
<ul style="list-style-type: none"> • Provided 990s for 2022, 2023, 2024 • Tax returns show substantial decrease in net revenue in 2023 proportional to gross revenue, offset by substantial increase in 2024 • Question dependency on state funding and delays in payments
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/27/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement
2. Met requirement
3. Met requirement. Provides informal opportunity to identify through conversation.
4. Indicates that staff will be observed to determine alignment with All Pathways approach and supervision provided to identify biases. Will provide confidential surveys to solicit feedback.
5. Met requirement
6. Response lacks detail. Bidder asserts that they have demonstrated ability to comply with relevant laws but does not describe that demonstrated ability.
7. a. Response does not seem sufficient to meet requirements of the RFP. Groups proposed are only virtual. Proposed a collaborative network of recovery centers in the region to support resource connections but does not address how the bidder themselves will support resource connections. b. Response lacks detail, briefly describes role of center director but lacks information on role of peers and other activities; c. refers to other resources, but does not discuss coordination of center staff and volunteers

B. Recovery Support Services

1. Met requirement
2. Outreach and engagement plan attached. Met requirement.
3. Met requirement
4. Met requirement
5. Response lacks detail. Lists service areas but does not describe supports surrounding service areas. List of collaborations does not touch on all the areas and includes some resources that are no longer available. Indicating collaboration with CPS and Adult protective services is outside of fidelity with the peer model.
6. Training and orientation plan attached. Response includes a list of training organized by domain area from the Recovery Coach Manual. Orientation process includes shadowing. Director will assess readiness to work independently.

C. Record Management Requirements

1. Met requirement
2. Met requirement
3. Response lacks detail. States that bidder complies with relevant state and federal laws without describing how.
4. Met requirement

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/27/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|--|
| <ol style="list-style-type: none">1. Met requirement2. Response lacks detail. Delegates to IT consultant without detailing further.3. Met requirement4. Response lacks detail. Delegates to IT consultant without detailing further.5. Met requirement |
|--|

E. Services to be Provided to Participants

- | |
|--|
| <ol style="list-style-type: none">1. Met requirement2. Response does not meaningfully address how staff and volunteers will assist participants solving problems3. Response identifies how bidder will support participants in assessing recovery capital, but lacks detail on how they will support participants in building recovery capital4. Response identifies numerous groups for participants. A number of these appear to be activities rather than groups (ie. Yoga, hula hoop, music, gardening). Guarantees a minimum of two online groups each week to meet the needs of their rural geography5. Response lacks detail. Does not meaningfully address how participant will provide peer-led guidance to support community inclusion and contributing to and enjoying one's community6. Indicated approach to orientation is not thorough enough to meaningfully orient participants to the indicated resources.7. Quarterly training plan attached. Does not address understanding prevention. Seems to be oriented towards staff as it is embedded in staff meetings.8. Social events plan attached. Uncertain about opportunities to contribute to community.9. Met requirement |
|--|

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/27/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Response lacks detail. This indicates how they will assess potential hires for lived experience with SUD but does not address how they will employ sufficient staff – ie. Additional systems.
2. Response lacks detail with respect to supporting participants in their recovery. Bidder indicates that the Center Director will ensure high-quality RCS and case oversight but does not elaborate beyond this.
3. Uncertain how 1.25 FTEs of recovery coaches will be sufficient. Concerns over difficulty filling the positions, especially with people with lived experience.
4. Indicates that coaches may be recovery ally's, which is not in fidelity with the peer model. Response lacks detail as to how coaches will be supported in meeting requirements
5. Response lacks detail beyond tracking completion of requirements
6. Response lacks detail beyond tracking completion of requirements
7. Met requirement. Response relies solely on stating requirements and tracking completion.

G. Reporting/Site Review Requirements

1. Met requirement
2. Met requirement

H. Performance Measures

Response discusses data submission without addressing how bidder will perform all services.

I. Reports

Met requirement

2. Staffing

Job descriptions attached. Qualifications include lived experience with SUD OR other challenges. Identifies Recovery Coach Coordinator as supervisor for Recovery Coaches, but no job description is available for this role.

No subcontractors identified

Staffing plan attached. Met requirement.

3. Implementation - Work Plan

Work plan attached. Includes detailed administrative tasks and who will perform them, but does not appear to include broader direct-service tasks.

Part IV, Section IV Cost Proposal and Budget Narrative

- Proposing \$415k, substantially higher than annual budget
- \$245k for personnel, with 7.7% fringe due to largely part time workforce
- \$21k for other expenses, including workers comp, accounting, technology, membership dues, etc...

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/27/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|---|
| <ul style="list-style-type: none">• \$28k indirect, which should include many of the costs listed in 'other' or be eliminated |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Bidder states that they have over a decade of experience and established a 501(c)(3) nonprofit in 2018. • Active Board of Directors, 3 staff, 2 contractors, and 10 volunteers. • Notes experience with serving rural communities, Recovery Coaching, peer support, harm reduction and community outreach. • Staff are trained in CCAR model and Director has completed Coachervision, supporting a multiple pathway approach to services. • Served 4100 individuals in 2022 • Has a youth recovery coaching program with weekly on-site presence in a local school. • Experience in organizing community events. • Bidder states they outreach at multicultural events, LGBTQIA2S+ celebrations, school programs, and other diverse community gatherings • Staff actively participate in ongoing education and training opportunities related to DEI and named three partners they work with for cultural competency in programming including applying the National Standards on Culturally and Linguistically Appropriate Services. • Commitment to growth-oriented culture, the sharing of collective knowledge and anti-stigma work. • Bidder submitted three project narratives. One is relevant to this RFP, the other two described services that they provide, not separate projects, and lists references who can attest to their success.
2. Subcontractors	<ul style="list-style-type: none"> • Bidder states none
3. Project Team Organizational Chart	<ul style="list-style-type: none"> • Met
4. Litigation	<ul style="list-style-type: none"> • None
5. Financial Viability	<ul style="list-style-type: none"> • Submitted three years of tax filings, professionally prepared by a CPA. Appears financially viable.
6. Certificate of Insurance	<ul style="list-style-type: none"> • Provided, valid.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>1. Located at 19 VFW St. in Lincoln, ME. Operates 40 hours per week from 10am-6pm Monday through Friday.</p> <p>2. Met.</p> <p>3. Met.</p> <p>4. P- Staff attended an HIV stigma training and all staff are trained in CCAR RCA and Ethics regardless of their roles. High level of supervision, ongoing DEI training, confidential participant surveys to share feedback on whether they feel welcomed, supported, and respected in choosing their own recovery pathway. De-identified results are reviewed quarterly by leadership and BOD to inform programming and training needs.</p> <p>5. Bidder states that their board seats are structured to ensure 55% lived experience. With current vacancies this percentage is not met but Bidder plans to recruit new members.</p> <p>6. Met.</p> <p>7. New staff are given an employee handbook, SOPs are discussed with a supervisor, offers job shadowing.</p>
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Telephonic and online options are robust.
2. Attachment 7 provided. Met.
3. Bidder states that they have a needs-based welcome packet for participants based on the service/support that they want to receive. (e.g., recovery coaching, affected others, or general support). Affected Others are offered dedicated support groups, resource packets, and peer connection opportunities.
4. Bidder notes they offer support for employment barriers such limited work history, criminal background, or gaps in employment, and continues to offer support after employment is secured. Maintains an on-site job board. Staff offer hands-on technology support to participants and access to professional work clothing. External vocational organizations have on-site presence. Actively seeks participant feedback on vocational services.
5. While the Bidder's response in this section notes strong referral partners, comprehensive resource lists, and unique support options despite their rural location, there are several areas that are misaligned with peer fidelity such as "Participant-Centered Clinical Navigation" and "peer-led case management- case management tasks are not within scope for recovery coaches and are not aligned with peer fidelity. (E.g. completing paperwork, scheduling appointments) Additionally, documentation of appointment outcomes, and follow-up tasks recorded in a participant case file is not aligned with peer fidelity. Bidder's statement that they work closely with DHHS regarding CPS involved participants is not aligned with peer fidelity.
6. Attachment 8 provided. Bidder's training plan is robust, detailed and comprehensive, including a two-week shadow requirement with experienced staff and close supervision, but did not include required DEI focused training courses. Training plan did not include information about trainers or training organizations to be able to gauge appropriateness and peer fidelity particularly around the topic of ethical responsibility.

C. Record Management Requirements

1. Met. Utilizes Recovery Data Platform.
2. Agrees to comply through IT consultant.
3. Met.
4. Met with detailed response.

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. P- Bidder states that their website contains photos and brief bios for staff and board members so participants know who they will meet and who is responsible for programs and governance. Anonymous participant surveys are embedded on the site. Site is mobile compatible. Bidder also notes low-tech options for distributing center calendar through local newspaper.

2. Met.

3. Met.

4. Met.

5. Met.

E. Services to be Provided to Participants

1. P- emphasis on adhering to the Maine Peer Recovery Coach Code of Ethics in service delivery.

2. Detailed response that emphasizes key pieces of the CCAR model.

3. P- utilization of the Recovery Capital Scale tool described in a person-centered way.

4. P- Bidder notes a participant driven approach to facilitated groups and named several feedback mechanisms available to participants. Staff are trained in virtual group facilitation. Group topics and types are diverse and unique.

5. P- Staff can accompany participants at community meetings to gain comfortability. Community inclusion support is holistically described and emphasized separately from volunteering.

6. P- Welcome packet is reviewed with center staff support. Participants engaged in recovery coaching service complete a confidential recovery coach agreement that explains roles, expectations, and confidentiality.

7. Does not meet requirements. Attachment 9 described a staff training plan and not a plan to provide quarterly Department-approved education and outreach to Participants, families, and Affected Others in schools, trade schools, higher education settings, and within the broader local community, in the specified areas.

8. Attachment 10 provided. Met.

9. Met.

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 4

BIDDER NAME: Save A Life Recovery Resource Center

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met.
2. N- detailed case review of each participant receiving RCS is outside of peer fidelity. Assisting Recovery Coaches with completion of a department-identified Recovery Coaching Tracking Tool was not addressed.
3. Met. FTEs stated in this section are not accurately calculated.
4. Met.
5. Met.
6. Met.
7. Met.
G. Reporting/Site Review Requirements
1. Met.
2. Met.
H. Performance Measures
1. Met
I. Reports
1. Met.
2. Staffing
a. Met.
b. None indicated
c. Minimally met.
3. Implementation - Work Plan
1. Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Agency was established in 1964 • Is a Certified Community Behavioral Health Clinic (CCBHC) • Runs the Downeast Recovery Support Center in Calais • Started it's first drop-in center in 1994 and now runs four Recovery Support Centers • Supports underserved populations including BIPOC, tribal nations, LGBTQ, youth, and people who are unhoused or justice involved. • Three projects: <ul style="list-style-type: none"> ○ Current Recovery Support Centers ○ Mental Health Peer Run Recovery Centers ○ MOUD treatment
2. Subcontractors
<ul style="list-style-type: none"> • Indicates "no subcontractors will be utilized"
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided, includes 1.6 FTE and volunteers
4. Litigation
<ul style="list-style-type: none"> • Provided
5. Financial Viability
<ul style="list-style-type: none"> • Provided 2022, 2023, and 2024 (through Sept 30)
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none"> 1. 311 Main St, Calais (address in box above is 311 Free St), open Monday-Friday 9am-5pm. Piloting extended hours that include earlier morning and later evening hours, as well as Sunday hours. 2. Commits to obtaining and maintaining required insurance 3. Self-identification is completed by relationship building and conversation 4. Provides posters, pamphlets, and other educational materials about different pathways to recovery. Staff are provided modeling and training to support an All Pathways to Recovery philosophy

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

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| <ul style="list-style-type: none">5. Utilizes State funding, donations, and volunteers to ensure all services are free of charge
Governing board is the Washington County Community Action Team, which includes at least 51% of people with lived experience6. Met requirements7. a. Center Manager/Recovery Coach Coordinator schedules groups. Group facilitators receive an orientation including group guidelines, trauma informed practices, and Center values
Resource connections include warm handoffs to ensure participants are comfortable with the resourceb. Met requirementsc. Met requirements |
|---|

B. Recovery Support Services

- | |
|---|
| <ul style="list-style-type: none">1. Services are provided in person, on the phone, and through Teams or Zoom2. Volunteers distribute calendar to community partners, health care providers, and community centers (provided a sample calendar)
Hosts and participates in several community events
Has a plan for feedback, monitoring, and evaluation of outreach activities3. All current staff have completed Recovery Coach Academy and Ethical Considerations for Recovery Coaching
Focuses on hiring and training does not address how they will coordinate staff and programming to support Participant's needs4. a. Staff will be trained by MaineHealth Employment Specialistsb. Met requirementsc. Met requirements5. a. Snacks and drinks provided, has a food cupboard, and receives hot meals delivered each week
Providers housing referrals and hygiene kitsb. Provides referrals, transportation support, warm hand-offs, and check-insc. Provides harm reduction kits and partners with HIV/Hep C testing providersd. Bidder's agency has case managers that can support participantse. Offers many transportation supports including volunteer drivers and a transportation board posted at the centerf. Met requirementsg. Met requirementsh. Provides kid and youth friendly space and connection to childcare resources6. Met requirements |
|---|

C. Record Management Requirements

- | |
|--|
| <ul style="list-style-type: none">1. Utilizes Recovery Data Platform |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">2. Reports that Recovery Data Platform meets requirements for risk assessment and vulnerability scans3. Met requirements4. Met requirements
D. Center Website Requirements
<ol style="list-style-type: none">1. Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.2. Commits to meeting all requirements3. Commits to meeting all requirements4. Commits to meeting all requirements5. Commits to meeting all requirements
E. Services to be Provided to Participants
<ol style="list-style-type: none">1. Detailed plan to provide 1:1 Recovery Coaching utilizing CCAR2. I: Coaches assist with breaking goals into manageable steps and celebrate progress3. Demonstrates an understanding over recovery capital and provides a plan to assist participants with building their recovery capital4. Met requirements5. Met requirements6. Met requirements7. Provided detailed plan for education and outreach including how outreach will be trauma informed. Plan includes quarterly trainings and plan to complete more based on needs of local high schools and colleges8. Provided a large list of weekly, monthly, and annual social activities9. Met requirements
F. Staffing Requirements
<ol style="list-style-type: none">1. .5 FTE Center Manager/Recovery Coach coordinator will be responsible for center and coaching coordination. Current staff member has lived experience2. Provided a detailed plan for Recovery Coach Coordination3. 1 FTE Recovery Coach and .5 FTE Coach coordinator will provide Recovery Coaching, both with lived experience Will collaborate with a local agency to recruit volunteer coaches4. Will utilize supervision, mentorship, and reflective practices to support coaches in becoming registered and certified coaches5. Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

6. Will provide support to coaches to ensure they maintain certification which could include support for transportation barriers, access to continuing education, and weekly check ins
7. Met requirements
G. Reporting/Site Review Requirements
1. Experience with completing reports to the Department and commits to meeting this requirement
2. Met requirements
H. Performance Measures
Met requirements
I. Reports
Met requirements
2. Staffing
Recovery Coach Coordinator and Recovery Coach requires lived experience or having lived with someone with a substance use disorder. This could result in both staff members being affected others rather than a person with lived experience No subcontractors will be used 1.5 FTEs may not be enough to support 40 hours per week of recovery coaching services
3. Implementation - Work Plan
Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> The center, at 311 Main St., Calais, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined
2. Subcontractors	<ul style="list-style-type: none"> Included - none
3. Project Team Organizational Chart	<ul style="list-style-type: none"> Included – too brief
4. Litigation	<ul style="list-style-type: none"> 1 case, involving a death in a jail, still open
5. Financial Viability	<ul style="list-style-type: none"> Statements provided
6. Certificate of Insurance	<ul style="list-style-type: none"> Included - current

Part IV, Section III Proposed Services	
Part II Recovery Support Center (Center)	
<ol style="list-style-type: none"> The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours met participants eligibility via self-identity, established by warm intro to staff, identity is discovered thru Mi conversationally att.8-all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% people with lived experience met Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups & organizations. 	
A. Recovery Support Services	
<ol style="list-style-type: none"> Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available
B. Record Management Requirements
1. Met – the center uses RDP
2. met
3. met
4. met
D. Center Website Requirements
1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met
E. Services to be Provided to Participants
1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants orientation held on their 1 st or 2 nd visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review
F. Staffing Requirements
1. Vague and incomplete

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. RCC is responsible – lacks detail
3. Staff will be trained, seek volunteers from the community, sharing info at common events
4. met
5. met
6. met
7. met
G. Reporting/Site Review Requirements
1. We've been doing it, and completing it
2. met
H. Performance Measures
1. met
I. Reports
1. met
2. met
2. Staffing
a. Att.11 - met
b. Included - none
c. Att.12 - met
3. Implementation - Work Plan
a. Att.13 - met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/4/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Bidder agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through a staff of 350 • Bidder agency is a Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges. • Services include outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities • Incumbent provider, overseeing Downeast Recovery Support Center in Calais, centrally located near services and amenities • Opened first peer drop-in center in 1994 • 61% of agency board identify as having lived experience • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience • Outreach to historically disenfranchised communities including tribal and LGBTQA • All staff required to complete cultural competency training within 60 days of hire, supplemented by tribal led trainings and session on Civil Rights. • 3 projects <ul style="list-style-type: none"> A. Recovery Support Center – relevant B. Mental Health Peer Cetner – somewhat relevant C. Medication Assisted Treatment – relevant
2. Subcontractors
<ul style="list-style-type: none"> • Indicates no contractors will be used
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included and clearly identified project team roles
4. Litigation
<ul style="list-style-type: none"> • One case reported – case ongoing
5. Financial Viability
<ul style="list-style-type: none"> • Provided 3 years audited financials
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/4/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>1. Center located at 311 Main Street, Calais, Washington County, Plan to operate a minimum of 40 hours per week M-F 9:00 a.m. – 5:00 p.m. Staff are also coordinating schedules to pilot extended hours on Tuesdays 7:00 a.m.- 3:00 p.m., Thursdays 11:00 a.m. – 7:00 p.m., and Sundays 1:00 p.m.-4:00 p.m</p> <p>Probation office is upstairs from Center, possibly presenting a barrier to participation for individuals with justice involvement</p> <ul style="list-style-type: none">• Commits to meeting requirement• Briefly describes approach to initial visit – met requirement• Response indicates that meeting this requirement relies on staff and volunteer onboarding and training, offering person-centered and participant guided supports, and various groups and services including Medication Assisted Treatment and connection to Options Liaisons• A. met requirement<ul style="list-style-type: none">Washing County Community Action Team serves as advisory council an includes at least 51% members who identify as having lived experience• Describes multiple levels of oversight to ensure compliance with this requirement• Met requirement. Response refers to several attachment required in other sections of this proposal.
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/4/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement.
2. Met requirement
3. Response describes trainings available to staff and volunteers, but does not address concrete steps center staff and/or volunteers will take to support participants as it relates to this requirement
4. A. Staff will receive specialized training from Employment Specialists.
 - b. Met requirement
 - c. Identifies numerous community partnerships with agencies that support workforce readiness
5. a. center provides snacks and drinks, has food cupboard
- b. center staff provide warm handoffs
- c. center provides safe use and safe sex supplies
- d. center support participants with referrals and navigation
- e. Support includes connection participants to community resources and bus passes and or gas cards available through private fundraising
- f. support meeting justice related case requirements may not align with peer fidelity
- g. supporting compliance with CPS is not aligned with peer fidelity
- h. met requirement
7. Response provides detailed overview of orientation and ongoing training.
Attachment 8 Includes calendar of training activities

C. Record Management Requirements

- Met requirement. Use of Recovery Data Platform
- Met requirement
- Met requirement
- Met requirement

D. Center Website Requirements

- Meets requirement
- Met requirement
- Met requirement
- Met requirement
- Met requirement

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/4/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- One on one coaching provided by center staff or through partnership with Healthy Acadia
- Detailed response met requirement
- Detailed response describes address all facets of recovery capital
- Mt requirement
- Detailed response describes multiple levels of peer and professional led groups, activities, and volunteering
- Detailed response met all requirement
- Attachment 9 includes timeline and pertinent details. Met requirement
- Both narrative and attachment 10 include description of events and activities that meet requirement. Attachment 10 includes details on ongoing activities and events, frequency, activity type,
- Met requirement

F. Staffing Requirements

- Response identifies Center Manager/Recovery Coach Coordinator, a 0.5 FTE position, to meet these requirements. Identifies this role as being held by a person with lived experience.
- Detailed response meets requirement
- Indicates through partnership with Healthy Acadia, outreach events and social media outlets, will recruit individuals with lived experience to met requirement
- Met requirement
- Response includes additional training and supportive supervision. Met requirement
- Met requirement
- Met requirement

G. Reporting/Site Review Requirements

- Met requirement
- Met requirement

H. Performance Measures

Met reequipment

I. Reports

1. Met requirement

2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/4/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Recovery Center Manager/Recovery Coach Coordinator job description does not require direct lived experience
Recovery Center Manager/Recovery Coach Coordinator requires additional peer certification Certified Intentional Peer Support, which they would not qualify for without direct lived experience
Recovery coach position does not require direct lived experience
- Indicates that there are no subcontractors
- 3. Staffing plan calls for 1.6FTE's but does not demonstrate sufficient staffing level to meet the requirements of this RFP.

. Implementation - Work Plan

- Work plan includes detail related to activities, timeline, and position responsible, including those already in place.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established in 1964, operates 27 locations across Aroostook, Hancock, and Washington counties • Annually serves more than 5,500 people, with a staff of over 350 • CCBHC with demonstrated capacity to deliver care for people with SUD, co-occurring and mental health challenges, including outpatient, residential, crisis, SA, prevention, and other specialized programs • 3 decades of consumer-operated and peer-driven models • Promotes DEI through governance, policy and practice – has PAC composed entirely of consumers that is highly involved • Intentional outreach strategies to historically marginalized and underserved populations • CCBHC standards re: cultural and structural competency apply to AMHC, staff complete training regularly, also offer tribal-led session and OCR training, offer interpreter services • 3 relevant projects – recovery support peer centers, mental health peer run recovery centers, MOUD services
2. Subcontractors
<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided for project level
4. Litigation
<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability
<ul style="list-style-type: none"> • Provided audited financial statements for 2024, 2023, 2022 • Appears viable
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
1. Met requirement. Center is centrally located near other services, as well as near indigenous communities.
2. Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>3. Met requirement. Eligibility established through informal conversation.</p>
<p>4. Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use in discussion.</p> <p>5. Utilizes Washing County Community Action Team as advisory council. Uncertain what formal relationship is between team and center/organization. Team appears to be comprised of helping professionals and community-level persons that may or may not be center participants, but do meet 51% requirement.</p> <p>6. Met requirement</p> <p>7. Provided a detailed response. Participants are matched to peers based on shared lived experience, cultural considerations, recovery pathway preferences, and goals identified.</p>
<p>B. Recovery Support Services</p>
<p>1. Provided a detailed response. Indicates that OPTIONS liaisons will provide occasional rides. Not certain that this is within scope for OPTIONS liaisons.</p> <p>2. Outreach and engagement plan attached. Provides overview of outreach and engagement, including regional focus, including transportation support; community and provider engagement; public communications and media outreach; community-centered events; and ongoing relationship building and evaluation. Calendar of events included.</p> <p>3. Response addresses training but does not address coordination of staff and programming beyond training.</p> <p>4. Staff will received specialized training around vocational readiness. Serve as host sites for the economic council and adult ed.</p> <p>5. Has a free food cupboard available. Provides basic personal care items. Provides harm reduction resources. Has established clinical services available through parent organization. Supports transportation access, including bus passes. Provides a detailed list of additional resources they support participants with.</p> <p>6. Training and orientation plan attached. Provides overview of core training, ongoing training, and supervision and supports available to staff, as well as emphasis on evaluation and continuous improvement. Provides orientation checklist. Response does not detail what is covered in particular trainings beyond summary information.</p>
<p>C. Record Management Requirements</p>
<p>1. Met</p> <p>2. Met</p> <p>3. Met</p> <p>4. Met</p>
<p>D. Center Website Requirements</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>1. Indicates will meet by month 5.</p>
<p>2. Indicates will meet 3. Indicates will meet 4. Met with a detailed response. Indicates they will conduct periodic audits to confirm compliance. 5. Met</p>
<p>E. Services to be Provided to Participants</p>
<p>1. Met with a detailed response. Connected with a coach within 24-48 hours. 2. Response focuses on a Coach relationship, as opposed to Participants more broadly. Provides a detailed response regarding how they will ensure coaches support Recoverees in setting goals, developing a plan, and solving problems. This includes key supports to staff and volunteer coaches to ensure quality of services provided. 3. Met with a detailed response 4. Provides a comprehensive list of groups provided, including all required areas. 5. Met with a detailed response. Emphasized warm hand offs and accompaniment to mutual support groups and other person-driven approaches; Include in-depth description of supports around community inclusion, including social skills coaching, supportive exposure, and non-recovery focused events; Volunteering and community engagement opportunities restricted to center 6. Describes a person-centered approach to orientation that walks participants through center services, provides critical guidance on necessary topics to facilitate fuller engagement, and addresses other required areas. 7. Quarterly training plan attached, organized by location. Narrative provides an overview of education and outreach efforts, including topics covered in core areas as part of quarterly trainings. Trauma informed practices are integrated into outreach and education. Does not provide detailed insight into topics. 8. Narrative provides an overview of recreation and social events, All events are facilitated with trauma-informed practices. Provides recreational and social events plan. Does not meaningfully address opportunities for community contribution. 9. Met requirement</p>
<p>F. Staffing Requirements</p>
<p>1. References job description for Center Manager/RCC. Indicates that current staff has lived experience. Does not address recruitment or ongoing supports for staff. This is addressed in other areas of the proposal. 2. Provides an in-depth description of the Recovery Coaching system, from initial contact to screening, to matching, to intake that suggests exceptional intentionality.</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 11/10/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. Response does not address how staff/volunteers will be supported and maintained ongoingly
4. Minimally met. Response lacks detail on how they will support recovery coaches.
5. Minimally met. Response lacks detail on how they will support recovery coaches.
6. Met. Will provide individualized to fulfill registration requirements
7. Met. Will provide individuals support to fulfill coachervision requirements
G. Reporting/Site Review Requirements
1. Met
2. Met
H. Performance Measures
Met
I. Reports
Met
2. Staffing
a. Met
b. No subcontractors indicated
c. Met. Does not identify volunteer offerings in staffing plan.
3. Implementation - Work Plan
Provides a detailed work plan with sufficient nuance to determine who is responsible for particular tasks and when they are expected to be completed.

Part IV, Section IV Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• Requesting \$286,919• \$159k for personal, 25% fringe• Indirect rate of 24% based on federal rate – federal indirect rate usually includes rent, utilities, administrative salaries, etc...

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established in 1964, 27 service locations operate across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals, employing 350 plus staff members. • Certified Community Behavioral Health Clinic (CCBHC), demonstrating integrated care capacity and co-occurring capability. • Service continuum includes outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Currently operates center in a central location near many resources. • Bidder notes over three decades of experience with consumer-operated and peer-driven models. • Bidder states they promote DEI through governance, policy and practice, noting their Board of Directors is 60% of people with lived experience, a Peer Advisory Committee and participation with community advisory boards. • Engaged in outreach to BIPOC communities, tribal nations, LGBTQ individuals, youth, people who are unhoused or justice-involved. Participates in culturally relevant community events and designation as a Recovery Friendly Employer. • All staff complete cultural competency training within 60 days of hire and annually thereafter through Relias, supplemented by tribal-led sessions and Office of Civil Rights compliance training. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience. • Submitted descriptions of three highly relevant projects.
2. Subcontractors
<ul style="list-style-type: none"> • None
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided, met.
4. Litigation
<ul style="list-style-type: none"> • Provided, met.
5. Financial Viability
<ul style="list-style-type: none"> • Submitted three years of financial statements, appears financially viable.
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided, current.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none">1. Located at 311 Main Street, Calais, Washington County, open 40 hours per week M-F 9:00 a.m. – 5:00 p.m.2. Met.3. Met.4. Met.5. Bidder states that their advisory council has 51% lived experience but names affected others in that list.6. Met.7. Peers will be matched with Participants based on shared lived experience, cultural considerations, recovery pathway preferences, and specific goals identified during matching.
B. Recovery Support Services
<ol style="list-style-type: none">1. Bidder refers to recovery coaching as specialized support- this makes the training and role of staff and volunteers unclear as this RFP requires them to be trained in CCAR Recovery Coach Academy.2. Attachment 7 provided is a sample monthly calendar of center events mainly for participants and copy/paste narrative from proposal.3. Program coordination not addressed. Bidder notes that all current staff have “formal training on substance use disorders and have completed trainings programs through the local college or are working on their degree now.” – clinically informed education and training is not relevant to the peer model required in this RFP. N- Staff receive Mental Health Diagnosis, Mental Health First Aid training and Relias training in Maintaining Professional Boundaries, and Workplace Substance use. These trainings are outside of peer fidelity.4. Staff receive training to support participants in resume development and are available for tech support with center computers. Bidder names several partners with expertise in employment/workforce support.5. Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and supporting CPS compliance with case plans (e.g., recovery support documentation, parenting group attendance) does not align with peer fidelity.6. Ongoing training plan notes that Relias platform is utilized- this platform does not offer peer-specific trainings. Plan does not indicate what training is required on what interval.
C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Utilizes RDP.
2. Met.
3. Met.
4. Met

D.Center Website Requirements

1. Met.
2. Met.
3. Met.
4. Met.
5. Met.

E. Services to be Provided to Participants

1. Met.
2. Robust supervision and training oversight noted.
3. Met.
4. Group offerings are diverse.
5. In-person accompaniment to meetings is available. Social skills coaching noted.
6. Comprehensive plan described inclusive of all center services, kiosk sign in instructions, and grievance process.
7. Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when
8. Bidder states that all events are facilitated with trauma-informed practices. Attachment 10 contains a mix of facilitated support groups and social events. Recreational and social event offerings are robust and diverse.
9. Met.

F. Staffing Requirements

1. Bidder states that one staff at .5 FTE will oversee both roles- this is not sufficient staffing to oversee daily operations and duties for a center open 40 hours per week.
2. Bidder states that center manager assess urgency and risk factors of participants seeking recovery coaching- this does not align with peer fidelity.
3. Met.
4. Met.
5. Met.
6. P- Bidder states they will provide individualized support to navigate any barriers, including scheduling conflicts, transportation, or access to continuing education.
7. Met.

G. Reporting/Site Review Requirements

1. Met.
2. Met.

H. Performance Measures

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Calais)

DATE: 10/30/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Bidder provided detailed response.
I. Reports
1. Met.
2. Staffing
a. attachment 11 provided, job descriptions allow for affected others. b. No subcontractors. c. Attachment 12 notes program manager FTE percentage but unclear if this person will be present at the center.
3. Implementation - Work Plan
1. Detailed plan.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Agency was established in 1964 • Is a Certified Community Behavioral Health Clinic (CCBHC) • Runs the Downeast Recovery Support Center in Calais • Started it's first drop-in center in 1994 and now runs four Recovery Support Centers • Supports underserved populations including BIPOC, tribal nations, LGBTQ, youth, and people who are unhoused or justice involved. • Three projects: <ul style="list-style-type: none"> ○ Current Recovery Support Centers ○ Mental Health Peer Run Recovery Centers • MOUD treatment
2. Subcontractors
<ul style="list-style-type: none"> • Indicates "no subcontractors will be utilized"
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided, includes 1.6 FTE and volunteers
4. Litigation
<ul style="list-style-type: none"> • Provided
5. Financial Viability
<ul style="list-style-type: none"> • Provided 2022, 2023, and 2024 (through Sept 30)
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. 1 Water St, Caribou, ME. Open 40 hours per week Monday-Friday 8am-4pm and piloting additional evening and weekend hours.
2. Commits to obtaining and maintaining required insurance
3. Self-identification is completed by relationship building and conversation
4. Provides posters, pamphlets, and other educational materials about different pathways to recovery.

Staff are provided modeling and training to support an All Pathways to Recovery philosophy

5. Utilizes State funding, donations, and volunteers to ensure all services are free of charge
Developing an advisory council that will meet this requirement
6. Met requirements
7. Lacks detail on coordination of peers and orientation for staff, volunteers, and participants

B. Recovery Support Services

1. Services are provided in person, on the phone, and through Teams or Zoom
2. Calendar is distributed to community partners (provided a sample calendar)
Hosts and participates in several community events
3. Met requirements
4. a. Staff will be trained by MaineHealth Employment Specialists
b. Met requirements
c. Met requirements
5. a. Collaborates with local resources for weekly hot meals, monthly food boxes, and daily snacks
Providers housing referrals
b. Provides referrals, transportation support, warm hand-offs, and check-ins
c. Provides harm reduction kits
d. Bidder's agency has case managers that can support participants
e. Connects with local agencies for transportation support
f. Met requirements
g. Met requirements
h. Met requirements
6. Provided plan for orientation, training and feedback to assist with adjusting trainings as needed

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|--|
| <ol style="list-style-type: none">1. Utilizes Recovery Data Platform2. Reports that Recovery Data Platform meets requirements for risk assessment and vulnerability scans3. Met requirements4. Met requirements |
|--|

D. Center Website Requirements

- | |
|--|
| <ol style="list-style-type: none">1. Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.2. Commits to meeting all requirements3. Commits to meeting all requirements4. Commits to meeting all requirements5. Commits to meeting all requirements |
|--|

E. Services to be Provided to Participants

- | |
|---|
| <ol style="list-style-type: none">1. Detailed plan to meet requirements2. I: Coaches assist with breaking goals into manageable steps and celebrate progress3. Demonstrates an understanding over recovery capital and provides a plan to assist participants with building their recovery capital4. Met requirements5. Will hold monthly peer led meetings to gain feedback from participants, staff, and volunteers6. Review of the Rights of Recipients will be reviewed upon request
Staff will explain how to access services7. Met requirements8. Provided a large list of weekly, monthly, and annual social activities9. Met requirements |
|---|

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. .5 FTE Center Manager/Recovery Coach coordinator will be responsible for center and coaching coordination. Current staff member has lived experience2. Provided a detailed plan for Recovery Coach Coordination3. 1.5 FTE Recovery Coaches and .5 FTE Coach coordinator will provide Recovery Coaching, both with lived experience Will collaborate with a local agency to recruit volunteer coaches4. Will utilize supervision, mentorship, and reflective practices to support coaches in becoming registered and certified coaches5. Met requirements6. Will provide support to coaches to ensure they maintain certification which could include support for transportation barriers, access to continuing education, and weekly check ins7. Met requirements
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Experience with completing reports to the Department and commits to meeting this requirement2. Met requirements
H. Performance Measures
Met requirements
I. Reports
Met requirements
2. Staffing
Recovery Coach Coordinator and Recovery Coach require lived experience or having lived with someone with a substance use disorder. This could result in both staff members being affected by others rather than a person with lived experience No subcontractors will be used 2 FTEs may not be enough to support 40 hours per week of recovery coaching services
3. Implementation - Work Plan
Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> The center, at 1 Water St., Caribou, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined
2. Subcontractors	<ul style="list-style-type: none"> Included - none
3. Project Team Organizational Chart	<ul style="list-style-type: none"> Included – too brief
4. Litigation	<ul style="list-style-type: none"> 1 case, involving a death in a jail, still open
5. Financial Viability	<ul style="list-style-type: none"> Statements provided
6. Certificate of Insurance	<ul style="list-style-type: none"> Included - current

Part IV, Section III Proposed Services	
A. Recovery Support Center (Center)	
	<ol style="list-style-type: none"> The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours met participants eligibility via self-identity, established by warm intro to staff, identity is discovered thru Mi conversationally all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% of people with lived experience met Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups & organizations.
B. Recovery Support Services	
	<ol style="list-style-type: none"> Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

C. Record Management Requirements

1. Met – center uses RDP
2. met
3. met
4. met

D. Center Website Requirements

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

E. Services to be Provided to Participants

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants orientation held on their 1st or 2nd visit includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

F. Staffing Requirements

1. Vague and incomplete

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|--|
| <ol style="list-style-type: none">2. RCC is responsible – lacks detail3. Staff will be trained, seek volunteers from the community, sharing info at common events4. met5. met6. met7. met |
|--|

G. Reporting/Site Review Requirements
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- | |
|--|
| <ol style="list-style-type: none">1. We've been doing it, and completing it2. met |
|--|

H. Performance Measures

- | |
|--|
| <ol style="list-style-type: none">1. met |
|--|

I. Reports

- | |
|---|
| <ol style="list-style-type: none">1. met2. met |
|---|

2. Staffing

- | |
|--|
| <ol style="list-style-type: none">a. Att.11 - metb. Included - nonec. Att.12 - met |
|--|

3. Implementation - Work Plan

- | |
|---|
| <ol style="list-style-type: none">a. Att.13 - met |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder agency established in 1964 operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through a staff of 350• Bidder agency is a Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges.• Services include outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities• Incumbent provider, overseeing Downeast Recovery Support Center in Calais, centrally located near services and amenities• Opened first peer drop-in center in 1994• 61% of agency board identify as having lived experience• Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience• Outreach to historically disenfranchised communities including tribal and LGBTQA• All staff are required to complete cultural competency training within 60 days of hire, supplemented by tribal led trainings and session on Civil Rights.• 3 projects<ul style="list-style-type: none">A. Recovery Support Center – relevantB. Mental Health Peer Center – somewhat relevantC. Medication Assisted Treatment – relevant
2. Subcontractors
<ul style="list-style-type: none">• Indicates no contractors will be used
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Included and clearly identified project team roles
4. Litigation
<ul style="list-style-type: none">• One case reported – case ongoing
5. Financial Viability
<ul style="list-style-type: none">• Provided 3 years audited financials
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none">1. Center, Roads to Recovery, located at 1 water st, Caribou, Aroostook County, Plan to operate a minimum of 40 hours per week M-F 9:00 a.m. – 5:00 p.m. Staff are also coordinating schedules to pilot extended hours on Tuesdays 7:00 a.m.- 3:00 p.m., Thursdays 11:00 a.m. – 7:00 p.m., and Sundays 1:00 p.m.-4:00 p.m with staff assessing community needs for possible adjustments to schedule2. Commits to meeting requirements3. Briefly describes approach to initial visit – met requirement4. Response indicates that meeting this requirement relies on staff and volunteer onboarding and training, offering person-centered and participant guided supports, and various groups and services including Medication Assisted Treatment and connection to Options Liaisons5. A. met requirement Plan to create advisory council to meet this requirement, but little detail provided6. Describes multiple levels of oversight to ensure compliance with this requirement7. Met requirement. Response refers to several attachment required in other sections of this proposal.
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement.
2. Met requirement
3. Response describes trainings available to staff and volunteers, but does not address concrete steps center staff and/or volunteers will take to support participants as it relates to this requirement
4. A. Staff will receive specialized training from Employment Specialists.
b. Met requirement
c. Identifies numerous community partnerships with agencies that support workforce readiness
5. a. center provides snacks and drinks, has food cupboard
b. center staff provide warm handoffs
c. center provides safe use and safe sex supplies
d. center support participants with referrals and navigation
e. Support includes connection participants to community resources for transportation support
f. facilitates connection to Intensive Case Management services to support justice involved participants
g. response indicates that center staff work with Child Protective Case workers, but does not address supporting participants involved in this system
h. met requirement
7. Response provides detailed overview of orientation and ongoing training.
Attachment 8 Includes calendar of training activities

C. Record Management Requirements

1. Met requirement. Use of Recovery Data Platform
2. Met requirement
3. Met requirement
4. Met requirement

D. Center Website Requirements

1. Meets requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

6. One on one coaching provided by center staff or through partnership with Healthy Acadia
7. Detailed response met requirement
8. Detailed response describes address all facets of recovery capital
9. Mt requirement
10. Detailed response describes multiple levels of peer and professional led groups, activities, and volunteering
11. Detailed response met all requirement
12. Attachment 9 includes timeline and pertinent details. Met requirement
13. Both narrative and attachment 10 include description of events and activities that meet requirement. Attachment 10 includes details on ongoing activities and events, frequency, activity type,
14. Met requirement
F. Staffing Requirements
15. Response identifies Center Manager/Recovery Coach Coordinator, a 0.5 FTE position, to meet these requirements. Identifies this role as being held by a person with lived experience.
16. Detailed response meets requirement
17. Indicates through partnership with Healthy Acadia, outreach events and social media outlets, will recruit individuals with lived experience to met requirement
18. Met requirement
19. Response includes additional training and supportive supervision. Met requirement
20. Met requirement
21. Met requirement
G. Reporting/Site Review Requirements
22. Met requirement
23. Met requirement
H. Performance Measures
Met reequipment
I. Reports
1. Met requirement
2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/7/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|---|
| <p>24. Recovery Center Manager/Recovery Coach Coordinator job description does not require direct lived experience
Recovery Center Manager/Recovery Coach Coordinator requires additional peer certification Certified Intentional Peer Support, which they would not qualify for without direct lived experience
Recovery coach position does not require direct lived experience</p> <p>25. Indicates that there are no subcontractors</p> <p>26. Staffing plan calls for 2.10 FTE's and demonstrates minimum sufficient staffing level to meet the requirements of this RFP.</p> |
|---|

3. Implementation - Work Plan

- | |
|---|
| <p>1. Work plan includes details related to activities, timeline, and position responsible, including those already in place.</p> |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Established in 1964, operates 27 locations across Aroostook, Hancock, and Washington counties • Annually serves more than 5,500 people, with a staff of over 350 • CCBHC with demonstrated capacity to deliver care for people with SUD, co-occurring and mental health challenges, including outpatient, residential, crisis, SA, prevention, and other specialized programs • 3 decades of consumer-operated and peer-driven models • Promotes DEI through governance, policy and practice – has PAC composed entirely of consumers that is highly involved • Intentional outreach strategies to historically marginalized and underserved populations • CCBHC standards re: cultural and structural competency apply to AMHC, staff complete training regularly, also offer tribal-led session and OCR training, offer interpreter services • 3 relevant projects – recovery support peer centers, mental health peer run recovery centers, MOUD services
2. Subcontractors	<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart	<ul style="list-style-type: none"> • Provided for project level
4. Litigation	<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability	<ul style="list-style-type: none"> • Provided audited financial statements for 2024, 2023, 2022 • Appears viable
6. Certificate of Insurance	<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services	
A. Recovery Support Center (Center)	
<ol style="list-style-type: none"> 1. Met requirement. Center is centrally located near other services. 2. Met requirement 3. Met requirement. Eligibility established through informal conversation. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use in discussion.
5. Indicated will meet this expectation.
6. Met requirement
7. Response to 7b. and c. lack detail. Indicates that these things happen without discussing how they will be coordinated.

B. Recovery Support Services

1. Provided a detailed response. Indicates that OPTIONS liaisons will provide occasional rides. Not certain that this is within scope for OPTIONS liaisons.
2. Outreach and engagement plan attached. Provides overview of outreach and engagement efforts. Efforts appear to lack provider engagement efforts, and focus on community events and virtual engagement through social media.
3. Provides a richly detailed response including establishing a culture of all pathways, person-centered peer matching, and training around non-clinical supports.
4. Staff will receive specialized training around vocational readiness. Serve as host sites for the economic council and adult ed.
5. Has a free food cupboard available. Provides basic personal care items. Provides harm reduction resources. Has established clinical services available through parent organization. Supports transportation access, including bus passes. Provides a detailed list of additional resources they support participants with.
6. Training and orientation plan attached. Provides overview of core training, ongoing training as well as emphasis on evaluation and continuous improvement. Provides orientation checklist. Provides DEI round tables, and peer reflection groups for staff. Orientation checklist attached.

C. Record Management Requirements

1. Met
2. Met
3. Met
4. Met

D. Center Website Requirements

1. Indicates will meet by month 5.
2. Indicates will meet
3. Indicates will meet
4. Met with a detailed response. Indicates they will conduct periodic audits to confirm compliance.
5. Met

E. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met with a detailed response. Connected with a coach within 24-48 hours.
2. Response focuses on a Coach relationship, as opposed to Participants more broadly. Provides a detailed response regarding how they will ensure coaches support Recoverees in setting goals, developing a plan, and solving problems. This includes key supports to staff and volunteer coaches to ensure quality of services provided.
3. Met with a detailed response
4. Provides a comprehensive list of groups provided, including all required areas.
5. Met. Volunteering and community engagement opportunities restricted to center
6. Met
7. Quarterly training plan attached, organized by location. Narrative provides an overview of education and outreach efforts, including topics covered in core areas as part of quarterly trainings. Attached some of educational materials to illustrate.
8. Narrative provides an overview of recreation and social events. Provides recreational and social events plan. All events facilitated with trauma informed practices. Does not meaningfully address opportunities for community contribution.
9. Met requirement
F. Staffing Requirements
1. References job description for Center Manager/RCC. Indicates that current staff has lived experience. Does not address recruitment or ongoing supports for staff. This is addressed in other areas of the proposal.
2. Provides an in-depth description of the Recovery Coaching system, from initial contact to screening, to matching, to intake that suggests exceptional intentionality.
3. Response does not address how staff/volunteers will be supported and maintained ongoingly
4. Minimally met. Response lacks detail on how they will support recovery coaches.
5. Minimally met. Response lacks detail on how they will support recovery coaches.
6. Met. Will provide individualized to fulfill registration requirements
7. Met. Will provide individuals support to fulfill coachervision requirements
G. Reporting/Site Review Requirements
1. Met
2. Met
H. Performance Measures
Met
I. Reports
Met
2. Staffing
a. Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

b. No subcontractors indicated

c. Met. Does not identify volunteer offerings in staffing plan.

3. Implementation - Work Plan

Provides a detailed work plan with sufficient nuance to determine who is responsible for particular tasks and when they are expected to be completed.

Part IV, Section IV Cost Proposal and Budget Narrative

- \$338k requested
- \$183k salary, 25% fringe
- 24% fringe rate, federally approved – should include rent, utilities, etc...

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established in 1964, 27 service locations operate across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals, employing 350 plus staff members. • Certified Community Behavioral Health Clinic (CCBHC), demonstrating integrated care capacity and co-occurring capability. • Service continuum includes outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Currently operates center in a central location near many resources. • Bidder notes over three decades of experience with consumer-operated and peer-driven models. • Bidder states they promote DEI through governance, policy and practice, noting their Board of Directors is 60% people with lived experience, a Peer Advisory Committee and participation with community advisory boards. • Engaged in outreach to BIPOC communities, tribal nations, LGBTQ individuals, youth, people who are unhoused or justice-involved. Participates in culturally relevant community events and designation as a Recovery Friendly Employer. • All staff complete cultural competency training within 60 days of hire and annually thereafter through Relias, supplemented by tribal-led sessions and Office of Civil Rights compliance training. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience. • Submitted description of three highly relevant projects.
2. Subcontractors
<ul style="list-style-type: none"> • None
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided, met.
4. Litigation
<ul style="list-style-type: none"> • Provided, met.
5. Financial Viability
<ul style="list-style-type: none"> • Provided three years of financial statements. Appears financially viable.
6. Certificate of Insurance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
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| <ul style="list-style-type: none">• Provided, current. |
|--|

Part IV, Section III Proposed Services

A. Recovery Support Center (Center)

1. Located at 1 Water Street, Caribou, Aroostook County, open 40 hours per week M-F 8:00 a.m. – 4:00 p.m.
2. Met.
3. Met.
4. Met.
5. Bidder agrees to 51% lived experience advisory council composition.
6. Met.
7. Met.

B. Recovery Support Services

1. Bidder refers to recovery coaching as specialized support- this makes the training and role of staff and volunteers unclear as this RFP requires them to be trained in CCAR Recovery Coach Academy. Bidder states a checklist is used to guide staff in sharing information about available services- this does not support an All Pathways approach and is not person-centered.
2. Attachment 7 provided, plan is clear and detailed.
3. Bidder response in this section is focused primarily on staff training and minimally describes coordination of programming. N- contacting providers and scheduling appointments on behalf of participants is outside of peer fidelity. Staff training in “criminal thinking patterns” and Mental Health First Aid is outside of peer fidelity.
4. Staff receive training to support participants in resume development and are available for tech support with center computers. Bidder names several partners with expertise in employment/workforce support.
5. Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and working directly with Child Protective Services caseworkers does not align with peer fidelity.
6. Ongoing training plan notes that Relias platform is utilized- this platform does not offer peer-specific trainings. Plan does not indicate what training is required on what interval.

C. Record Management Requirements

1. Utilizes RDP.
2. Met.
3. Met.
4. Met.

D. Center Website Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Met.2. Met.3. Met.4. Met5. Met
E. Services to be Provided to Participants
<ol style="list-style-type: none">1. Met.2. Robust supervision and training oversight noted.3. Met.4. Group offerings are diverse.5. Met.6. Met.7. Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when. Attachment states "Center staff member will provide SUD Prevention Presentation" in several sections and is unclear what the role of center staff is other than a singular presentation.8. Bidder states that all events are facilitated with trauma-informed practices. Attachment 10 contains a mix of facilitated support groups and social events. Recreational and social event offerings are limited.9. Met.
F. Staffing Requirements
<ol style="list-style-type: none">1. Bidder states that one staff at .5 FTE will oversee both roles- this is not sufficient staffing to oversee daily operations and duties for a center open 40 hours per week.2. Bidder states that center manager assess urgency and risk factors of participants seeking recovery coaching- this does not align with peer fidelity.3. Met.4. Met.5. Met.6. P- Bidder states they will provide individualized support to navigate any barriers, including scheduling conflicts, transportation, or access to continuing education.7. Met.
G. Reporting/Site Review Requirements
<ol style="list-style-type: none">1. Met.2. Met.
H. Performance Measures
<ol style="list-style-type: none">1. Bidder provided detailed response.
I. Reports
<ol style="list-style-type: none">1. Met.
2. Staffing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Caribou)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|---|
| <ul style="list-style-type: none">a. attachment 11 provided, job descriptions allow for affected others.b. No subcontractorsc. Attachment 12 notes program manager FTE percentage but unclear if this person will be present at the center. |
|---|

3. Implementation - Work Plan

- | |
|--|
| <ul style="list-style-type: none">1. Detailed plan |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Agency was established in 1964• Is a Certified Community Behavioral Health Clinic (CCBHC)• Runs the Downeast Recovery Support Center in Calais• Started it's first drop-in center in 1994 and now runs four Recovery Support Centers• Supports underserved populations including BIPOC, tribal nations, LGBTQ, youth, and people who are unhoused or justice involved.• Three projects:<ul style="list-style-type: none">○ Current Recovery Support Centers○ Mental Health Peer Run Recovery Centers• MOUD treatment
2. Subcontractors
<ul style="list-style-type: none">• Indicates "no subcontractors will be utilized"
3. Project Team Organizational Chart
<ul style="list-style-type: none">• Provided, includes 1.6 FTE and volunteers
4. Litigation
<ul style="list-style-type: none">• Provided
5. Financial Viability
<ul style="list-style-type: none">• Provided 2022, 2023, and 2024 (through Sept 30)
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

1. 106 Main St, Suite 13, Houlton, ME. Open 40 hours per week Monday-Friday 8am-4pm and additional weekend hours
2. Commits to obtaining and maintaining required insurance
3. Self-identification is completed by relationship building and conversation
4. Provides posters, pamphlets, and other educational materials about different pathways to recovery.
Staff are provided modeling and training to support an All Pathways to Recovery philosophy
5. Utilizes State funding, donations, and volunteers to ensure all services are free of charge
Developing an advisory council that will meet this requirement
6. Met requirements
7. Lacks detail on coordination of peers and orientation for staff, volunteers, and participants

B. Recovery Support Services

1. Services are provided in person, on the phone, and through Teams or Zoom
2. Calendar is distributed to community partners (provided a sample calendar)
Hosts and participates in several community events
3. Met requirements
4. a. Staff will be trained by MaineHealth Employment Specialists
b. Met requirements
c. Met requirements
5. a. Collaborates with local resources for monthly food boxes and daily snacks
Providers housing and food pantry referrals
b. Provides referrals, transportation support, warm hand-offs, and check-ins
c. Provides harm reduction kits
d. Bidder's agency has case managers that can support participants
e. Connects with local agencies for transportation support
f. Met requirements
g. Met requirements
h. Met requirements
6. Provided plan for orientation, training and feedback to assist with adjusting trainings as needed

C. Record Management Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

- | |
|--|
| <ol style="list-style-type: none">1. Utilizes Recovery Data Platform2. Reports that Recovery Data Platform meets requirements for risk assessment and vulnerability scans3. Met requirements4. Met requirements |
|--|

D. Center Website Requirements

- | |
|--|
| <ol style="list-style-type: none">1. Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.2. Commits to meeting all requirements3. Commits to meeting all requirements4. Commits to meeting all requirements5. Commits to meeting all requirements |
|--|

E. Services to be Provided to Participants

- | |
|--|
| <ul style="list-style-type: none">• Detailed plan to meet requirements• I: Coaches assist with breaking goals into manageable steps and celebrate progress• Demonstrates an understanding over recovery capital and provides a plan to assist participants with building their recovery capital• Met requirements• Will hold monthly peer led meetings to gain feedback from participants, staff, and volunteers• Review of the Rights of Recipients will be reviewed upon request• Staff will explain how to access services• Met requirements• Provided a large list of weekly, monthly, and annual social activities• Met requirements |
|--|

F. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

- .5 FTE Center Manager/Recovery Coach coordinator will be responsible for center and coaching coordination. Current staff member has lived experience
- Provided a detailed plan for Recovery Coach Coordination
- 1.5 FTE Recovery Coaches and .5 FTE Coach coordinator will provide Recovery Coaching, both with lived experience
- Will collaborate with a local agency to recruit volunteer coaches
- Will utilize supervision, mentorship, and reflective practices to support coaches in becoming registered and certified coaches
- Met requirements
- Will provide support to coaches to ensure they maintain certification which could include support for transportation barriers, access to continuing education, and weekly check ins
- Met requirements

G. Reporting/Site Review Requirements

- Experience with completing reports to the Department and commits to meeting this requirement
- Met requirements

H. Performance Measures

- Met requirements

I. Reports

- Met requirements

2. Staffing

- Recovery Coach Coordinator and Recovery Coach requires lived experience or having lived with someone with a substance use disorder. This could result in both staff members being affected others rather than a person with lived experience
- No subcontractors will be used
- 2 FTEs may not be enough to support 40 hours per week of recovery coaching services

3. Implementation - Work Plan

- Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">The center, at 106 Main St., suite 13, Houlton, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined
2. Subcontractors
<ul style="list-style-type: none">Included - none
3. Project Team Organizational Chart
<ul style="list-style-type: none">Included – too brief
4. Litigation
<ul style="list-style-type: none">1 case, involving a death in a jail, still open
5. Financial Viability
<ul style="list-style-type: none">Statements provided
6. Certificate of Insurance
<ul style="list-style-type: none">Included - current

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none">The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hoursmetparticipants eligibility via self-identity, established by warm intro to staff, identity is discovered through Mi conversationallyall pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on displayall services are FOC, supported by state funding and in-kind volunteers. Their advisory council is made up of over 51% people with lived experiencemetRecovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups & organizations.
B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough
2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

C. Record Management Requirements

1. Met – center uses RDP
2. met
3. met
4. met

D. Center Website Requirements

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

E. Services to be Provided to Participants

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants' orientation held on their 1st or 2nd visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

F. Staffing Requirements

1. Vague and incomplete
2. RCC is responsible – lacks detail
3. Staff will be trained, seek volunteers from the community, sharing info at common events
4. met
5. met
6. met
7. met

G. Reporting/Site Review Requirements

1. We've been doing it, and completing it
2. met

H. Performance Measures

1. met

I. Reports

1. met
2. met

2. Staffing

- a. Att.11 - met
- b. Included - none
- c. Att.12 - met

3. Implementation - Work Plan

- a. Att.13 - met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Bidder agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through a staff of 350 • Bidder agency is a Certified Community Behavioral Health Clinic (CCBHC), serving individuals with substance use disorder (SUD), co-occurring disorders, and mental health challenges. • Services include outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities • Incumbent provider, overseeing Downeast Recovery Support Center in Calais, centrally located near services and amenities • Opened first peer drop-in center in 1994 • 61% of agency board identify as having lived experience • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience • Outreach to historically disenfranchised communities including tribal and LGBTQA • All staff are required to complete cultural competency training within 60 days of hire, supplemented by tribal led trainings and session on Civil Rights. • 3 projects <ul style="list-style-type: none"> A. Recovery Support Center – relevant B. Mental Health Peer Cetner – somewhat relevant C. Medication Assisted Treatment – relevant
2. Subcontractors
<ul style="list-style-type: none"> • Indicates no contractors will be used
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Included and clearly identified project team roles
4. Litigation
<ul style="list-style-type: none"> • One case reported – case ongoing
5. Financial Viability
<ul style="list-style-type: none"> • Provided 3 years audited financials
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services

A. Recovery Support Center (Center)

1. Aroostook County Center of Hope, located at 106 Main Street, suite 13 Houlton, Aroostook County,
Plan to operate a minimum of 40 hours per week M-F 9:00 a.m. – 5:00 p.m.
Staff are also coordinating schedules to pilot extended hours on Tuesdays 7:00 a.m.- 3:00 p.m., Thursdays 11:00 a.m. – 7:00 p.m., and Sundays 1:00 p.m.-4:00 p.m
Located near several other services
2. Commitment to meeting requirement
3. Briefly describes approach to initial visit – met requirement
4. Response indicates that meeting this requirement relies on staff and volunteer onboarding and training, offering person-centered and participant guided support, and various groups and services including Medication Assisted Treatment and connection to Options Liaisons
5. A. met requirement
A. Indicates staff planning to develop advisory council to meet this requirement, but offers little detail
6. Describes multiple levels of oversight to ensure compliance with this requirement
7. Met requirement. Response refers to several attachment required in other sections of this proposal.

B. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Met requirement.2. Met requirement3. Response describes trainings available to staff and volunteers, but does not address concrete steps center staff and/or volunteers will take to support participants as it relates to this requirement4. <ol style="list-style-type: none">a. Staff will receive specialized training from Employment Specialists.b. Met requirementc. Identifies numerous community partnerships with agencies that support workforce readiness5. <ol style="list-style-type: none">a. center provides snacks and drinks, has food cupboardb. center staff provide warm handoffsc. center provides safe use and safe sex suppliesd. center support participants with referrals and navigatione. Support includes connection participants to community resources and bus passes and or gas cards available through private fundraisingf. support meeting justice related case requirements may not align with peer fidelityg. supporting compliance with CPS is not aligned with peer fidelityh. met requirement7. Response provides detailed overview of orientation and ongoing training. Attachment 8 Includes calendar of training activities
C. Record Management Requirements
<ol style="list-style-type: none">1. Met requirement. Use of Recovery Data Platform2. Met requirement3. Met requirement4. Met requirement
D. Center Website Requirements
<ul style="list-style-type: none">• Meets requirement• Met requirement• Met requirement• Met requirement• Met requirement
E. Services to be Provided to Participants
<ul style="list-style-type: none">• One on one coaching provided by center staff or through partnership with Healthy Acadia• Detailed response met requirement• Detailed response describes address all facets of recovery capital• Mt requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Detailed response describes multiple levels of peer and professional led groups, activities, and volunteering• Detailed response met all requirement• Attachment 9 includes timeline and pertinent details. Met requirement• Both narrative and attachment 10 include description of events and activities that meet requirement. Attachment 10 includes details on ongoing activities and events, frequency, activity type,• Met requirement
F. Staffing Requirements
<ul style="list-style-type: none">• Response identifies Center Manager/Recovery Coach Coordinator, a 0.5 FTE position, to meet these requirements. Identifies this role as being held by a person with lived experience.• Detailed response meets requirement• Indicates through partnership with Healthy Acadia, outreach events and social media outlets, will recruit individuals with lived experience to met requirement• Met requirement• Response includes additional training and supportive supervision. Met requirement• Met requirement• Met requirement
G. Reporting/Site Review Requirements
<ul style="list-style-type: none">• Met requirement• Met requirement
H. Performance Measures
Met reequipment
I. Reports
<ul style="list-style-type: none">• Met requirement
• Staffing
<ul style="list-style-type: none">• Recovery Center Manager/Recovery Coach Coordinator job description does not require direct lived experience Recovery Center Manager/Recovery Coach Coordinator requires additional peer certification Certified Intentional Peer Support, which they would not qualify for without direct lived experience Recovery coach position does not require direct lived experience• Indicates that there are no subcontractors• Staffing plan calls for 2.10 FTE's and demonstrates minimum sufficient staffing level to meet the requirements of this RFP.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

• Implementation - Work Plan

1. Work plan includes details related to activities, timeline, and position responsible, including those already in place.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Established in 1964, operates 27 locations across Aroostook, Hancock, and Washington counties • Annually serves more than 5,500 people, with a staff of over 350 • CCBHC with demonstrated capacity to deliver care for people with SUD, co-occurring and mental health challenges, including outpatient, residential, crisis, SA, prevention, and other specialized programs • 3 decades of consumer-operated and peer-driven models • Promotes DEI through governance, policy and practice – has PAC composed entirely of consumers that is highly involved • Intentional outreach strategies to historically marginalized and underserved populations • CCBHC standards re: cultural and structural competency apply to AMHC, staff complete training regularly, also offer tribal-led session and OCR training, offer interpreter services • 3 relevant projects – recovery support peer centers, mental health peer run recovery centers, MOUD services
2. Subcontractors	<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart	<ul style="list-style-type: none"> • Provided for project level
4. Litigation	<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability	<ul style="list-style-type: none"> • Provided audited financial statements for 2024, 2023, 2022 • Appears viable
6. Certificate of Insurance	<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services	
A. Recovery Support Center (Center)	
<ol style="list-style-type: none"> 1. Met requirement. Center is centrally located near other services. 2. Met requirement 3. Met requirement. Eligibility established through informal conversation. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use in discussion.
5. Indicated will meet this expectation.
6. Met requirement
7. Response to 7b. and c. lack detail. Indicates that these things happen without discussing how they will be coordinated.

B. Recovery Support Services

1. Provided a detailed response. Indicates that OPTIONS liaisons will provide occasional rides. Not certain that this is within scope for OPTIONS liaisons.
2. Outreach and engagement plan attached. Provides overview of outreach and engagement efforts. Efforts appear to lack provider engagement efforts, and focus on community events and virtual engagement through social media.
3. Provides a richly detailed response including establishing a culture of all pathways, person-centered peer matching, and training around non-clinical supports.
4. Staff will received specialized training around vocational readiness. Serve as host sites for the economic council and adult ed.
5. Has a free food cupboard available. Provides basic personal care items. Provides harm reduction resources. Has established clinical services available through parent organization. Supports transportation access, including bus passes. Provides a detailed list of additional resources they support participants with.
6. Training and orientation plan attached. Provides overview of core training, ongoing training as well as emphasis on evaluation and continuous improvement. Provides orientation checklist. Provides DEI round tables, and peer reflection groups for staff. Orientation checklist attached.

C. Record Management Requirements

1. Met
2. Met
3. Met
4. Met

C. Center Website Requirements

1. Indicates will meet by month 5.
2. Indicates will meet
3. Indicates will meet
4. Met with a detailed response. Indicates they will conduct periodic audits to confirm compliance.
5. Met

D. Services to be Provided to Participants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met with a detailed response. Connected with a coach within 24-48 hours.
2. Response focuses on a Coach relationship, as opposed to Participants more broadly. Provides a detailed response regarding how they will ensure coaches support Recoverees in setting goals, developing a plan, and solving problems. This includes key supports to staff and volunteer coaches to ensure quality of services provided.
3. Met with a detailed response
4. Provides a comprehensive list of groups provided, including all required areas.
5. Met. Volunteering and community engagement opportunities restricted to center
6. Met
7. Quarterly training plan attached, organized by location. Narrative provides an overview of education and outreach efforts, including topics covered in core areas as part of quarterly trainings. Attached some of educational materials to illustrate.
8. Narrative provides an overview of recreation and social events. Provides recreational and social events plan. All events facilitated with trauma informed practices. Does not meaningfully address opportunities for community contribution.
9. Met requirement
E. Staffing Requirements
1. References job description for Center Manager/RCC. Indicates that current staff has lived experience. Does not address recruitment or ongoing supports for staff. This is addressed in other areas of the proposal.
2. Provides an in-depth description of the Recovery Coaching system, from initial contact to screening, to matching, to intake that suggests exceptional intentionality.
3. Response does not address how staff/volunteers will be supported and maintained ongoingly
4. Minimally met. Response lacks detail on how they will support recovery coaches.
5. Minimally met. Response lacks detail on how they will support recovery coaches.
6. Met. Will provide individualized to fulfill registration requirements
7. Met. Will provide individuals support to fulfill coachervision requirements
F. Reporting/Site Review Requirements
1. Met
2. Met
G. Performance Measures
Met
H. Reports
Met
2. Staffing
a. Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

b. No subcontractors indicated

c. Met. Does not identify volunteer offerings in staffing plan.

3. Implementation - Work Plan

Provides a detailed work plan with sufficient nuance to determine who is responsible for particular tasks and when they are expected to be completed.

Part IV, Section IV Cost Proposal and Budget Narrative

- \$321k requested
- \$183k salary, 25% fringe
- Indirect rate of 24% based on federal rate – federal indirect rate usually includes rent, utilities, administrative salaries, etc...

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Established in 1964, 27 service locations operate across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals, employing 350 plus staff members. • Certified Community Behavioral Health Clinic (CCBHC), demonstrating integrated care capacity and co-occurring capability. • Service continuum includes outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Currently operates center in a central location near many resources. • Bidder notes over three decades of experience with consumer-operated and peer-driven models. • Bidder states they promote DEI through governance, policy and practice, noting their Board of Directors is 60% of people with lived experience, a Peer Advisory Committee and participation with community advisory boards. • Engaged in outreach to BIPOC communities, tribal nations, LGBTQ individuals, youth, people who are unhoused or justice involved. Participates in culturally relevant community events and designation as a Recovery Friendly Employer. • All staff complete cultural competency training within 60 days of hire and annually thereafter, through Relias, supplemented by tribal-led sessions and Office of Civil Rights compliance training. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience. • Submitted description of three highly relevant projects.
2. Subcontractors	<ul style="list-style-type: none"> • None
3. Project Team Organizational Chart	<ul style="list-style-type: none"> • Provided, met.
4. Litigation	<ul style="list-style-type: none"> • Provided, met.
5. Financial Viability	<ul style="list-style-type: none"> • Provided three years of financial statements, appears financially viable.
6. Certificate of Insurance	<ul style="list-style-type: none"> • Provided, current.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none">1. Located at 106 Main Street, Suite 13, Houlton, Aroostook County, open 40 hours per week M-F 8:00 a.m. – 4:00 p.m. Extended hours on Saturdays 10:00 a.m. – 12:00 p.m.2. Met.3. Met.4. Met.5. Bidder agrees to 51% lived experience advisory council composition.6. Met.7. Met.
B. Recovery Support Services
<ol style="list-style-type: none">1. Bidder refers to recovery coaching as specialized support- this makes the training and role of staff and volunteers unclear as this RFP requires them to be trained in CCAR Recovery Coach Academy. Bidder states a checklist is used to guide staff in sharing information about available services- this does not support an All Pathways approach and is not person-centered.2. Attachment 7 provided, plan is clear and detailed.3. Bidder response in this section is focused primarily on staff training and minimally describes coordination of programming. N- contacting providers and scheduling appointments on behalf of participants is outside of peer fidelity. Staff training in “criminal thinking patterns” and Mental Health First Aid is outside of peer fidelity.4. Staff receive training to support participants in resume development and are available for tech support with center computers. Bidder names several partners with expertise in employment/workforce support.5. Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and working directly with Child Protective Services caseworkers does not align with peer fidelity.6. Ongoing training plan notes that Relias platform is utilized- this platform does not offer peer-specific trainings. Plan does not indicate what training is required on what interval.
C. Record Management Requirements
<ol style="list-style-type: none">1. Utilizes RDP.2. Met.3. Met.4. Met.
C. Center Website Requirements
<ol style="list-style-type: none">1. Met

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Met.
3. Met. 4. Met. 5. Met.
D. Services to be Provided to Participants
1. Met. 2. Robust supervision and training oversight noted. 3. Met. 4. Group offerings are diverse. 5. Met. 6. Met. 7. Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when. Attachment states "Center staff member will provide SUD Prevention Presentation" in several sections and is unclear what the role of center staff is other than a singular presentation. 8. Bidder states that all events are facilitated with trauma-informed practices. Attachment 10 contains a mix of facilitated support groups and social events. Recreational and social event offerings are limited. 9. Met.
E. Staffing Requirements
1. Bidder states that one staff at .5 FTE will oversee both roles- this is not sufficient staffing to oversee daily operations and duties for a center open 40 hours per week. 2. Bidder states that center manager assesses urgency and risk factors of participants seeking recovery coaching- this does not align with peer fidelity. 3. Met. 4. Met. 5. Met. 6. P- Bidder states they will provide individualized support to navigate any barriers, including scheduling conflicts, transportation, or access to continuing education. 7. Met.
F. Reporting/Site Review Requirements
1. Met 2. Met
G. Performance Measures
1. Bidder provided detailed response.
H. Reports
1. Met.
2. Staffing
a. attachment 11 provided, job descriptions allow for affected others.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Houlton)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

b. no subcontractors
c. attachment 12 is for Caribou location and not Houlton. Attachment 12 notes program manager FTE percentage but unclear if this person will be present at the center.
3. Implementation - Work Plan
1. Detailed plan.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/11/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Agency was established in 1964 • Is a Certified Community Behavioral Health Clinic (CCBHC) • Runs the Downeast Recovery Support Center in Calais • Started it's first drop-in center in 1994 and now runs four Recovery Support Centers • Supports underserved populations including BIPOC, tribal nations, LGBTQ, youth, and people who are unhoused or justice involved. • Three projects: <ul style="list-style-type: none"> ○ Current Recovery Support Centers ○ Mental Health Peer Run Recovery Centers • MOUD treatment
2. Subcontractors
<ul style="list-style-type: none"> • Indicates "no subcontractors will be utilized"
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided, includes 1.6 FTE and volunteers
4. Litigation
<ul style="list-style-type: none"> • Provided
5. Financial Viability
<ul style="list-style-type: none"> • Provided 2022, 2023, and 2024 (through Sept 30)
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none"> 1. 11 Free St, Machias, open Monday-Friday 9am-5pm. Piloting extended hours that include earlier morning and later evening hours, as well as Sunday hours. 2. Commits to obtaining and maintaining required insurance 3. Self-identification is completed by relationship building and conversation 4. Provides posters, pamphlets, and other educational materials about different pathways to recovery. <p>Staff are provided modeling and training to support an All Pathways to Recovery philosophy</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/11/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

- | |
|--|
| <p>5. Utilizes State funding, donations, and volunteers to ensure all services are free of charge
Governing board is the Washington County Community Action Team, which includes at least 51% of people with lived experience</p> <p>6. Met requirements</p> <p>7. a. Center Manager/Recovery Coach Coordinator schedules groups. Group facilitators receive an orientation including group guidelines, trauma informed practices, and Center values
Resource connections include warm handoffs to ensure participants are comfortable with the resource</p> <p>b. Met requirements</p> <p>c. Met requirements</p> |
|--|

B. Recovery Support Services

- | |
|---|
| <p>1. Services are provided in person, on the phone, and through Teams or Zoom</p> <p>2. Volunteers distribute calendar to community partners, health care providers, and community centers (provided a sample calendar)
Hosts and participates in several community events
Has a plan for feedback, monitoring, and evaluation of outreach activities</p> <p>3. All current staff have completed Recovery Coach Academy and Ethical Considerations for Recovery Coaching
Focuses on hiring and training does not address how they will coordinate staff and programming to support Participant's needs</p> <p>4. a. Staff will be trained by MaineHealth Employment Specialists
b. Met requirements</p> <p>c. Met requirements</p> <p>5. a. Collaborates with local food bank to provide fresh produce to participants, will make referrals to local resources for food
Providers housing referrals and hygiene kits</p> <p>b. Provides referrals, transportation support, warm hand-offs, and check-ins</p> <p>c. Provides harm reduction kits and partners with HIV/Hep C testing providers</p> <p>d. Bidder's agency has case managers that can support participants</p> <p>e. Offers many transportation supports including volunteer drivers and a transportation board posted at the center</p> <p>f. Met requirements</p> <p>g. Met requirements</p> <p>h. Provides kid and youth friendly space and connection to childcare resources</p> <p>6. Met requirements</p> |
|---|

C. Record Management Requirements

- | |
|---|
| <p>1. Utilizes Recovery Data Platform</p> |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/11/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

2. Reports that Recovery Data Platform meets requirements for risk assessment and vulnerability scans
3. Met requirements
4. Met requirements

D. Center Website Requirements

1. Plans to create a website, meeting all requirements, using WordPress in month 2 with a goal of launching it in month 5.
2. Commits to meeting all requirements
3. Commits to meeting all requirements
4. Commits to meeting all requirements
5. Commits to meeting all requirements

E. Services to be Provided to Participants

1. Detailed plan to provide 1:1 Recovery Coaching utilizing CCAR
2. I: Coaches assist with breaking goals into manageable steps and celebrate progress
3. Demonstrates an understanding over recovery capital and provides a plan to assist participants with building their recovery capital
4. Met requirements
5. Met requirements
6. Met requirements
7. Provided detailed plan for education and outreach including how outreach will be trauma informed.
Plan includes quarterly trainings and plan to complete more based on needs of local high schools and colleges
8. Provided a large list of weekly, monthly, and annual social activities
9. Met requirements

F. Staffing Requirements

1. .5 FTE Center Manager/Recovery Coach coordinator will be responsible for center and coaching coordination. Current staff member has lived experience
2. Provided a detailed plan for Recovery Coach Coordination
3. 1 FTE Recovery Coach and .5 FTE Coach coordinator will provide Recovery Coaching, both with lived experience
Will collaborate with a local agency to recruit volunteer coaches
4. Will utilize supervision, mentorship, and reflective practices to support coaches in becoming registered and certified coaches
5. Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/11/25

EVALUATOR NAME: Amanda Chamberlain

EVALUATOR DEPARTMENT: Office of Child and Family Services

6. Will provide support to coaches to ensure they maintain certification which could include support for transportation barriers, access to continuing education, and weekly check ins
7. Met requirements
G. Reporting/Site Review Requirements
1. Experience with completing reports to the Department and commits to meeting this requirement
2. Met requirements
H. Performance Measures
Met requirements
I. Reports
Met requirements
2. Staffing
Recovery Coach Coordinator and Recovery Coach require lived experience or having lived with someone with a substance use disorder. This could result in both staff members being affected by others rather than a person with lived experience No subcontractors will be used 1.5 FTEs may not be enough to support 40 hours per week of recovery coaching services
3. Implementation - Work Plan
Met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> The center, at 11 Free St., Machias, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined
2. Subcontractors	<ul style="list-style-type: none"> Included - none
3. Project Team Organizational Chart	<ul style="list-style-type: none"> Included – too brief
4. Litigation	<ul style="list-style-type: none"> 1 case, involving a death in a jail, still open
5. Financial Viability	<ul style="list-style-type: none"> Statements provided
6. Certificate of Insurance	<ul style="list-style-type: none"> Included - current

Part IV, Section III Proposed Services	
A. Recovery Support Center (Center)	
	<ol style="list-style-type: none"> The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours met participants eligibility via self identity, established by warm intro to staff, identity is discovered thru Mi conversationally all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% people with lived experience met Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups & organizations.
B. Recovery Support Services	
	<ol style="list-style-type: none"> Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

C. Record Management Requirements

1. Met – center uses RDP
2. met
3. met
4. met

D. Center Website Requirements

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

E. Services to be Provided to Participants

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants' orientation held on their 1st or 2nd visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

F. Staffing Requirements

1. Vague and incomplete

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers – Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/7/2025

EVALUATOR NAME: Richard Freund

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|--|
| <ul style="list-style-type: none">2. RCC is responsible – lacks detail3. Staff will be trained, seek volunteers from the community, sharing info at common events4. met5. met6. met7. met |
|--|

G. Reporting/Site Review Requirements

- | |
|--|
| <ul style="list-style-type: none">1. We've been doing it, and completing it2. met |
|--|

H. Performance Measures

- | |
|--|
| <ul style="list-style-type: none">1. met |
|--|

I. Reports

- | |
|---|
| <ul style="list-style-type: none">1. met2. met |
|---|

2. Staffing

- | |
|--|
| <ul style="list-style-type: none">a. Att.11 - metb. Included - nonec. Att.12 - met |
|--|

3. Implementation - Work Plan

- | |
|---|
| <ul style="list-style-type: none">a. Att.13 - met |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none"> • Bidder agency established in 1964, operates 27 service locations across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals through a staff of 350 • Bidder agency is a Certified Community Behavioral Health Clinic (CCBHC), serving individuals with Substance Use Disorder (SUD), co-occurring disorders, and mental health challenges. • Services include outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities • Incumbent provider, overseeing Downeast Recovery Support Center in Calais, centrally located near services and amenities • Opened first peer drop-in center in 1994 • 61% of agency board identify as having lived experience • Engages participants in Peer Advisory Committee (PAC), which is comprised 100% of individuals with lived experience • Outreach to historically disenfranchised communities including tribal and LGBTQA • All staff required to complete cultural competency training within 60 days of hire, supplemented by tribal led trainings and session on Civil Rights. • 3 projects <ul style="list-style-type: none"> A. Recovery Support Center – relevant B. Mental Health Peer Cetner – somewhat relevant C. Medication Assisted Treatment – relevant
2. Subcontractors	
	<ul style="list-style-type: none"> • Indicates no contractors will be used
3. Project Team Organizational Chart	
	<ul style="list-style-type: none"> • Included and clearly identified project team roles
4. Litigation	
	<ul style="list-style-type: none"> • One case reported – case ongoing
5. Financial Viability	
	<ul style="list-style-type: none"> • Provided 3 years audited financials
6. Certificate of Insurance	
	<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none">1. Center located at 11 Free St, Machias, Washington County, Plan to operate a minimum of 40 hours per week M-F 9:00 a.m. – 5:00 p.m. Staff are also coordinating schedules to pilot extended hours on Tuesdays 7:00 a.m.- 3:00 p.m., Thursdays 11:00 a.m. – 7:00 p.m., and Sundays 1:00 p.m.-4:00 p.m2. Commits to meeting requirement3. Briefly describes approach to initial visit – met requirement4. Response indicates that meeting this requirement relies on staff and volunteer onboarding and training, offering person-centered and participant guided support, and various groups and services including Medication Assisted Treatment and connection to Options Liaisons5. A. met requirement B. Washing County Community Action Team serves as advisory council an includes at least 51% members who identify as having lived experience6. Describes multiple levels of oversight to ensure compliance with this requirement7. Met requirement. Response refers to several attachment required in other sections of this proposal.
C. Recovery Support Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. Met requirement.2. Met requirement3. Response describes trainings available to staff and volunteers, but does not address concrete steps center staff and/or volunteers will take to support participants as it relates to this requirement4. <ol style="list-style-type: none">a. Staff will receive specialized training from Employment Specialists.b. Met requirementc. Identifies numerous community partnerships with agencies that support workforce readiness5. <ol style="list-style-type: none">a. center provides snacks and drinks, has food cupboardb. center staff provide warm handoffsc. center provides safe use and safe sex suppliesd. center support participants with referrals and navigatione. Support includes connection participants to community resources and bus passes and or gas cards available through private fundraisingf. support meeting justice related case requirements may not align with peer fidelityg. supporting compliance with CPS is not aligned with peer fidelityh. met requirement7. Response provides detailed overview of orientation and ongoing training. Attachment 8 Includes calendar of training activities
D. Record Management Requirements
<ol style="list-style-type: none">1. Met requirement. Use of Recovery Data Platform2. Met requirement3. Met requirement4. Met requirement
C. Center Website Requirements
<ol style="list-style-type: none">1. Meets requirement2. Met requirement3. Met requirement4. Met requirement5. Met requirement
D. Services to be Provided to Participants
<ol style="list-style-type: none">1. One on one coaching provided by center staff or through partnership with Healthy Acadia2. Detailed response met requirement3. Detailed response describes address all facets of recovery capital4. Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

5. Detailed response describes multiple levels of peer and professional led groups, activities, and volunteering
6. Detailed response met all requirements
7. Attachment 9 includes timeline and pertinent details. Met requirement
8. Both narrative and attachment 10 include description of events and activities that meet requirement. Attachment 10 includes details on ongoing activities and events, frequency, activity type,
9. Met requirement
E. Staffing Requirements
1. Response identifies Center Manager/Recovery Coach Coordinator, a 0.5 FTE position, to meet these requirements. Identifies this role as being held by a person with lived experience.
2. Detailed response meets requirement
3. Indicates through partnership with Healthy Acadia, outreach events and social media outlets, will recruit individuals with lived experience to met requirement
4. Met requirement
5. Response includes additional training and supportive supervision. Met requirement
6. Met requirement
7. Met requirement
F. Reporting/Site Review Requirements
1. Met requirement
2. Met requirement
G. Performance Measures
Met reequipment
H. Reports
1. Met requirement
2. Staffing
1. Recovery Center Manager/Recovery Coach Coordinator job description does not require direct lived experience Recovery Center Manager/Recovery Coach Coordinator requires additional peer certification Certified Intentional Peer Support, which they would not qualify for without direct lived experience Recovery coach position does not require direct lived experience
2. Indicates that there are no subcontractors
3. Staffing plan calls for 1.6FTE's - does not demonstrate sufficient staffing level to meet the requirements of this RFP.
4. Implementation - Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/6/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|--|
| <ol style="list-style-type: none">1. Work plan includes details related to activities, timeline, and position responsible, including those already in place. |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established in 1964, operates 27 locations across Aroostook, Hancock, and Washington counties • Annually serves more than 5,500 people, with a staff of over 350 • CCBHC with demonstrated capacity to deliver care for people with SUD, co-occurring and mental health challenges, including outpatient, residential, crisis, SA, prevention, and other specialized programs • 3 decades of consumer-operated and peer-driven models • Promotes DEI through governance, policy and practice – has PAC composed entirely of consumers that is highly involved • Intentional outreach strategies to historically marginalized and underserved populations • CCBHC standards re: cultural and structural competency apply to AMHC, staff complete training regularly, also offer tribal-led session and OCR training, offer interpreter services • 3 relevant projects – recovery support peer centers, mental health peer run recovery centers, MOUD services
2. Subcontractors
<ul style="list-style-type: none"> • None indicated
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided for project level
4. Litigation
<ul style="list-style-type: none"> • One case identified. No relevant concerns.
5. Financial Viability
<ul style="list-style-type: none"> • Provided audited financial statements for 2024, 2023, 2022 • Appears viable
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and valid

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<ol style="list-style-type: none"> 1. Met requirement 2. Met requirement 3. Met requirement. Eligibility established through informal conversation.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. Provides a general response that refers to training plan and outreach plan for greater detail. Does not address harm reduction resources or people in active use in discussion.
5. Utilizes Washing County Community Action Team as advisory council. Uncertain what formal relationship is between team and center/organization. Team appears to be comprised of helping professionals and community-level persons that may or may not be center participants but do meet 51% requirement.
6. Met requirement
7. Provided a detailed response. Participants are matched to peers based on shared lived experience, cultural considerations, recovery pathway preferences, and goals identified.

B. Recovery Support Services

1. Provided a detailed response. Indicates that OPTIONS liaisons will provide occasional rides. Not certain that this is within scope for OPTIONS liaisons.
2. Outreach and engagement plan attached. Provides overview of outreach and engagement, including: regional focus, including transportation support; community and provider engagement; public communications and media outreach; community-centered events; and ongoing relationship building and evaluation. Calendar of events included.
3. Response addresses training but does not address coordination of staff and programming beyond training.
4. Staff will receive specialized training around vocational readiness. Serve as host sites for the economic council and adult ed.
5. Has a free food cupboard available. Provides basic personal care items. Provides harm reduction resources. Has established clinical services available through parent organization. Supports transportation access, including bus passes. Provides a detailed list of additional resources they support participants with.
6. Training and orientation plan attached. Provides overview of core training, ongoing training, and supervision and supports available to staff, as well as emphasis on evaluation and continuous improvement. Provides orientation checklist. Response does not detail what is covered in particular trainings beyond summary information.

C. Record Management Requirements

1. Met
2. Met
3. Met
4. Met

C. Center Website Requirements

1. Indicates will meet by month 5.
2. Indicates will meet

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

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DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. Indicates will meet
4. Met with a detailed response. Indicates they will conduct periodic audits to confirm compliance.
5. Met

D. Services to be Provided to Participants

1. Met with a detailed response. Connected with a coach within 24-48 hours.
2. Response focuses on a Coach relationship, as opposed to Participants more broadly. Provides a detailed response regarding how they will ensure coaches support Recoverees in setting goals, developing a plan, and solving problems. This includes key supports to staff and volunteer coaches to ensure quality of services provided.
3. Met with a detailed response
4. Provides a comprehensive list of groups provided, including all required areas.
5. Met with a detailed response. Emphasized warm hand offs and accompaniment to mutual support groups and other person-driven approaches; Include in-depth description of supports around community inclusion, including social skills coaching, supportive exposure, and non-recovery focused events; Volunteering and community engagement opportunities restricted to center
6. Describes a person-centered approach to orientation that walks participants through center services, provides critical guidance on necessary topics to facilitate fuller engagement, and addresses other required areas.
7. Quarterly training plan attached, organized by location. Narrative provides an overview of education and outreach efforts, including topics covered in core areas as part of quarterly trainings. Trauma informed practices are integrated into outreach and education. Does not provide detailed insight into topics.
8. Narrative provides an overview of recreation and social events, All events are facilitated with trauma-informed practices. Provides recreational and social events plan. Does not meaningfully address opportunities for community contribution.
9. Met requirement

E. Staffing Requirements

1. References job description for Center Manager/RCC. Indicates that current staff has lived experience. Does not address recruitment or ongoing supports for staff. This is addressed in other areas of the proposal.
2. Provides an in-depth description of the Recovery Coaching system, from initial contact to screening, to matching, to intake that suggests exceptional intentionality.
3. Response does not address how staff/volunteers will be supported and maintained ongoingly
4. Minimally met. Response lacks detail on how they will support recovery coaches.
5. Minimally met. Response lacks detail on how they will support recovery coaches.
6. Met. Will provide individualized to fulfill registration requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

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BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 11/12/25

EVALUATOR NAME: Kenney Miller

EVALUATOR DEPARTMENT: Office of Behavioral Health

7. Met. Will provide individuals support to fulfill coachervision requirements
F. Reporting/Site Review Requirements
1. Met 2. Met
G. Performance Measures
Met
H. Reports
Met
2. Staffing
a. Met b. No subcontractors indicated c. Met. Does not identify volunteer offerings in staffing plan.
3. Implementation - Work Plan
Provides a detailed work plan with sufficient nuance to determine who is responsible for particular tasks and when they are expected to be completed.

Part IV, Section IV Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• Requisition \$271k• \$145k for personal, 25% fringe• Indirect rate of 24% based on federal rate – federal indirect rate usually includes rent, utilities, administrative salaries, etc...

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established in 1964, 27 service locations operate across Aroostook, Hancock, and Washington counties, annually serving more than 5,500 individuals, employing 350 plus staff members. • Certified Community Behavioral Health Clinic (CCBHC), demonstrating integrated care capacity and co-occurring capability. • Service continuum includes outpatient and residential treatment, crisis stabilization units, sexual assault services, prevention programs, brain injury support, and specialized programs for individuals with intellectual disabilities. • Currently operates center in a central location near many resources. • Bidder notes over three decades of experience with consumer-operated and peer-driven models. • Bidder states they promote DEI through governance, policy and practice, noting their Board of Directors is 60% people with lived experience, a Peer Advisory Committee and participation with community advisory boards. • Engaged in outreach to BIPOC communities, tribal nations, LGBTQ individuals, youth, people who are unhoused or justice-involved. Participates in culturally relevant community events and designation as a Recovery Friendly Employer. • All staff complete cultural competency training within 60 days of hire and annually thereafter through Relias, supplemented by tribal-led sessions and Office of Civil Rights compliance training. • Center programming reflects the principles of inclusion, trauma-informed care, and All Pathways to Recovery, engagement with tribal communities, culturally relevant peer activities, and staff with lived experience. • Submitted description of three highly relevant projects.
2. Subcontractors
<ul style="list-style-type: none"> • None.
3. Project Team Organizational Chart
<ul style="list-style-type: none"> • Provided, met.
4. Litigation
<ul style="list-style-type: none"> • Provided, met.
5. Financial Viability
<ul style="list-style-type: none"> • Submitted three years of financial statements, appears financially viable.
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided, current.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

Part IV, Section III Proposed Services
A. Recovery Support Center (Center)
<p>1. Located at 11 Free Street, Machias, Washington County, open 40 hours per week M-F 9:00 a.m.-5:00 p.m.</p> <p>2. Met.</p> <p>3. Met.</p> <p>4. Met.</p> <p>5. Bidder states that their advisory council has 51% lived experience but names affected others in that list.</p> <p>6. Met.</p> <p>7. Peers will be matched with Participants based on shared lived experience, cultural considerations, recovery pathway preferences, and specific goals identified during matching.</p>
B. Recovery Support Services
<p>1. Bidder refers to recovery coaching as specialized support- this makes the training and role of staff and volunteers unclear as this RFP requires them to be trained in CCAR Recovery Coach Academy.</p> <p>2. Attachment 7 provided is a sample monthly calendar of center events mainly for participants and copy/paste narrative from proposal.</p> <p>3. Program coordination not addressed. Bidder notes that all current staff have “formal training on substance use disorders and have completed trainings programs through the local college or are working on their degree now.” – clinically informed education and training is not relevant to the peer model required in this RFP. N- Staff receive Mental Health Diagnosis, Mental Health First Aid training and Relias training in Maintaining Professional Boundaries, and Workplace Substance use. These trainings are outside of peer fidelity.</p> <p>4. Staff receive training to support participants in resume development and are available for tech support with center computers. Bidder names several partners with expertise in employment/workforce support.</p> <p>5. Assistance with completing forms, applications, and appeals, coordinated care planning with case managers from partner agencies, and supporting CPS compliance with case plans (e.g., recovery support documentation, parenting group attendance) does not align with peer fidelity.</p> <p>6. Ongoing training plan notes that Relias platform is utilized- this platform does not offer peer-specific trainings. Plan does not indicate what training is required on what interval.</p>
C. Record Management Requirements
<p>1. Utilizes RDP.</p> <p>2. Met.</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. Met. 4. Met.
D. Center Website Requirements
1. Met. 2. Met. 3. Met. 4. Met. 5. Met.
E. Services to be Provided to Participants
1. Met. 2. Robust supervision and training oversight noted. 3. Met. 4. Group offerings are diverse. 5. In-person accompaniment to meetings is available. Social skills coaching noted. 6. Comprehensive plan described inclusive of all center services, kiosk sign in instructions, and grievance process. 7. Topics listed in narrative section do not match attachment, unclear what is going to be delivered and when 8. Bidder states that all events are facilitated with trauma-informed practices. Attachment 10 contains a mix of facilitated support groups and social events. Recreational and social event offerings are robust and diverse. 9. Met.
F. Staffing Requirements
1. Bidder states that one staff at .5 FTE will oversee both roles- this is not sufficient staffing to oversee daily operations and duties for a center open 40 hours per week. 2. Bidder states that center manager assess urgency and risk factors of participants seeking recovery coaching- this does not align with peer fidelity. 3. Met. 4. Met. 5. Met. 6. P- Bidder states they will provide individualized support to navigate any barriers, including scheduling conflicts, transportation, or access to continuing education. 7. Met
G. Reporting/Site Review Requirements
1. Met. 2. Met.
H. Performance Measures
1. Bidder provided detailed response.
I. Reports

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508111

RFP TITLE: Recovery Support Centers - Target Area 5

BIDDER NAME: Aroostook Mental Health Services, Inc. (Machias)

DATE: 10/31/2025

EVALUATOR NAME: Amanda Thompson

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met.
2. Staffing
a. attachment 11 provided, job descriptions allow for affected others. b. No subcontractors. c. Attachment 12 notes program manager FTE percentage but unclear if this person will be present at the center.
3. Implementation - Work Plan
1. Detailed plan.



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508111
RFP TITLE: Recovery Support Centers- Area 3,4 & 5

I, Amanda Chamberlain accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:
Amanda Chamberlain
9AF6495806F8419...

Oct-01-2025

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508111
RFP TITLE: Recovery Support Centers- Area 3,4 & 5

I, Richard Freund accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
Richard Freund
00CDBC2CE414FF...

Oct-02-2025

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508111
RFP TITLE: Recovery Support Centers- Area 3,4 & 5

I, Michael Freysinger accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:
Mike Freysinger
E442AEB365C7470...

Oct-01-2025

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508111
RFP TITLE: Recovery Support Centers- Area 3,4 & 5

I, Kenney Miller accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:
Kenney Miller
3B6C9B0BF9C34FE...

Oct-01-2025

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508111
RFP TITLE: Recovery Support Centers- Area 3,4 & 5

I, Amanda Thompson accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Amanda Thompson
F2D3707AD57D408...

Oct-01-2025

Signature

Date