**STATE OF MAINE**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*



**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RFP Coordinator** | | | **NAME:** | | | Casandra Manson |
| **TITLE:** | | | Procurement Administrator |
| **EMAIL:** | | | [Casandra.r.manson@maine.gov](mailto:Casandra.r.manson@maine.gov) |
| *All communication regarding the RFP must be made through the RFP Coordinator.* | | | | | | |
| **Informational Meeting** | **DATE:** | | | | | September 11, 2025 |
| **TIME:** | | | | | 1:00 p.m., local time |
| **LOCATION:** | | | | | *An Informational session regarding this RFP will be held via ZOOM.* [weblink FOR RFP 202507107](https://mainestate.zoom.us/j/87257882954?pwd=ZMl6KYOCx8PTVuPbdiWj6xXA1HHr4w.1) Meeting ID: 872 5788 2954 Passcode:19700183 or by phone at +16468769923, using the meeting ID provided. |
| **Submitted Questions Due Date** | | | | September 15, 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.* | | | | | | |
| **Notice of Intent to Bid Due Date** | | September 25, 2025, no later than 11:59 p.m., local time | | | | |
| *All notice of intents must be received by the RFP Coordinator by the date and time listed above.* | | | | | | |
| **Proposal Submission Deadline** | | **DATE:** | | | October 3, 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# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

The State of Maine is seeking proposals for Statewide Family Planning and Teen Pregnancy Education and Prevention Services including Educational Services to Adolescents and Clinical Pre-pregnancy Planning Services.

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

An Information Meeting will be held on September 11, 2025, at 1:00 p.m., local time at the following location: <https://mainestate.zoom.us/j/87257882954?pwd=ZMl6KYOCx8PTVuPbdiWj6xXA1HHr4w.1>

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 October 3, 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** |
| --- | --- |
| **Client** | An individual who received Family Planning Services. |
| [**Clinical Laboratory Improvement Amendments (CLIA)**](https://www.cms.gov/medicare/quality/clinical-laboratory-improvement-amendments?redirect=/clia/) | A Centers for Medicare & Medicaid (CMS) program which regulates laboratories that perform testing on patient specimens in order to ensure accurate and reliable test results. |
| **Department** | Maine’s Department of Health and Human Services |
| **Effective Methods of Birth Control** | According to the United States for Disease Control and Prevention (U.S. CDC), Effective Methods of Birth Control include the contraceptive shot, pills, patch, diaphragm, and condoms, when used consistently and correctly. |
| **Family Planning** | As defined by [22 M.R.S. §1902 (3)](https://legislature.maine.gov/statutes/22/title22ch406.pdf) |
| **Family Planning Clinic (Clinic)** | A healthcare facility that provides services related to reproduction, contraception, and pregnancy, including education, counseling, and access to various birth control methods. |
| **Family Planning Services** | As defined by [22 M.R.S. §1902 (4)](https://legislature.maine.gov/statutes/22/title22ch406.pdf) |
| **Federally Qualified Health Centers (FQHC)** | Includes all organizations receiving grants under Section 330 of the Public Health Service Act (PHS). FQHC’s qualify for enhanced reimbursement from Medicare and Medicaid, as well as other benefits. FQHC’s must serve an underserved area or population, offer a Sliding Fee Scale, provide comprehensive services, have an ongoing quality assurance program, and have a governing board of directors. Certain tribal organizations and FQHC Look-Alikes (an organization that meets PHS Section 330 eligibility requirements but does not receive grant funding) also may receive special Medicare and Medicaid reimbursement. |
| **HIV** | Human Immunodeficiency Virus |
| **ICD-10 Code** | Alphanumeric codes used by doctors, health insurance companies, and public health agencies which represent diagnoses. Every disease, disorder, injury, infection, and symptom has its own ICD-10 Code. |
| **ICD-10 Z-Codes** | A special group of codes provided in ICD-10-CM for the reporting of factors influencing health status and contact with health services. Coding clinic is the official resource and authority for ICD-10 Code rules and conventions. |
| **Intrauterine Device (IUD)** | A device inserted into the uterus (womb) to prevent conception (pregnancy). The IUD can be a coil, loop, triangle, or T in shape made of plastic or metal. |
| [**Making Proud Choices**](https://www.etr.org/store/curricula/making-proud-choices/) | A U.S. Department of Health and Human Services approved evidence-based curriculum designed to reduce the number of students who have unprotected sexual intercourse, which is associated with increased risk of HIV, other Sexually Transmitted Infections (STIs), and unplanned pregnancy. |
| **Microscopy** | Using microscopes to view samples and objects that cannot be seen with the unaided eye. |
| [**Personal Responsibility Education Program (PREP)**](https://acf.gov/fysb/state-prep) | Provides grants to state agencies to educate young people on both abstinence and contraception to prevent pregnancy and STIs, including HIV/AIDS. PREP targets youth ages ten (10) to nineteen (19) who are homeless, in foster care, live in rural areas or in geographic areas with high Teen birth rates, or come from racial or ethnic minority groups. PREP also supports pregnant and parenting youth. PREP projects replicate effective, evidence-based program models or substantially incorporate elements of projects that have been proven to delay sexual activity, increase condom or contraceptive use for sexually active youth, or reduce pregnancy among youth. Through a systematic review, the U.S. Department of Health and Human Services selected forty-four (44) models that grantees could us, depending on the needs and age of the target population in each state. |
| **Priority Clients** | Individuals at or below two hundred nine percent (209%) of the Federal poverty level. |
| **Qualified Health Professional** | Professionals whose scope of practice includes prescribing medications. |
| **Quick Start Method** | Beginning birth control in the pill format as soon as prescribed, regardless of where a woman is in her menstrual cycle. With the Quick Start Method, back-up methods of birth control, such as condoms, must be used for at least the first seven (7) days to limit the risk of pregnancy. |
| **RFP** | Request for Proposals |
| **School-Based Health Center (SBHC)** | Often are operated as a partnership between a school and community health organization, such as a community health center, hospital, or by the school itself. The specific services provided by SBHC’s in Maine vary based on community needs and resources as determined through collaborations between the community, the school district, and the health care providers. |
| **Sexually Transmitted Infections (STI)** | Infections that are spread primarily through person-to-person sexual contact. There are more than thirty (30) different sexually transmissible bacteria, viruses, and parasites. The most common conditions STI’s cause are gonorrhea, chlamydial infection, syphilis, trichomoniasis, chancroid, genital herpes, genital warts, HIV infection, and hepatitis B infection. Several STI’s, HIV and syphilis, can also be transmitted from mother to child during pregnancy and childbirth, and through blood products and tissue transfer. |
| **Sliding Fee Scale** | A scale of fees that vary in accordance to a Clients income. |
| **State** | State of Maine |
| **Teens** | Individuals from the age of thirteen (13) through the age of nineteen (19). |
| [**United States Preventative Services Task Force (USPSTF)**](https://www.uspreventiveservicestaskforce.org/uspstf/) | An independent, volunteer panel of national experts in disease prevention and evidence-based medicine. The USPSTF works to improve the health of all Americans by making evidence-based recommendation about clinical preventative services. |
| **U.S.** | United States |
| **Young Adult** | Individuals from the age of twenty (20) through twenty-nine (29). |

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking Statewide Family Planning and Teen Pregnancy Education and Prevention Services including Educational Services to adolescents and Clinical Pre-pregnancy Planning Services 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 Maine Center for Disease Control and Prevention (Maine CDC) provides the leadership, expertise, information and tools to assure conditions in which all Maine people can be healthy.

The Department has provided Family Planning Services to Maine residents, men, women and Teens, for over forty (40) years. Family Planning Services are provided to approximately twenty-four thousand (24,000) Maine residents annually and includes physical exams, lab tests, screening for reproductive cancers, and intimate partner violence, as well as counseling and referrals.

The Family Planning Services resulting from the RFP shall:

1. Reduce the number of Maine middle and high school students, ages thirteen (13) to nineteen (19) who have unprotected sexual intercourse, which is associated with increased risk of Human Immunodeficiency Virus (HIV), other Sexually Transmitted Infections (STI’s) and unplanned pregnancy; and
2. Decrease the number of unplanned or unwanted pregnancies.

All programming must emphasize the right to individual self-determination regarding Family Planning and childbearing. A portion of the programming must be targeted to women and adolescents who are:

* Experiencing substance use disorder;
* Experiencing homelessness;
* Involved in the correctional system; or
* Experiencing other circumstances that indicate a need for Family Planning Services.

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. **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 | 9/30/2027 |
| Renewal Period #1 | 10/1/2027 | 9/30/2029 |
| Renewal Period #2 | 10/1/2029 | 9/30/2030 |

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. **Facilities Standards/Requirements and Facility/Program Licensing**
   * + 1. Maintain at least one (1) Family Planning Clinic (Clinic) in each [County](https://www2.census.gov/geo/maps/general_ref/stco_outline/cen2k_pgsz/stco_ME.pdf) throughout Maine, for providing Family Planning Services.
       2. Maintain Clinical Laboratory Improvement Amendments (CLIA) certification for all Clinics which perform Microscopy services.
       3. Ensure Family Planning Services are provided in accordance with:
          1. [22 M.R.S. §1901-1911](https://legislature.maine.gov/statutes/22/title22ch406.pdf);
          2. [42 C.F.R. Part 59.5(b)(6)](https://www.govinfo.gov/content/pkg/CFR-2018-title42-vol1/pdf/CFR-2018-title42-vol1-sec59-5.pdf).
       4. Ensure each Clinic has established hours of operation based on the needs of the geographic location and population in order to reduce barriers, (e.g. available evening or weekend hours, number of days the Clinic is open each week, and/or accommodation for walk-in Clients during open hours).
       5. Ensure the Clinic counseling areas and examination rooms provide both visual and auditory privacy.
2. **Clinical Service Requirements**

Provide Family Planning Services to any individual of childbearing age, male or female, seeking Family Planning Services, via phone or walk-in, regardless of ability to pay, including but not limited to:

Priority Clients and Teens;

Any Teen who:

Is a parent;

Is married;

Has the consent of his/her legal guardian; or

Who may suffer, in the professional judgment of a Qualified Health Professional, probable health hazards if such services are not provided.

Teens who are homeless, in foster care, living in rural areas or areas with high-Teen birth rates, and/or from minority groups.

Women and teens who are experiencing substance use disorder, homelessness, involved in the correctional system, and/or experiencing other circumstances that include a need for Family Planning Services.

Ensure Family Planning Services for each Clinic location align with specific ICD-10 Codes and ICD-10 Z-Codes.

Provide a list of specific Family Planning Services for each Clinic location relevant to the specific ICD-10 Code and ICD-10 Z-Codes.

Include the Bidder’s related Sliding Fee Scale for each individual service.

Sliding Fee Scale rates may not exceed Department MaineCare [rates](https://mainecare.maine.gov/Provider%20Fee%20Schedules/Rate%20Setting/Section%20030%20-%20Family%20Planning%20Agency%20Services/Section%2030%20-%20Family%20Planning%202025.xlsx).

Utilize an approved Sliding Fee Scale and collect such fees from all individuals receiving Family Planning Services under this RFP.

Provide chlamydia screening at least annually, or based on diagnostic criteria, consistent with United States Preventative Services Task Force (USPSTF) and Federal CDC recommendations.

Offer other Sexually Transmitted Infection (STI) testing for conditions such as syphilis, gonorrhea, and Human Immunodeficiency Virus (HIV).

Ensure female Clients are:

Offered a wide range of contraception options, including emergency contraception, via prescription and/or dispensed onsite.

Offered hormonal contraception or Intrauterine Device (IUD) at every visit regardless of reason for visit.

Prescribed hormonal contraception in compliance with the USPSTF.

Offered and initiated contraception (hormonal or IUD) using the Quick Start Method after the Client has had a negative pregnancy test.

Ensure male Clients are:

Provided contraception for future use.

Secure funding, provide Effective Methods of Birth Control, and/or training which increases the geographic access to Family Planning Services to:

Federally Qualified Health Centers (FQHC’s);

School-Based Health Center (SBHCs);

Substance Use Disorder treatment providers;

Independent practitioners; and

Other Community based organizations.

1. **Educational/Prevention Service Requirements**
2. Ensure activities related to the Personal Responsibility Education Program (PREP) comply with all federal PREP [Grant requirements](https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html).
3. Identify communities and population groups in Maine where Teen pregnancy rates are the highest and cite the dataset that will be used for tracking.
4. Provide training and technical assistance to schools and community-based organizations based on Teen pregnancy rates, by effectively presenting evidence-based programming to:

Teens and Young Adults; and

Parents and service providers who serve the high-risk populations.

Ensure topics include:

Puberty and adolescent development;

Sexuality;

HIV and STIs;

Pregnancy prevention and abstinence; and

Healthy relationships.

1. Maintain a web presence using web-based platforms, including but not limited to:
   1. Utilizing social media;
   2. Advertising Family Planning Services;
   3. Ensuring information is medically accurate and includes available resources; and

Acknowledging financial support from the Department and from the specific federal funding sources.

1. Determine locations and materials needed for utilizing and implementing the Making Proud Choices curriculum by:

Recruiting priority populations, including Teens who are:

Homeless,

In foster care;

Living in rural areas, or areas with high Teen birth rates; and/or

From minority groups.

Including at least three (3) subjects related to preparing for adulthood, including:

Healthy relationships, including:

1. Development of positive self-esteem and relationship dynamics;
2. Friendships;
3. Dating;
4. Romantic involvement;
5. Marriage; and
6. Family interactions.

Positive adolescent development, including;

1. Promotion of healthy attitudes;
2. Values about adolescent growth;
3. Development;
4. Body image;
5. Racial and ethnic diversity; and
6. Other related subjects.

Financial literacy, including:

1. Supporting the development of self-sufficiency; and
2. Independent living skills.

Parent-child communication skills;

Education and employment preparation skills; and/or

Healthy life skills, such as:

1. Goal setting;
2. Decision making;
3. Negotiation;
4. Communication and interpersonal skills; and
5. Stress management.

Gathering research evidence and disseminate findings to the Department in quarterly progress report.

1. **Website Requirements**
2. 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).
3. 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.
4. 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).
5. 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.
6. **Confidentiality Requirements**
7. Obtain and maintain insurance as outlined in the State of Maine [IT-Service Contract](http://inet.state.me.us/dhhs/contracts/contract-2025/documents/contractdocuments/Common%20Attachments/dhhs-it-service-contract-(it-sc)%20template-aug-2024.docx), under Rider B-IT, Section 19. Insurance Requirements.
8. If the awarded Bidder electronically collects sensitive information (PII, PHI, and/or other confidential data) as part of the service delivery under the contract awarded under this RFP, the awarded Bidder must implement risk assessment and vulnerability scanning policies and procedures, at minimum to be equivalent to MaineIT policies for:

[Risk Assessment Policy & Procedures (RA-1)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/RiskAssessmentPolicyProcedure.pdf); and

[Vulnerability Scanning Procedure (RA-5)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/VulnerablityScanningProcedure.pdf).

1. Comply with all State and Federal laws regarding the protection of confidential and/or sensitive information that is collected or maintained by the awarded Bidder, including, as applicable, notification to individuals in the event of unauthorized access or disclosure.
2. 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
3. **Staffing Requirements**

Ensure all Family Planning medical services are performed under the direction of a Qualified Health Professional with special training or experience in Family Planning as required by [42 C.F.R. Part 59.5(b)(6)](https://www.govinfo.gov/content/pkg/CFR-2023-title42-vol1/pdf/CFR-2023-title42-vol1-sec59-5.pdf).

Ensure all clinical staff performing Family Planning Services hold a professional license in their respective field which is in good standing in the State for the scope of practice to be provided.

1. **Performance Measures**
2. 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 H** (Performance Measure Report Template) or via a third-party data source, as indicated within the performance measure data source column of **Table 1**.
   2. Provide additional supportive documentation as indicated in **Table 1**, for Department validation of the summary data submitted in the Performance Measures Report as requested by the Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1**  **Mandatory Performance Measures** | | | |
|
| **Performance Measure** | | **Assessment Cycle** | **Supportive Documentation and Performance Measure Data Source** |
| *Office Goal/Initiative: Support Health Care Quality and Safety* | | | |
| **a.** | Increase the percentage of already sexually active Teens in Maine who use a Highly Effective Method of Birth Control by five percent (5%) | Bi-Annually and year end | **Appendix H -** Performance Measure Report |
| **b.** | Increase the percentage of women ages twenty (20) and over, who are currently trying to avoid pregnancy and use one (1) of these methods of birth control: IUDs, implants, or injections by five percent (5%). | Bi-Annually and year end | **Appendix H -** Performance Measure Report |
| **c.** | Increase the percentage of females under the age twenty-five (25) who are screened for chlamydia by five percent (5%). | Bi-Annually and year end | **Appendix H -** Performance Measure Report |
| **d.** | Increase the percentage of Teens participating in PREP who report an intention to use Effective Methods of Birth Control and condoms if sexually active by five percent (5%). | Bi-Annually and year end | **Appendix H -** Performance Measure Report |
| **e.** | Seventy-five percent (75%) of students who start the PREP program will complete at least seventy-five percent (75%) of the curriculum. | Bi-Annually and year end | **Appendix H -** Performance Measure Report |
| **f.** | Program facilitators will adhere to fidelity of teaching the Making Proud Choices curriculum seventy-five percent (75%) of the time. | Bi-Annually and year end | **Appendix H -** Performance Measure Report |

# **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 or On-Site Visit** | | **Description or Appendix #** |
| **a.** | Performance Measures Report | **Appendix H -** Performance Measure Report |
| **b.** | Department On-Site Visit | As agreed, between the Department and awarded Bidder. |
| **c.** | Quarterly Progress Report | Provides data and narrative information about progress towards the performance measures. |
| **c.** | Services Provided based on ICD-10 Codes | Indicates the type and quantity of services provided based on the ICD-10 Codes. |
| **d.** | Quarterly Report of Revenue and Expenses | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management/contract-documents). |
| **f.** | Contract Closeout Report | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/contracts/index.html). |

# 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 or On-Site Visit** | | **Period Captured by Report or On-Site Visit** | **Due Date** |
| **a.** | Performance Measures Report | Each quarter | Thirty (30) days after each quarter |
| **b.** | Department On-Site Visit | Point-in-time | Annually, at the Department’s discretion |
| **c.** | Quarterly Progress Report | Each Quarter | Thirty (30) days after each quarter |
| **d.** | Services Based on ICD-10 Codes | Monthly | Thirty (30) days after each month |
| **e.** | Quarterly Report of Revenue and Expenses | Each quarter | Thirty (30) days after each quarter |
| **f.** | Contract Closeout Report | Entire contract period | Sixty (60) days following the close of the contract period. |

**PART III KEY RFP EVENTS**

1. **Informational Meeting**

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

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 State’s [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps) no later than seven (7) calendar days prior to the proposal due date. 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 are considered binding.
2. **Amendments**

All amendments released in regard to the RFP will be posted on the State’s [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.

## Notice of Intent to Bid

* + - 1. **Notice of Intent Due:** Bidders interested in submitting a proposal are required to submit **Appendix I** (Notice of Intent to Bid) by the date and time specified on this RFP’s cover page.

Failure to submit a Notice of Intent to Bid by this deadline will automatically result in a Bidder’s proposal being disqualified from the evaluation process.

* + - 1. **Submission:** Notices of Intent to Bid are to be submitted only to the RFP Coordinator listed on this RFP’s cover page. The Bidder is responsible for allowing adequate time for delivery. The Department assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

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 must 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# 202507107 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)

All required 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 C** (Organization Qualifications and Experience Form)

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

**Appendix E** (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 F** (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 and Budget Narrative:**

*Excel and PDF format preferred*

**Appendix G** (Cost Proposal and Budget Narrative)

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.

Bidder 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). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

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

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (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 D** (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 F** (Response to Proposed Services).

* 1. **Litigation**

Bidders must complete **Appendix E** (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 E** (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 Form |
| 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 F** (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) | Job Descriptions |
| Eight (8) | Staffing Plan |
| Nine (9) | Implementation - Work Plan |

Attachments 7 – 9 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 7 – 9 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of this RFP.

**Section IV Cost Proposal and Budget Narrative** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting 1/1/2026 and ending 9/30/2027.
     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**

1. Bidders must fill out **Appendix G** (Cost Proposal and Budget Narrative), 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.
2. **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms.

**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** |
| **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. | **30 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 and Budget Narrative**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP.   1. Cost Proposal Form | **25 points** |
| 1. Budget Narrative | **5 points** |

* 1. **Scoring Process:** 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 bids 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.

The remaining five (5) points allocated to the Budget Narrative (**Appendix G**) will be used to evaluate the responsiveness of the narrative material and supporting documentation for accuracy and reasonableness of the proposed cost (including, but not limited to, reviewing assumptions used in calculating the costs). The evaluation team will use a consensus approach to evaluate and score the budget narrative.

* 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 forms](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 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** – Qualifications and Experience Form

**Appendix D** – Subcontractor Form

**Appendix E** – Litigation Form

**Appendix F** – Response to Proposed Services

**Appendix G** – Cost Proposal and Budget Narrative

**Appendix H** – Performance Measure Report Template

**Appendix I** – Notice of Intent to Bid

**Appendix J** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**PROPOSAL COVER PAGE**

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**

*Maine Center for Disease Control and Prevention*

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |
| --- | --- |
| **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**

*Maine Center for Disease Control and Prevention*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |
| --- | --- |
| **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 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 D**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## SUBCONTRACTOR FORM

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |
| --- | --- |
| **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 should 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 Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor’s organizational capacity and qualifications** | |
|  | |

**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## LITIGATION FORM

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |
| --- | --- |
| **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 F**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## RESPONSE TO PROPOSED SERVICES

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

**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 G**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**COST PROPOSAL AND BUDGET NARRATIVE**

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

|  |  |
| --- | --- |
| **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 Expense on Form 2 Expense Summary 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.**

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**The Budget Form Instructions may be obtained in a PDF (.pdf) format by double clicking on the document icon below.**

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|  |
| --- |
| **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms. |
|  |

**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**PERFORMANCE MEASURE REPORT TEMPLATE**

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

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

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**APPENDIX I**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**NOTICE OF INTENT TO BID**

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

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

|  |
| --- |
| **Provide a brief description of the Bidder’s experience and ability to perform the work required within this RFP.** |
|  |

|  |  |
| --- | --- |
| **Signature of person authorized to enter into the contract with the Department:** | |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX J**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**SUBMITTED QUESTIONS FORM**

**RFP# 202507107**

**Family Planning and Adolescent Pregnancy Prevention Services**

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. Add additional rows as necessary.

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

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