**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

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| --- | --- | --- |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | May 14, 2025, no later than 11:59 p.m., local time |
| *All questions must be received by the RFP Coordinator by the date and time listed above.* | |

|  |  |  |
| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | June 19, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | |

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PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

The State of Maine is seeking proposals for development, implementation, and maintenance of a Statewide Substance Use Disorder Learning Community.

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

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on June 19, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Behavioral Health Practice** | A location where there is one (1) or more licensed behavioral health care professionals providing services for Substance Use Disorder (SUD) and/or co-occurring treatment. |
| **Continuing Education** | Professional development offered and credited to professionals who participate in SUD Learning Community activities. |
| **Department** | Maine’s Department of Health and Human Services |
| **Lived Experience** | Knowledge gained by an individual who has experienced trauma, mental health challenges, and/or SUD. |
| **Learning Management System (LMS)** | A software or web-based technology used to plan, implement, and assess a specific learning process. |
| [**Maine Association of Psychiatric Physicians (MAPP)**](https://www.mainepsych.org/) | The State’s District Branch of the [American Psychiatric Association (APA)](https://www.psychiatry.org/), and the only professional organization of psychiatry and psychiatrists dedicated to the State. |
| [**Maine Opioid Response Clinical Advisory Committee**](https://mesudlearningcommunity.org/resources/maine-opioid-clinical-advisory-committee-clinical-guidance-documents/) | A group of approximately thirty-five (35) clinicians convened by the Director of State Opioid Response to provide clinical input on opioid-related issues. |
| [**Maine Pediatric & Behavioral Health Partnership**](https://www.bhpartnersforme.org/) | A Maine Children’s Behavioral Health Services program providing education and support to child health providers to improve management of mental health conditions. |
| **Maine’s Academic Detailing Program** | Run by the [Maine Independent Clinical Information Service (MICIS)](https://micismaine.org/), which provides interactive continuing medical education sessions for medication prescribers. |
| [**MaineIT**](https://www.maine.gov/oit/) | Maine’s Office of Information Technology |
| **Medical Practice** | A location where there is one (1) or more licensed health care professionals, with authority to prescribe controlled substances or other medications for treatment of SUD and to provide other health care services. |
| **Medication Assisted Treatment (MAT)** | Medications used for the treatment of SUD, including Opioid Use Disorder (OUD) and other SUDs, such as alcohol or stimulant use disorder. |
| **OBH** | The Department’s Office of Behavioral Health |
| **Opioid Use Disorder (OUD)** | A problematic pattern of opioid use leading to clinically significant impairment or distress. |
| **Peer** | Describes a relationship between two (2) or more individuals who are receiving, or who have received, services related to mental health concerns and/or co-occurring challenges and is willing to self-identify with individuals on this basis in the community. |
| **Peer Recovery Coach** | An individual in Recovery who has successfully completed the required [Connecticut Community for Addiction Recovery (CCAR) Trainings](https://addictionrecoverytraining.org/), specifically the [thirty (30) hour Recovery Coach Academy (RCA) training and sixteen (16) hour Ethical Considerations in Recovery Coaching](https://addictionrecoverytraining.org/training-products/). A Peer Recovery Coach provides mentoring, resource navigation assistance, and general Peer recovery support to individuals and families. |
| **Peer Support** | Founded on key principles of respect, shared responsibility, and mutual agreement of what is helpful to support Recovery. A behavioral health model of care which consists of a qualified Peer Support professional who assists individuals with their Recovery. |
| **Prescribing Clinicians** | Licensed clinicians, including physicians, nurse practitioners, and physician assistants, who provide evidence-based treatment for SUD, including prescribing medications. |
| [**Project ECHO**](https://projectecho.unm.edu/) | A structured program of peer-based learning that uses video case-based learning to connect specialty experts with other treatment providers and team members to build their competence and confidence for managing complex conditions. |
| **Qualified Health Plan (QHP)** | An insurance plan certified by the [Health Insurance Marketplace (Marketplace)](https://marketplace.cms.gov/) that provides essential health benefits, follows established limits on cost-sharing (like deductibles, copayments, and out-of-pocket maximum amounts), and meets other requirements under the [Affordable Care Act (ACA)](https://www.healthcare.gov/glossary/affordable-care-act/). |
| **Recovery** | A process through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. |
| **RFP** | Request for Proposals |
| **State** | State of Maine |
| **Statewide Substance Use Disorder Learning Community** | Known as the SUD Learning Community; a Statewide system of structured education that provides a range of education, training, and technical assistance services to Prescribing Clinicians to increase their ability to offer SUD and OUD treatment services. |
| **Substance Use Disorder (SUD)** | Occurs when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home. |
| [**University of Vermont’s Center on Rural Addiction (CORA)**](https://www.uvmcora.org/) | Supported by the [Health Resources and Services Administration (HRSA)](https://www.hrsa.gov/) of the [U.S. Department of Health and Human Services (HHS)](https://www.hhs.gov/), faculty and staff provide science-based solutions to assist patient treatment of OUD, other SUDs, and co-occurring issues. CORA provides supplies, trainings, and support at no cost to healthcare providers and other community stakeholders; clinical expertise and consultation in treatment method and patient-centered care coordination; education on treatment and prevention approaches; and quantitative and qualitative data reports on treatment needs and barriers in rural communities. |

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking to continue the development, planning, implementation, and maintenance of the Statewide Substance Use Disorder Learning Community, a structured educational program that delivers education, training, and technical assistance to Prescribing Clinicians and their teams, as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine residents. The Department’s Office of Behavioral Health (OBH) is committed to supporting a complete and coordinated behavioral health continuum of care that serves the whole person, the whole community.

The State has been hit hard by substance use and the opioid epidemic. The total number of confirmed and suspected drug-related fatal overdoses from January to December 2023 was six hundred seven (607). While effective treatments exist for Substance Use Disorder (SUD) and Opioid Use Disorder (OUD), it is known that less than ten percent (10%) of people with SUD report accessing treatment. There has been a significant increase recently in the number of Maine Prescribing Clinicians licensed to provide evidence-based treatment for SUD, but most treat few patients, and there are still areas of the State where people cannot find or access treatment. In [Governor Janet Mills’ Maine Opioid Response’ 2023 – 2025 Strategic Action Plan](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/GOPIF_OpioidReport_2023.pdf), she identified the need to develop and train a prevention and treatment workforce sufficient to meet the needs of all Maine communities. This action will contribute to a Statewide infrastructure supporting evidence-based and community-focused actions in response to Maine’s opioid crisis. The Department implemented this action in 2021 and seeks to continue it through this RFP.

The Department’s goal for the SUD Learning Community is to educate and support more Prescribing Clinicians, Peer Recovery Coaches, Peer Support professionals, and Medical and Behavioral Health Practice Teams, in evidence-based SUD and OUD treatment practices, including for alcohol use disorder, cocaine and stimulant disorder, and co-occurring disorders across the age spectrum from exposed infants to older adults.

This RFP serves to sustain the current SUD Learning Community efforts, with the following changes:

* Removing the regional node model;
* Including additional eligibility requirements;
* Providing coordination of educational and leadership development opportunities for Peers and Peer Recovery Coaches;
* Supporting an annual in-person educational event; and
* Updating the dedicated [Maine SUD Learning Community website](https://mesudlearningcommunity.org/).

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
   8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
   9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit a Bid and Attestation**
3. Bidders and/or their subcontractor(s) must have:
   1. At least two (2) years’ experience:
      * + 1. Connecting professionals with experts for one-on-one consultation;
          2. Offering multimodal (e.g., electronic, webinar, in-person) educational programs and resources to the behavioral health and overall health care professional community; and
          3. Planning, coordinating, and offering ECHO programs; and
4. At least three (3) years’ experience:

Planning, organizing, and hosting large in-person training conferences, where at least one hundred fifty (150) participants or more are in attendance; and

Obtaining and providing multi-disciplinary continuing education credits.

1. In addition to the eligibility requirements above, the Bidder cannot be:
   1. A health insurance issuer or issuer of stop loss insurance;
   2. A subsidiary of a health insurance issuer or issuer of stop loss insurance;
   3. An association that includes members of, or lobbies on behalf of, the insurance industry;
   4. A managed care organization or a subsidiary of a managed care organization; and/or
   5. An entity or individual that receives any consideration directly or indirectly from any health insurance issuer or issuer of stop loss insurance in connection with the enrollment of any individuals or employees in a Qualified Health Plan (QHP) or a non-QHP.
2. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 1/1/2026 | 6/30/2027 |
| Renewal Period #1 | 7/1/2027 | 6/30/2029 |
| Renewal Period #2 | 7/1/2029 | 12/31/2030 |

1. **Number of Awards**

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

**PART II SCOPE OF SERVICES TO BE PROVIDED**

**Specific instructions for the Bidder to provide a narrative response to the Scope of Services may be found in Part IV, Section III, Proposed Services.**

1. **Required Services**

Work in partnership with the Department to plan and coordinate a Statewide Substance Use Disorder Learning Community, known as the SUD Learning Community, that offers a set of central educational programs and resources to Prescribing Clinicians and Medical and Behavioral Health Practice Teams providing treatment to individuals with Substance Use Disorder (SUD).

Offer all SUD Learning Community activities free of charge.

1. Create a SUD Learning Community curriculum and educational plan, including input from:
2. Department staff;
3. Relevant Maine-based stakeholders, including but not limited to:
   1. Relevant specialty medical providers;
   2. Primary care provider organizations; and
   3. Behavioral health organizations;
4. Proven research on barriers to engaging Prescribing Clinicians in offering SUD treatment and Medication Assisted Treatment (MAT) services; and
5. Local and national best, or promising, practices.
6. Develop curriculum and methods for providing centralized SUD education and trainings to Prescribing Clinicians Statewide, through a combination of in-person and distance-based learning methods that include, at a minimum:
   1. Identification of training gaps and needs for the SUD treatment provider community, with a summary of findings provided to the Department;
   2. Project ECHO programs;
   3. Educational webinars;
   4. Statewide educational meetings;
   5. Web-based tools and resources;
   6. Provision of- and connection to- real-time expert consultation as needed; and
   7. Promotion of any relevant and Department-approved listservs.
7. Provide education and support to Prescribing Clinicians and Medical and Behavioral Practice Teams for patients across the age spectrum (e.g. substance-exposed infants, youth, older adults).
8. Coordinate efforts with other Department-supported education and training initiatives/programs related to SUD/Opioid Use Disorder (OUD) as directed by the Department, including but not limited to:
   1. State-led opioid-related task forces and workgroups, including but not limited to the Maine Opioid Response Clinical Advisory Committee;
   2. Maine’s Academic Detailing program;
   3. OBH-supported efforts from Maine Association of Psychiatric Physicians (MAPP) to offer expert psychiatric phone consultation;
   4. OBH-supported, provider-focused SUD educational opportunities and offerings;
   5. Maine Pediatric & Behavioral Health Partnership; and
   6. University of Vermont’s Center on Rural Addiction (CORA).
9. Coordinate and ensure educational and leadership development opportunities for Peer Support professionals and Peer Recovery Coaches, including but not limited to education and leadership development on:
   1. Supervision;
   2. Development of strategic partnerships;
   3. Program management; and
   4. Integration of Peer Support in multidisciplinary teams.
10. Provide a minimum of twenty (20) education opportunities (in-person, virtual, and/or hybrid), quarterly.
11. Provide a minimum of three (3) in-person educational events per year with Department-approved content relevant to current SUD treatment and prescribing trends.
    1. Ensure one (1) in-person event is the annual SUD Learning Community conference which provides an on-site location for a minimum of one hundred fifty (150) attendees.
12. Apply for, obtain, and implement the delivery of professional Continuing Education credits applicable to the specific educational opportunity.
    1. Confirm professional Continuing Education availability.
    2. Advertise professional Continuing Education.
    3. Produce and deliver certificates of completion and Continuing Education to participants.
13. Disseminate a newsletter on available trainings and other SUD/OUD related news to the SUD Learning Community participants and other relevant stakeholders, no less than every other month.
14. Provide regular outreach to the SUD Learning Community participants and other relevant stakeholders, including tabling at community events.
15. Ensure continued analysis of services being provided for ongoing quality assurance and improvement, data used for continued service analyzation must include regular feedback from relevant stakeholders.
16. Provide anonymous participant surveys after every learning and/or educational activity, which includes at a minimum:
    1. Question(s) related to knowledge and/or expertise increase; and
    2. Question(s) related to whether participants would implement the knowledge and/or expertise learned within their practice/work; and
    3. Other additional question(s), as directed by the Department.
17. **Annual SUD Learning Community Conference**
18. Establish a pre-planning group and collaborate with the group in order to identify target audience needs.
19. Advertise and promote the annual SUD Learning Community Conference by:
    1. Designing, editing, producing, printing and disseminating “Save the Date” notices, announcements, brochures, and promotional materials.
20. Receive, process, and account for pre-conference and on-site participant registrations.
    1. Provide pre-conference support to potential participants by phone and e-mail.
21. Identify, solicit, contract with (if necessary), and confirm conference speakers/presenters.
    1. Confirm all final speakers/presenters, including specific session information, and prepare for distribution at minimum, four (4) weeks prior to the annual SUD Learning Community Conference.
    2. Establish deadlines for submission of curriculum vitae, presentation needs, handouts, electronic presentations, and other event-related materials through direct contact with speakers/presenters.
22. Schedule and coordinate speakers/presenters travel and lodging, as appropriate.
23. Schedule and organize all conference sessions, educational workshops, and other on-site activities.
24. Schedule and contract for conference space and serve as point of contact making all arrangements for site set-up, food, special accommodations, and audiovisual equipment.
25. Ensure all event facilities meet the [Americans with Disabilities Act (ADA)](https://www.ada.gov/) specifications and are in compliance with applicable laws regarding [smoke-free environments](https://www.mainelegislature.org/legis/statutes/22/title22sec1542.html).
26. Supply and provide technical assistance for audiovisual equipment and other technology supplies and equipment used by conference and educational workshop speakers/presenters.
27. Arrange accommodation requests by connecting directly with the participant, ensuring their needs are fully met.
    1. Utilize the State’s Master Agreements for interpreting services.
28. Develop, design, produce, and tabulate evaluations ensuring a written evaluation summary is made available for each conference session.
29. Produce signage, nametags, and information packets including agenda, evaluations, and handouts as directed.
30. **SUD Learning Community Learning Management System (LMS) and Website** 
    * + 1. Offer trainings and Continuing Education in an online Learning Management System (LMS) which complies with MaineIT [Policies and Standards](https://www.maine.gov/oit/policies-standards), including but not limited to:
           1. [Prohibited Technologies](https://www.maine.gov/oit/prohibited-technologies);
           2. [Risk Assessment Policy & Procedures (RA-1)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/RiskAssessmentPolicyProcedure.pdf); and
           3. [Vulnerability Scanning Procedure (RA-5)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/VulnerablityScanningProcedure.pdf).

*Prior to Renewal Period #1, the State and the awarded Bidder will jointly explore possible migration to the Statewide Enterprise Learning Management System.*

* + - 1. Maintain an SUD Learning Community dedicated website that includes, at minimum:
  1. A searchable resource library;
  2. Calendar of available and upcoming events;
  3. Library of podcasts and videos; and
  4. Informational webpages with SUD/OUD related content.

1. Ensure the website adheres to the State’s MaineIT [Digital Accessibility Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf) and [Social Media for State Business Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/SocialMediaStateBusiness.pdf).
2. Ensure no data is released regarding the usage of the website without the written approval from the Department. This is regardless of whether the data would be given away, sold, bartered, or through any other arrangement.
3. Ensure any data collected, used, and reported on will be de-identified meeting the definition of TLP White as required by the MaineIT [Data Classification Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DataClassificationPolicy.pdf).
4. Ensure the website does not include:
   1. TikTok, which describes the social networking service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited.
5. 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.
6. 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.
7. **Guiding Principles for the SUD Learning Community Curriculum**
   1. Ensure all training, education, and consult activities are data-driven and use most current available data to inform rapid cycle improvement.
   2. Ensure all activities link the educational curriculum to targeted SUD treatment outcomes, best practices, and emerging trends.
   3. Ensure the curriculum is developed to serve an interdisciplinary team (e.g., for Prescribing Clinicians, Medical and Behavioral Practice Team members, Peer Recovery Coaches and Peer Support professionals).
   4. Ensure educational focus is placed on the treatment of OUD and other SUDs.
   5. Ensure services include education on diagnosis and treatment of co-occurring mental health disorders.
   6. Ensure all work incorporates best practices for both in-person and distance-based learning methods, as well as on-site technical assistance where appropriate.
   7. Ensure services support the development of effective practice workflow changes.
   8. Ensure all activities incorporate and reflect the voice of individuals with SUD Lived Experience.
   9. Ensure the most efficient use of resources and participant time.
   10. Ensure all activities and services provided address SUD-related stigma in the Clinical Prescriber setting, with messages aligned with the Department’s public health campaigns.
8. **Performance Measures**
9. Perform all services proposed in response to this RFP by achieving all Performance Measures listed in **Table 1**.
   1. Submit data to support the performance measure utilizing **Appendix I** (Performance Measure Report Template) or via a third-party data source, as indicated within the performance measure data source column of **Table 1**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1**  **Mandatory Performance Measures** | | | |
|
| **Performance Measure** | | **Assessment Cycle** | **Supportive Documentation and Performance Measure Data Source** |
| *Office Goal/Initiative: Increase the knowledge of participants and ensure new knowledge and/or expertise learned is incorporated into their practice/work.* | | | |
| **a.** | At least seventy-five percent (75%) of participants across all training and/or educational activities indicated an increase in their knowledge and/or expertise related to providing treatment to individuals with SUD. | Quarterly | SUD Learning Community anonymous participant survey results |
| **b.** | At least seventy-five percent (75%) of participants indicated they will implement the knowledge and/or expertise learned in their practice/work related to providing treatment to individuals with SUD. | Quarterly | SUD Learning Community anonymous participant survey results |

# **Reports**

* 1. Track and record all data/information necessary to complete the required reports listed in **Table 2**:

|  |  |  |
| --- | --- | --- |
| **Table 2 – Required Reports** | | |
| **Name of Report** | | **Description or Appendix #** |
| **a.** | Performance Measures Report | **Appendix I** |
| **b.** | ECHO Program Participation Report | Number of ECHO programs offered and includes the number of individuals by discipline and number of Medical or Behavioral Health Practices participating in each ECHO program |
| **c.** | Webinar Activity Report | Number of educational webinars offered and includes the number of individuals by discipline and number of Medical or Behavioral Health Practices participating in each webinar |
| **d.** | Consultation Use Report | Number of times expert consultation requested/used by Prescribing Clinicians |
| **e.** | Statewide Participation Report | Number of Statewide SUD Learning Community educational events held, and includes the number of individuals by discipline and number of Medical or Behavioral Health Practices participating in each event |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 3**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 3 – Required Reports Timelines** | | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** | |
| **a.** | Performance Measures Report | Each quarter | Thirty (30) calendar days after the end of each quarter | |
| **b.** | ECHO Program Participation Report | Each quarter (cumulative) | Thirty (30) calendar days after the end of each quarter |
| **c.** | Webinar Activity Report | Each quarter (cumulative) | Thirty (30) calendar days after the end of each quarter |
| **d.** | Consultation Use Report | Each quarter (cumulative) | Thirty (30) calendar days after the end of each quarter |
| **e.** | Statewide Participation Report | Each quarter (cumulative) | Thirty (30) calendar days after the end of each quarter |

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix J** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
      2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   3. **Submission Format:**
      1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202503039 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

**Appendix C** (Eligibility to Submit a Bid and Attestation)

All required eligibility documentation stated in PART IV, Section I, should be included in one (1) PDF file.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix D** (Organization Qualifications and Experience Form)

**Appendix E** (Subcontractor Form), if applicable

**Appendix F** (Litigation Form)

All required information and attachments stated in PART IV, Section II, should be included in one (1) PDF file.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

**Appendix G** (Response to Proposed Services)

All required information and attachments stated in PART IV, Section III, should be included in one (1) PDF file.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*Excel format preferred*

**Appendix H** (Cost Proposal)

All required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidders’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification Form). The Responsible Bidder Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. **Appendix C** (Eligibility to Submit a Bid and Attestation)

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix D** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects within the last five (5) years, which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractor**

If subcontractors are to be used, including consultants, Bidders must complete **Appendix E** (Subcontractor Form) providing a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Project Team Organizational Chart**

Bidders must provide a legible organizational chart of the project team including to whom the project team reports. Note: individual project team positions are to be identified in the job description and staffing plan requirements of **Appendix G** (Response to Proposed Services).

* 1. **Litigation**

Bidders must complete **Appendix F** (Litigation Form) providing a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none” on **Appendix F** (Litigation Form).

* 1. **Financial Viability**

Bidders must provide the three (3) most recent years of Financial Statements audited or reviewed by a Certified Public Accountant.

* 1. **Certificate of Insurance**

Bidders must provide a valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

|  |  |
| --- | --- |
| **Required Attachments Related to Organization Qualifications and Experience** | |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form |
| Two (2) | Subcontractor Form |
| Three (3) | Organizational Chart |
| Four (4) | Litigation |
| Five (5) | Financial Viability |
| Six (6) | Certificate of Insurance |

Attachments 1 – 6 must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 6 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of this RFP.

**Section III Proposed Services** (File #3)

Bidder must complete **Appendix G** (Response to Proposed Services) by providing a detailed response to the requirements outlined in this RFP.

|  |  |
| --- | --- |
| **Required Attachments Related to Proposed Services** | |
| **Attachment #:** | **Attachment Name:** |
| Seven (7) | Outline of SUD Education and Trainings |
| Eight (8) | Outline of Education and Leadership Development Support Plan to Peers Support professionals and Peer Recovery Coaches |
| Nine (9) | Job Descriptions |
| Ten (10) | Staffing Plan |
| Eleven (11) | Implementation - Work Plan |

Attachments 7 – 11 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 7 – 11 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of this RFP.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period of performance, starting 1/1/2026 and ending on 12/31/2027.
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix H** (Cost Proposal), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
   4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**  Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **(No Points – Eligibility Requirements)** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **(35 points)** |
| **Section III.** | **Proposed Services**  Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **(40 points)** |
| **Section IV.** | **Cost Proposal**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **(25 points)** |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
  2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the [Office of State Procurement Services](https://www.maine.gov/dafs/bbm/procurementservices/forms) website.

Forms and contract documents commonly used by the Department can be found on the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management).

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least fourteen (14) calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Eligibility to Submit a Bid and Attestation

**Appendix D** – Qualifications and Experience Form

**Appendix E** – Subcontractor Form

**Appendix F** – Litigation Form

**Appendix G** – Response to Proposed Services

**Appendix H** – Cost Proposal

**Appendix I** – Performance Measure Report Template

**Appendix J** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PROPOSAL COVER PAGE**

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | | | |
| **Vendor Customer Code**  (for current State of Maine vendors)**:** | | | | | VC | |
| **Chief Executive - Name/Title:** | |  | | | | |
| **Tel:** |  | | | **E-mail:** | |  |
| **Headquarters Street Address:** | |  | | | | |
| **Headquarters City/State/Zip:** | |  | | | | |
| ***(Provide information requested below if different from above)*** | | | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | | | |
| **Tel:** |  | | | **E-mail:** | |  |
| **Street Address:** | |  | | | | |
| **City/State/Zip:** | |  | | | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## ELIGIBILITY TO SUBMIT A BID

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |  |
| --- | --- | --- |
| **Bidder’s Organization Name:** |  | |
| **Eligibility Certification** | | |
| Bidders and/or their subcontractor(s) must have:   * 1. At least two (2) years’ experience:      1. Connecting professionals with experts for one-on-one consultation;      2. Offering multimodal (e.g., electronic, webinar, in-person) educational programs and resources to the behavioral health and overall health care professional community; and      3. Planning, coordinating, and offering ECHO programs; and   2. At least three (3) years’ experience:      1. Planning, organizing, and hosting large in-person training conferences, where at least one hundred fifty (150) participants or more are in attendance; and   Obtaining and providing multi-disciplinary continuing education credits. | | |
|  | | |
| Does the Bidder and/or their subcontractor have at least two (2) years’ experience: | | |
| 1. Connecting professionals with experts for one-on-one consultation?   *Demonstrate the Bidder’s and/or their subcontractor(s) qualifying experience by describing in detail the specific experience, if the experience is the Bidder’s or subcontractors, and the specific timeframes in which the experience was gained* | | Yes or  No |
|  | | |
| 1. Offering multimodal (e.g., electronic, webinar, in-person) educational programs and resources to the behavioral health and overall health care professional community?   *Demonstrate the Bidder’s and/or their subcontractor(s) qualifying experience by describing in detail the specific experience, if the experience is the Bidder’s or subcontractors, and the specific timeframes in which the experience was gained* | | Yes or  No |
|  | | |
| 1. Planning, coordinating, and offering ECHO programs?   *Demonstrate the Bidder’s and/or their subcontractor(s) qualifying experience by describing in detail the specific experience, if the experience is the Bidder’s or subcontractors, and the specific timeframes in which the experience was gained* | | Yes or  No |
|  | | |
| 1. Does the Bidder and/or their subcontractor have at least three (3) years’ experience: | | |
| 1. Planning, organizing, and hosting large in-person training conferences, where at least one hundred fifty (150) participants or more are in attendance?   *Demonstrate the Bidder’s and/or their subcontractor(s) qualifying experience by describing in detail the specific experience, if the experience is the Bidder’s or subcontractors, and the specific timeframes in which the experience was gained* | | Yes or  No |
|  | | |
| 1. Obtaining and providing multi-disciplinary continuing education credits.   *Demonstrate the Bidder’s and/or their subcontractor(s) qualifying experience by describing in detail the specific experience, if the experience is the Bidder’s or subcontractors, and the specific timeframes in which the experience was gained* | | Yes or  No |
|  | | |

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## ATTESTATION

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Attestation** | |
| 1. In addition to the eligibility requirements above, the Bidder cannot be:    1. A health insurance issuer or issuer of stop loss insurance;    2. A subsidiary of a health insurance issuer or issuer of stop loss insurance;    3. An association that includes members of, or lobbies on behalf of, the insurance industry;    4. A managed care organization or a subsidiary of a managed care organization; and/or    5. An entity or individual that receives any consideration directly or indirectly from any health insurance issuer or issuer of stop loss insurance in connection with the enrollment of any individuals or employees in a Qualified Health Plan (QHP) or a non-QHP. | |
| *By signing this form, the Bidder is attesting they are not an ineligible entity and do not have any of the prohibited relationships identified above.* | |

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications and describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description illustrating the Bidder’s ability and previous experience in contracting with national training experts and speakers to deliver trainings to behavioral health, substance use, and health care professionals.** |
|  |

|  |
| --- |
| **Provide a description of three (3) projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project One** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Project Start Date** |  | | **Project End Date** |  |
| **Include a detailed description of the project below:** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Two** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Project Start Date** |  | | **Project End Date** |  |
| **Include a detailed description of the project below:** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Three** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Project Start Date** |  | | **Project End Date** |  |
| **Include a detailed description of the project below:** | | | | |
|  | | | | |

**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## SUBCONTRACTOR FORM

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **If subcontractors, including consultants, are to be used, provide each individual subcontractor’s business or consultant’s name, contact person, address, phone number, and a brief description of the subcontractor’s organizational or consultant’s capacity and qualifications. Bidders may add additional Subcontractors/Consultants as needed.** |

|  |  |
| --- | --- |
| **Subcontractor/Consultant** | |
| **Subcontractor Business or Consultant’s Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor/consultant organizational capacity and qualifications** | |
|  | |

|  |  |
| --- | --- |
| **Subcontractor/Consultant** | |
| **Subcontractor Business or Consultant’s Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor/consultant organizational capacity and qualifications** | |
|  | |

**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## LITIGATION FORM

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Provide a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none.”** |

|  |  |
| --- | --- |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |

**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## RESPONSE TO PROPOSED SERVICES

**RFP#** **202503039**

**Statewide Substance Use Disorder Learning Community**

**The response to proposed services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**

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**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**COST PROPOSAL FORM**

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$** |

Bidders must submit a cost proposal that includes the cost necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. The Total Cost on Schedule 1 is the proposed cost to be used in the scoring cost formula for evaluation purposes

The (insert which cost figure) will be used to score the cost proposal as defined in Part V, B.3. of the RFP.

**The Cost Proposal form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**



**APPENDIX I**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PERFORMANCE MEASURE REPORT TEMPLATE**

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

**The performance measure report template may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**



**APPENDIX J**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**SUBMITTED QUESTIONS FORM**

**RFP# 202503039**

**Statewide Substance Use Disorder Learning Community**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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