**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 2, INFORMATIONAL MEETING AND**

**SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP#202501002 Recovery Support Centers |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Behavioral Health |
| **INFORMATIONAL MEETING LOCATION:** | ZOOM Meeting |
| **INFORMATIONAL MEETING DATE/TIME:** | February 25, 2025, 1:00 pm EST |
| **SUBMITTED QUESTIONS DUE DATE:** | February 28, 2025, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | March 18, 2025 |
| **PROPOSAL DUE DATE:** | April 16, 2025, no later than 11:59 p.m., local time (***as amended****)* |
| **PROPOSALS DUE TO:** | proposals@maine.gov  |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** |
| **DESCRIPTION OF CHANGES IN RFP:**1. Proposal Submission Deadline is amended.
2. Part I, C. Contract Term periods are amended.
3. Part II, A.1. language is revised.
4. Part II, A.2. IT-Service Contract link is updated.
5. Part II, C.4. IT-Service Contract link and Section is updated.
6. Part III, D.3. language is revised.
7. Part III, E.2. language is revised.
8. **Appendix A** Proposal Cover Page is amended.
9. **Appendix F** Response to Proposed Services is amended.
10. **Appendix G** Cost Proposal and Budget Narrative is amended.
11. **Appendix J** Notice of Intent to Bid is amended.
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| **REVISED LANGUAGE IN RFP:**1. *Proposal Submission Deadline is amended.*

All references to the Proposal Submission Deadline of April 2, 2025, no later than 11:59 p.m., local time. are changed to **April 16, 2025, no later than 11:59 p.m., local time.**1. Part I, C. Contract Term periods are amended.

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| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 1/1/2026 | 12/31/2027 |
| Renewal Period #1 | 1/1/2028 | 12/31/2029 |
| Renewal Period #2 | 1/1/2030 | 12/31/2030 |

1. *Part II, A.1. language is amended to read:*

Maintain and operate the Center, within the proposed target area, at minimum, forty (40) hours per week, to accommodate the Participants availability.1. *Part II, A.2. IT-Service Contract link is updated:*
	* + 1. Obtain and maintain insurance as outlined in the State of Maine [IT-Service Contract](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/IT%20Service%20Contract%20%28IT-SC%29%20Template%20%28locked%29_1.31.25.pdf), under Rider B-IT, Section 19. Insurance Requirements.
2. *Part II, C.4. IT-Service Contract link and* *Section is updated:*
3. Comply with all confidentiality requirements outlined in the State of Maine [IT-Service Contract](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/IT%20Service%20Contract%20%28IT-SC%29%20Template%20%28locked%29_1.31.25.pdf), under Rider B-IT, Section 30. Confidentiality.
4. *Part III, D.3. language is amended to read:*
5. Bidders must submit a separate Notice of Intent for each location within the target area they intend to bid on.
6. *Part III, E.2. language is amended to read:*
7. Bidders must submit a separate proposal for each location within the target area they intend to bid on.
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| 1. ***Appendix A*** *Proposal Cover Page is replaced in its entirety:*

**The revised Appendix A Proposal Cover Page may be obtained in a Word (.docx) format by double clicking on the document icon below.**1. ***Appendix F*** *Response to Proposed Services form is replaced in its entirety:*

**The revised Appendix F Response to Proposed Services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**1. ***Appendix G*** *Cost Proposal and Budget Narrative is replaced in its entirety:*

**The revised Appendix G, Budget Form, Budget Instructions, and Narrative forms may be obtained in a Word (.docx), Excel (.xlsx) and PDF (.pdf) formats by double clicking on the document icons below.**1. ***Appendix J*** *Notice of Intent to Bid is replaced in its entirety:*

**The revised Appendix J Notice of Intent to Bid may be obtained in a Word (.docx) format by double clicking on the document icon below.** |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| Part II, A.2.Page 11 | IT-Service Contract link does not work.  |
| **Answer** |
| Refer to the amended language at the beginning of this document. |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | 1. Could you define "pro-social events"?
2. What would be considered/qualify as a pro-social activities?
 |
| **Answer** |
| 1. Pro-social activities, as referred to in the RFP, involve social skills building and often include collaborating with others.
2. Examples of pro-social activities may include but are not limited to art, music, sports and other leisure activities, as well as volunteer, and group projects.
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| **3** | **RFP Section & Page Number** | **Question** |
| Part I, D. and **Appendix J**Pages 10 and 40 | If an agency has more than one Recovery Center in a specific Target Area, do they need to submit 1 proposal for all Centers in that Target Area or separate proposals for each Center within the Target Area? |
| **Answer** |
| Bidders interested in providing more than one (1) Recovery Center in a specific target area must submit a separate proposal for each physical location (e.g., a Bidder who has two (2) physical locations within the target area must submit separate proposals for each physical location.) Refer to the revised **Appendix A, F, G, and J** at the beginning of this document. |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part II, C.1.Page 12 | Client and data management system. 1. Are Bidders to have their own reporting system?
2. Are Recovery Coaches required to track information similar to how clinical providers track information?
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| **Answer** |
| 1. Bidders are required to have their own client and data management system for tracking client activity.
2. Documented information must include referrals, active Recoveree information, Recovery plans, progress notes and discharge information that meet Center service reporting requirements. Recovery Coaches are required to work within the scope of their certification.
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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | Could you clarify what would be considered pro-social activities? |
| **Answer** |
| Refer to the answer to question 2 of this document. |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.Page 11 | Is there flexibility in the Monday through Friday hours if an agency has conducted a community needs assessment which demonstrates preference for other operational hours? |
| **Answer** |
| Refer to the amended language at the beginning of this document. The Department expects optimal Center operational hours to meet Center Participant needs and availability.  |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | 1. Could you clarify what would be considered pro-social activities?
2. Are mutual aid meetings considered part of pro-social activities?
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| **Answer** |
| 1. Refer to the answer to question 2 of this document.
2. No.
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| **8** | **RFP Section & Page Number** | **Question** |
| Part II, B.6.Page 12 | Will there be any changes regarding Diversity, Equity, and Inclusion (DEI)? |
| **Answer** |
| No. |

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

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| **9** | **RFP Section & Page Number** | **Question** |
| Part I, C.Page 10 | In renewal # 1 & 2 will a higher bid be considered to reflect changes in the organization’s needs? |
| **Answer** |
| The Department and awarded Bidders will negotiate the terms of Renewal Period #1 and #2 prior to the anticipated renewal start date. |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part II, B.6.Page 12 | Are there Trauma-Informed Approach Trainings and Diversity Equity & Inclusion training courses that staff can take and does the state provide them? |
| **Answer** |
| The Department is aware of such trainings available through the University of New England, the University of Maine System, Co-Occurring Collaborative Serving Maine (CCSME), Sweetser's Training Institute, and AdCare.  |

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| **11** | **RFP Section & Page Number** | **Question** |
| Part II, F.2.c.ii.Page 14 | What is a department-identified Recovery Coaching Tracking Tool- can we use the one we developed? |
| **Answer** |
| Awarded Bidders will be required to utilize a Department-identified Recovery Coaching Tracking Tool which will be provided after contract execution.  |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part II, F. 4.b.i.2)Page 14 | What happens if our staff has not completed 500 hours of recovery coaching in 2 years to make certification? |
| **Answer** |
| The Department expects the awarded Bidders to communicate to the Department immediately should any concerns regarding staff not meeting certification requirements arise. Exceptions may be made on a case-by-case basis.  |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part IV, Section III. Page 22 | Are there templates for Outreach and Engagement Plan, Orientation Plan, Training Plan, Social Events Plan, Work Plan etc. |
| **Answer** |
| No, Bidders must develop the plans and submit as part of their proposal submission.  |

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| **14** | **RFP Section & Page Number** | **Question** |
| Appendix F Response to Proposed Services FormPage 35 | Nearly all tasks/programs are already developed, we are currently implementing most tasks this makes for an ugly GANTT Chart. Can you provide any guidance? |
| **Answer** |
| Bidders must display the work plan in a timeline chart. The Gantt chart is just an example and not a requirement. Refer to the Response to Proposed Services form, 3. Implementation – Work Plan.  |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part I, D. and **Appendix J**Pages 10 and 40 | Can bids be made on just one county or does it have to include all thecounties listed in the area? |
| **Answer** |
| The awarded Bidder(s) in each target area will be expected to provide services for all counties within that target area. Bidder must identify the physical location of their Recovery Support Center in their proposal. For Bidders with multiple Recover Support Center locations, refer to the answer to question 3 of this document. |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | Please describe what is a pro-social event. Can you give someexamples? |
| **Answer** |
| Refer to the answer to question 2 of this document.  |

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| **17** | **RFP Section & Page Number** | **Question** |
| Appendix GPage 37 | This section mentions that ..."Bidders who do not respond to the belowwill not be considered for funding available through the RecoveryCommunity Center Fund, however, will be considered on otherfunding available to the Department". Can you tell us what that other"funding available" alludes to? |
| **Answer** |
| The Department will determine the source of funding for any contract resulting from this RFP based on completion of the section.  |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.Page 11 | We are open 9 am to 5 pm Tues thru Friday. With Staff available on Monday by appointment 8 hrs. Is this considered 40 hrs as requested? |
| **Answer** |
| No, the Center must be fully operational a minimum of forty (40) hours per week. |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II, A.3.Page 11 | Determine Participant eligibility? How do we determine this? |
| **Answer** |
| Participants who self-identify as having a Substance Use Disorder (SUD) and/or Co-Occurring Disorder, or an undiagnosed challenge with either, or as an Affected Other are eligible. It is at the Bidder’s discretion to determine any more specific eligibility process.  |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part II, E.4.Page 13 | What do you consider Recovery Capital? Can we have a list? |
| **Answer** |
| Refer to the definition of “Recovery Capital” within the RFP and to the [Faces & Voices of Recovery, Recovery Capital Scale](https://facesandvoicesofrecovery.org/resource/recovery-capital-scale/).  |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | What exactly does pro-social activities mean? Can we have a list of these activities. |
| **Answer** |
| Refer to the answer to question 2 of this document. |

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| **22** | **RFP Section & Page Number** | **Question** |
| Part II, H.1. Table 1.c.Page 15 | Do we need 5 new volunteers for each quarter or can we continue to use our current volunteers |
| **Answer** |
| Performance measure c. requires that at least five (5) new volunteers are onboarded at the Center each quarter. Reporting from the first year of the contract will establish a baseline for this measure. |

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| **23** | **RFP Section & Page Number** | **Question** |
| **Appendix J**,Target AreasPage 40 | Are we in direct competition with other peer recovery centers in Penobscot all 4 Recovery Centers. How does Kennebec County fit into this targeted area. Different populations and radius on mileage. |
| **Answer** |
| The Department anticipates making multiple awards, at least one (1) in each of the target areas identified on the revised **Appendix J**. The Department reserves the right to make multiple awards in each target area.Refer to the answers to questions 3 and 15 of this document.Kennebec County is considered in target area 4. |

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| **24** | **RFP Section & Page Number** | **Question** |
| Part II, A.5.a. Page 11 | From the RFP: “At least fifty-one percent (51%) of the Center’s governing board(s) must be comprised of individuals with Lived Experience and who are in Recovery from their own SUD, Co-Occurring Disorder, or an undiagnosed challenge with either.” Can the applicant count Board Members with lived experience as an affected other towards this 51%? |
| **Answer** |
| No.  |

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| **25** | **RFP Section & Page Number** | **Question** |
| Part II, F.Page 14 | The staffing titles and associated FTE counts described in the last issued RCS RFP issued in 2023 have been removed in this RFP. Are the titles/roles and associated FTE counts at the discretion of the agency? |
| **Answer** |
| Yes. |

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| **26** | **RFP Section & Page Number** | **Question** |
| Part III, E.4.b.Page 19 | Are there page limits and formatting requirements to either Appendix C (Qualifications and Experience Form) or Appendix F (Response to Proposed Services)? |
| **Answer** |
| No. |

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| **27** | **RFP Section & Page Number** | **Question** |
| **Appendix G**,Target AreasPage 36 | What factors contributed to the recategorization of target areas in comparison to the RCS RFP issued in 2023? |
| **Answer** |
| As this is outside the scope of the RFP, the Department declines to answer.  |

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| **28** | **RFP Section & Page Number** | **Question** |
| **Appendix F**, Part II, A.1.Page 1  | From the RFP: “Describe in detail how the Bidder will maintain and operate the Center, within the proposed target area, at minimum, forty (40) hours per week, Monday through Friday, to accommodate the Participants’ availability.”If an applicant were to submit a proposal to serve a target area, are they required to create/modify their program to effectively serve individuals from each of those counties (the entire target area)? Or can they serve only one of those counties within that target area? If the answer is that the applicant can serve only one county within a target area, will the applicant’s proposal be viewed as less competitive than an applicant who proposes to serve the entire target area? |
| **Answer** |
| Refer to the answer to question 15 of this document.  |

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| **29** | **RFP Section & Page Number** | **Question** |
| **Appendix F**, Part II, B.2.Page 2 | From the RFP: “Describe in detail how the Bidder will provide outreach and engagement activities within the wider community to ensure individuals, providers, and community agencies have the information necessary to access and make referrals for Recovery Support Services at the Center. Bidders must submit an Outreach and Engagement Plan, include as **Attachment 7.”** How is the term ‘within the wider community’ defined? Does this refer to the target area (all counties) defined within the RFP; or does it refer to areas within the coverage area of the applicant that is a further distance away from the center?  |
| **Answer** |
| The wider community is inclusive of all counties within the target area served.  |

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| **30** | **RFP Section & Page Number** | **Question** |
| Part II, A.2.Page 11  | The link to the IT-Service Contract does not function properly. It states page cannot load. Can that information be provided/another link be provided?  |
| **Answer** |
| Refer to the amended language at the beginning of this document.  |

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| **31** | **RFP Section & Page Number** | **Question** |
| Part II, B.5.Page 12  | As it pertains to assisting participants with accessing community supports, including Harm Reduction – Can and should an applicant budget for harm reduction supplies (i.e. Narcan, syringes, etc.) to ensure an on-site supply of harm reduction items in the event these items are difficult to obtain within the geographical area being served?  |
| **Answer** |
| This is at the discretion of the Bidder. Part II, B.5.c. requires the awarded Bidder(s) to assist Participants with accessing Harm Reduction community supports but does not require the Bidder to provide it directly. Harm Reduction supplies are available through various organizations in the State, including through [OPTIONS liaisons](https://knowyouroptions.me/get-naloxone/#:~:text=It's%20available%20as%20a%20nasal,give%20more%20than%20one%20dose.), the [Maine Naloxone Distribution Initiative](https://getmainenaloxone.org/community-organization/), and [Syringe Service Programs](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/services/syringe-service-programs.shtml). The awarded Bidder(s) must comply with applicable state and federal law concerning distribution of Harm Reduction supplies.  |

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| **32** | **RFP Section & Page Number** | **Question** |
| Part V, B.3.Page 30 | Centers that serve a higher number of participants may have a higher bid, what methodology will the evaluation team apply to factor in the differing sizes of programs and people served when scoring the cost proposal?  |
| **Answer** |
| Cost proposals for each target area will be evaluated only against cost proposals for the same target area: for example, proposals for target area 1 will only be evaluated against other proposals in target area 1; a proposal for target area 2 will only be evaluated against other proposals in target area 2; etc.Refer to the answers to questions 3 and 15 of this document.  |

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| **33** | **RFP Section & Page Number** | **Question** |
| Part II, B.6. and**Appendix C**, Pages 12 and 31 | Both sections refer to Diversity, Equity, and Inclusion in relation to training of staff/volunteers and our experience addressing the needs related to issues of DEI. Considering the current administration’s Executive Orders around DEI and their possible ties to funding, is there any concern around including this language in our applications? |
| **Answer** |
| No.  |

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| **34** | **RFP Section & Page Number** | **Question** |
| Part IV, Section III Page 22-23 | Regarding the required attachments 7-10 (Outreach and Engagement Plan, Center Staff and Volunteer Training and Orientation Plan, Quarterly Training Plan, and Recreational and Social Events Plan), 1. Can you please provide more information on what we should include in these attachments?
2. Are there specific formats or parameters we should use?
 |
| **Answer** |
| 1. Bidder must submit each required plan as part of their proposal. Refer to the revised **Appendix F** at the beginning of this document, for each of the required Attachment requirements.
2. It is at the Bidder’s discretion what format or parameter to use.
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| **35** | **RFP Section & Page Number** | **Question** |
| Part I, D. and **Appendix J**Pages 10 and 40 | Is the intent of the state for bidders to craft applications covering all the counties listed in the target area chosen, or are bidders allowed to focus on one county in their chosen target area? |
| **Answer** |
| Refer to the answer to question 15 of this document.  |

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| **36** | **RFP Section & Page Number** | **Question** |
| Part I, D. and **Appendix J**Pages 10 and 40 | The intended awards appear to be based on geographic as opposed to demographic target areas. How will this RFP address providing services for the Tribes and tribal population? |
| **Answer** |
| The Department will contract directly with Maine’s Wabanaki people. |

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| **37** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are Recovery Support Centers that receive opioid settlement funds eligible to apply for grant funding through this opportunity? |
| **Answer** |
| Yes; note that any separate / additional funding to support these Recovery Support Center services must be indicated in the Cost Proposal and accounted for in the Cost Proposal submission. |

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| **38** | **RFP Section & Page Number** | **Question** |
| Part I, D. and **Appendix J**Pages 10 and 40 | If an organization intends to submit a bid for multiple Recovery Support Centers operating within the same proposed target area, should they submit a single, combined application, or is a separate application required for each Recovery Support Center? |
| **Answer** |
| Refer to the answer to question 3 of this document.  |

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| **39** | **RFP Section & Page Number** | **Question** |
| Part II, D.1. Page 12 | Does the department’s requirement to “maintain a Center-dedicated website” mean that a completely separate website is expected or can this deliverable be met by hosting the information within a dedicated section of an existing organizational website? |
| **Answer** |
| The Center-dedicated website must be completely separate from the awarded Bidder’s organizational website.  |

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| **40** | **RFP Section & Page Number** | **Question** |
| Part II, E.7. Page 13 | Has the department established a list of what qualifies as “department-approved education and outreach”? If not, can the department provide insight into its methodology for approving education and outreach initiatives? |
| **Answer** |
| This will be dependent on each Bidder’s proposed education and outreach activities. The Department will review education and outreach plans to ensure alignment with contract requirements (e.g., ensuring intended population to be served). |

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| **41** | **RFP Section & Page Number** | **Question** |
| Part II, E.9. Page 14 | When the department states, “ensure recovery-oriented recreational and social events utilize no more than two percent (2%) of department funding,” does this refer to 2% of the total funds awarded through the RFP, or is it a 2% cap per individual recreational or social event? |
| **Answer** |
| This is in reference to two percent (2%) of the total funds awarded through the RFP; that is, two percent (2%) of the full Cost Proposal Funds for this purpose may not exceed two percent (2%) of each award, through the full initial period of performance.  |

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| **42** | **RFP Section & Page Number** | **Question** |
| Part II, H.1.Page 15 | Regarding performance measures, how will baseline data be collected for new Centers without previous reporting history under this program? |
| **Answer** |
| Baselines will be established through reporting submitted during the first year of the contract.  |

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| **43** | **RFP Section & Page Number** | **Question** |
| **Appendix G** Page 27 | Cost Proposal and Budget Narrative: Is there a cap on the percentage allowed for indirect costs? |
| **Answer** |
| No, the state does not have a capped indirect rate. The Department’s agreement must comply with 2 CFR 200. Providers may:1. Use their Federal indirect rate (if an approved Federal rate, this must be used)
2. Use the 15% de minimis with modified total direct costs as their allocation base
3. Use the CS Budget Forms 4B, 4A, and 4 to calculate their rate

Additional information on classification of costs is provided at 2 CFR 200.412, 200.413, and 200.414. |

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| **44** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, a., b., and c.Page 15 | Are the new volunteers, new unique individuals and the 30 pro socialmeetings calculated by center or district? |
| **Answer** |
| This is calculated by Center.  |

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| **45** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we collaborate with another recovery community center to submit a joint application? |
| **Answer** |
| It is at the Bidder’s discretion. Only one Agency may be identified as the Lead Organization; other collaborative Agencies should be identified as subcontractors under the Lead Organization. Refer to the answers to questions 3 and 15 of this document. |

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| **46** | **RFP Section & Page Number** | **Question** |
| Not Provided | If awarded this grant, will the recovery community center be considered part of the Maine Recovery Hub? If so, what are the expectations for participation? |
| **Answer** |
| Yes, awarded Bidders will receive support from the Maine Recovery Hub. |

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| **47** | **RFP Section & Page Number** | **Question** |
| Part V, B.Page 24 | Is geographic location factored into the scoring process? |
| **Answer** |
| No, Bidders are required to identify the target area and specific physical location which they intend to provide Recovery Support Center Services.Refer to the answers to questions 3, 15, and 32 of this document.  |

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| **48** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the total funding available for this RFP? |
| **Answer** |
| The total annual Statewide funding available for these Recovery Support Center services is $3,643,251.00. |

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| **49** | **RFP Section & Page Number** | **Question** |
| Part IV, Section III,Page 22 | For the outreach and engagement plan or other required attachments, do we need to submit an MOU with identified partner organizations, or is it sufficient to list them? |
| **Answer** |
| MOUs are not required as part of the RFP submission requirements.  |

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| **50** | **RFP Section & Page Number** | **Question** |
| Part II, H.Table 1, d. Page 15 | Regarding the outcome measure stating that "at least 85% of individuals receiving services (coaching/peer support) must have at least one referral," does this apply only to individuals receiving coaching services, or to all individuals who enter the center? |
| **Answer** |
| This applies to all individuals receiving Center services.  |

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| **51** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV, 1.a. Page 23 | Can we provide a 5-year estimated budget to reflect any anticipated changes in funding needs/requests? |
| **Answer** |
| No. Bidders must submit a cost proposal that covers the 2-year period, starting 7/1/2025 and ending on 6/30/2027, refer to Part IV, Section IV, 1.a. of the RFP. Refer to the answer to question 9 in this document. |

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| **52** | **RFP Section & Page Number** | **Question** |
| **Appendix G**, Cost Settled Budget FormPage 36 | If we allocate 15% of the total grant cost to indirect costs (de minimis rate), which allocation method should be used? |
| **Answer** |
| [2 CFR 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) requires the allocation base must be Modified Total Direct Costs when using the de minimis rate of 15%. |

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| **53** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | How are "pro-social events" defined, and what qualifies as a pro-social event? |
| **Answer** |
| Refer to the answer to question 2 of this document. |

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| **54** | **RFP Section & Page Number** | **Question** |
| Part II, H. Table 1, b.Page 15 | Do mutual aid meetings count toward the 30 required pro-social activities per quarter? |
| **Answer** |
| No, refer to the answer to question 7.b. of this document. |