**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

|  |  |  |
| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Casandra Manson |
| **TITLE:** | Procurement Administrator |
| **EMAIL:** | Casandra.R.Manson@Maine.Gov  |
| *All communication regarding the RFP must be made through the RFP Coordinator.* |
| **Informational Meeting** | **DATE:** | September 4, 2025 |
| **TIME:** | 1:00 p.m., local time |
| **LOCATION:** | [**WEBLINK FOR RFP 202508111**](https://mainestate.zoom.us/j/89289967668?pwd=aqbpfPuXkaLwRUtm2R4Zr3t3TaOKuJ.1) |
| **Submitted Questions Due Date** | September 5, 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 18, 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:** | September 26, 2025, no later than 11:59 p.m., local time. |
| **TO:** | Proposals@maine.gov |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

TABLE OF CONTENTS

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **PUBLIC NOTICE** | **3** |
|  |  |
| **RFP DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I INTRODUCTION** | **8** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. CONTRACT TERM
 |  |
| 1. NUMBER OF AWARDS
 |  |
|  |  |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **12** |
|  |  |
| **PART III KEY RFP EVENTS** | **19** |
| 1. INFORMATIONAL MEETING
 |  |
| 1. QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. NOTICE OF INTENT TO BID
 |  |
| 1. PROPOSAL SUBMISSION
 |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **22** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **25** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING WEIGHTS AND PROCESS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
|  |  |
| **PART VI CONTRACT ADMINISTRATION AND CONDITIONS** | **27** |
| 1. CONTRACT DOCUMENT
 |  |
| 1. STANDARD STATE CONTRACT PROVISIONS
 |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **28** |
|  **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** – RECOVERY SUPPORT CENTER PARTICIPATION REPORT TEMPLATE |  |
|  **APPENDIX I** – RECOVERY SUPPORT CENTER STAFF AND VOLUNTEER RECOVERY COACH CERTIFICATION REPORT |  |
|  **APPENDIX J** – NOTICE OF INTENT TO BID  |  |
|  **APPENDIX K** – SUBMITTED QUESTIONS FORM |  |

PUBLIC NOTICE

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**State of Maine**

**Department of Health and Human Services**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

The State of Maine is seeking proposals for Recovery Support Centers, in Target Areas 3, 4, and 5.

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 4, 2025, at 1:00 PM at the following location: <https://mainestate.zoom.us/j/89289967668?pwd=aqbpfPuXkaLwRUtm2R4Zr3t3TaOKuJ.1>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on September 26, 2025. Proposals will be opened the following business day.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP TERMS/ACRONYMS with DEFINITIONS**

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

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Affected Other** | An individual who is impaired or distressed due to the substance use of a family member, including, but not limited to: parent, spouse, sibling, child, legal guardian, significant other of the addicted individual, or the significant other’s child. |
| **All Pathways Towards Recovery** | An approach which supports, allows for, and may provide opportunities for every individual to pursue a path to Recovery that works for them and does not exclude anyone based on their chosen pathway. All Pathways Towards Recovery includes support for harm reduction strategies and ideas aimed at reducing negative consequences associated with substance use and improving health and wellness for people who use drugs and/or alcohol. |
| [**CoacherVision**](https://www.protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=418329&CustomerID=245) | A formal Connecticut Community for Addiction Recovery (CCAR) training of standard practice for supervision of Recovery Coaches. CoacherVision shall be administered in accordance with CCAR standards and recommendations. |
| [**Connecticut Community for Addiction Recovery (CCAR)**](https://ccar.us/) | A Recovery community organization that works to put a face on Recovery, provide Recovery Support Services, and promote Recovery from alcohol and other substance use through advocacy, education, and service.  |
| **Co-occurring Disorder**  | May include any combination of two (2) or more Substance Use Disorders (SUDs) and mental disorders identified in the [Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5-TR)](https://www.psychiatry.org/psychiatrists/practice/dsm). Sometimes referred to as dual diagnosis.  |
| **Department** | Maine’s Department of Health and Human Services |
| **Diversity** | The presence of different and multiple characteristics that make up individual and collective identities, including race, gender, age, religion, sexual orientation, ethnicity, national origin, socioeconomic status, language, and physical ability. |
| **DOL** | Maine’s Department of Labor |
| **Employment Services** | Assistance provided to individuals in Recovery to determine occupational and vocational resources and attain the skills necessary to acquire employment. |
| **Equity** | When barriers are identified and removed to ensure fair treatment, equality of opportunity, and fairness in access to information and resources for all. |
| [**Ethical Considerations for Recovery Coaches**](https://www.protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=419555&CustomerID=245) | Formal ethics training developed to address ethical issues faced by Recovery Coaches. The training uses CCAR curriculum which includes presentations, small group work, and role playing to address content such as: defining the coaching service role and functions, coaching standards, issues of vulnerability, ethical decision-making, performance enhancement, and legal issues. Attendees are required to be graduates of the Recovery Coach Academy Training. |
| **Facilitated Groups** | A process where an individual, acceptable to all members in a group, intervenes to assist the group in solving problems and making decisions but has no authority to make decisions. |
| **FTP** | File Transfer Protocol |
| **Inclusion** | The act or practice of creating a collaborative, supportive, and respectful environment that allows individuals to participate and contribute by removing barriers, discrimination, and intolerance. |
| **Lived Experience** | Knowledge gained by an individual who has experienced SUD, Co-Occurring Disorder, trauma, or undiagnosed challenges with either. |
| **Participant** | An adult who attends a Recovery Support Center (Center). Participants can have SUD, Co-Occurring Disorder, or undiagnosed challenges with either. |
| **Peer** | Describes a relationship between two (2) or more individuals with personal Lived Experience related to substance use and/or Co-occurring Disorder concerns and is willing to self-identify with individuals on this basis in the community. |
| **Peer Support**  | Encompasses a range of activities and interactions between people who share similar experiences of having challenges related to mental health conditions, substance use, or both. This mutuality—often called “peerness”—between a Peer Support worker and person in or seeking Recovery promotes connection and inspires hope. Peer Support offers a level of acceptance, understanding, and validation not found in many other professional relationships. By sharing their own Lived Experience and practical guidance, Peer Support staff collaborate with individuals to create strategies for self-empowerment, and take concrete steps towards building fulfilling, self-determined lives. |
| **Recoveree** | An individual engaging in service with a Recovery Coach. |
| **Recovery** | A process through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. |
| **Recovery Action Plan** | A structured set of related goals, action steps, and measurements that support an individual’s process to achieve and maintain Recovery.  |
| **Recovery Ally/Allies** | An individual(s) dedicated to the expansion and support of Recovery services.  |
| **Recovery Capital**  | Various factors that may improve an individual’s likelihood of achieving long-term Recovery. Examples of Recovery Capital include: access to safe, stable housing; positive social and family relationships; and employment that is meaningful and supportive of an individual’s financial needs. |
| **Recovery Center Coordination** | Activities related to the day-to-day operation of the Recovery Center including but not limited to scheduling groups, planning activities, and developing outreach and engagement.  |
| **Recovery Coach** | There are two (2) levels of Recovery Coaches: * Registered Recovery Coach; and
* Certified Recovery Coach

Recovery Coaches provide mentoring, resource navigation assistance, and general Recovery support to individuals and families.  |
| [**Recovery Coach Academy (RCA)**](https://www.protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=418831&CustomerID=245) | A CCAR, five (5) day intensive training academy focused on providing individuals with the skills needed to guide, mentor, and support anyone seeking long-term Recovery from an addiction to alcohol or other drugs.  Provided in a retreat-like environment, the RCA prepares individuals by teaching beneficial engagement and communication skills to use in self-discovery and management. |
| **Recovery Coach Coordination** | Activities related to the day-to-day delivery of Recovery Coaching Services (RCS) in support of Recovery Coaches, including training; recruitment; supervision; data collection; and developing referral networks. Recovery Coach Coordination also includes quality assurance of RCS provided by Recovery Coaches via training, and ongoing technical assistance. |
| **Recovery Coaching Services (RCS)** | A form of strengths-based Recovery Support Service for individuals with active addictions or in any stage of Recovery. RCS are carried out by formally trained individuals to promote Recovery; remove barriers; build Recovery Capital; connect Recoverees with Recovery Support Services; and encourage hope, optimism, and healthy living. |
| **Recovery Coaching Tracking Tool** | Measurement tool utilized by the Center to track the RCS received at the Center. The tool includes gender, age, residence, referral source, primary and secondary substances, date of last use including substance type, and length of substance use. |
| **Recovery Education** | Educational programs to support a life in Recovery aimed at four (4) major dimensions which are health, home, purpose, and community. |
| **Recovery Support Center (Center)** | A non-clinical space which provides support for Participants by coordinating and directing Peer Support programs. |
| **Recovery Support Services** | Non-clinical services that assist individuals and families to recover and stabilize from SUD, Co-Occurring Disorder, or undiagnosed challenges with either. Recovery Support Services include social support, linkage to and coordination among service providers, and a range of Peer Supports that facilitate Recovery and wellness. Recovery Support Services are provided by individuals and organizations active in the community, including at Centers.  |
| **RFP** | Request for Proposals |
| **State** | State of Maine |
| **Substance Use Disorder (SUD)** | The recurrent use of alcohol and/or drugs which causes clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home. |
| **Trauma-informed Approach** | A practice approach in social services that recognizes and responds to the impact of traumatic stress on individuals, caregivers, and service providers. |
| **Vocational Preparedness** | Relating to the process of gaining specific skills or training needed to search for, secure, and maintain employment. |

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking services related to Recovery Support Centers (Centers) in Target Areas 3, 4, and 5, 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 the State’s administrative authority responsible for the planning, development, implementation, regulation, and evaluation of Substance Use Disorders (SUDs) and mental health services. The mission of OBH is to ensure all Maine residents with mental health challenges, SUD, and Co-occurring Disorders are not simply managing symptoms, but are living independent lives of dignity, hope and meaning. OBH is committed to support a complete and coordinated behavioral health continuum of care that serves the whole person, the whole community.

In early 2025, the Department issued RFP 202501002 Recovery Support Centers to secure Statewide Recovery Support Services in five (5) areas throughout the State. However, due to an insufficient number of awards being issued in areas 3, 4, and 5, the Department is reissuing this new RFP to ensure sufficient and continued access for individual in need of Recovery Support Services.

As a result of this RFP, Centers shall provide support for individuals in the State experiencing SUD, Co-Occurring Disorder, or undiagnosed challenges, by coordinating and directing Peer Support programs to help individuals in or seeking Recovery. Center services shall include telephone and online Recovery support assistance and finding and connecting individuals to recreational and social events as positive alternatives to previous harmful behaviors.

The Center culture shall be welcoming, non-judgmental, and accessible, with hours of operation that consider the Participants’ needs. Centers shall operate within the framework of an All Pathways Towards Recovery philosophy.

### Appropriate staff at each Center shall ensure that Recovery group facilitation, access to Recovery Coaching Services (RCS), and Peer Recovery resource connections are continually available to Participants. Centers shall utilize Peer relationships to mentor, coach, and support Participants in their Recovery through relationships, training, and linkage to other support services.

The Center services outlined in this RFP will continue the Department’s ongoing Recovery efforts, including:

* Revisions to the current required staffing patterns;
* Revisions to the current geographical target areas; and
* Addition of the Recovery Support Center Staff and Volunteer Recovery Coach Certification Report (refer to **Appendix I**).

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. If awarded a contract resulting from this RFP, vendors shall be required to disclose, in writing and in accordance with applicable Maine law, any actual or potential conflicts of interest. Such disclosure must include any financial, professional, or personal relationships. Failure to disclose a known conflict may result in disqualification, contract termination, or other remedies as provided by law.
	11. 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 | 12/31/2027 |
| Renewal Period #1 | 1/1/2028 | 12/31/2029 |
| Renewal Period #2 | 1/1/2030 | 12/31/2030 |

1. **Number of Awards**

The Department anticipates making multiple awards, at least one (1) in each of the target areas identified on **Appendix J** (Notice of Intent to Bid), as a result of the RFP process.

**Bidders interested in providing Center services for multiple Target Areas must indicate the location on Appendix A (Proposal Cover Page) and submit a separate proposal for each location within the Target Area.**

**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, Services to be Provided.**

**Recovery Support Center (Center)**

1. Maintain and operate the Center, within the proposed target area, at minimum, forty (40) hours per week, to accommodate the Participants availability.
2. 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_4.22.2025.pdf), under Rider B-IT, Section 19. Insurance Requirements.
3. Determine Participant eligibility based on their self-identification of having a Substance Use Disorder (SUD) and/or Co-Occurring Disorder, or an undiagnosed challenge with either, or as an Affected Other.
4. Ensure the Center promotes, supports, and utilizes an All Pathways Towards Recovery approach for all services provided and is welcoming and non-judgmental.
5. Ensure Center services are offered to Participants free of charge.
	1. At least fifty-one percent (51%) of the Center’s governing board(s) must be comprised of individuals with Lived Experience and who are in Recovery from their own SUD, Co-Occurring Disorder, or an undiagnosed challenge with either.
		1. Governing board(s) may include a board of directors, trustee, and/or advisory council.
6. Ensure the Center facility maintains standards in compliance with federal, State, and local laws including but not limited to federal and State tax laws, laws governing business operations, and local zoning laws.
7. Provide Recovery Center Coordination, including:
	1. Coordination of Recovery group facilitation and Peer Recovery resource connections for Participants and Affected Others;
	2. Coordination of Peers to support Participants and Recovery Support Services and activities; and
	3. Provision of orientations to Center staff, volunteers, and Participants.
8. **Recovery Support Services**
9. Provide Recovery Support Services to Participants in-person at the Center.
	1. Services may also be provided via telephone or through on-line web-based Peer Support, as requested.
10. Provide outreach and engagement activities within the wider community to ensure individuals, providers, and community agencies have the information necessary to access and make referrals for Recovery Support Services at the Center.
11. Coordinate staff and programming to support Participants’ needs as they relate primarily to SUD and/or Co-Occurring Disorder, or an undiagnosed challenge with either, or as an Affected Other.
12. Assist Participants with Employment Services and Vocational Preparedness, including but not limited to:
	1. Having Center staff and/or volunteers support resume development, job searches, and mock hiring interviews;
	2. Ensuring Participants have computer access at the Center; and
	3. Providing Participants with access to Employment Services, including but not limited to hosting and/or referring Participants to the Maine Department of Labor (DOL) and other similar services.
		1. Maine DOL-supported Employment Services include Vocational Preparedness programs funded by Maine DOL.
13. Assist Participants with access to community supports, as requested, including, but not limited to:
	1. Basic needs including housing, food, and hygiene;
	2. Clinical services including health care services and individual and/or group counseling for both mental health and SUD;
	3. Harm reduction;
	4. Case management;
	5. Transportation;
	6. Justice system navigation;
	7. Child protective services; and
	8. Any other resources as indicated by Participants.
14. Provide orientation and ongoing training to Center staff and volunteers including but not limited to: Trauma-informed Approaches, strengths-based reflective approaches, and promotion of Diversity, Equity, and Inclusion.
15. **Record Management Requirements**
16. Provide or maintain a client and data management system for tracking client activity including, but not limited to, referrals, active Recoverees, Recovery plans, progress notes, and discharge capable of supporting the reporting requirements of Center service, and which complies with the U.S. Department of Health and Human Services, [HHS Privacy policies](http://www.hhs.gov/privacy.html).
17. Implement risk assessment and vulnerability scanning policies and procedures for collecting sensitive electronic information (PII, PHI, and/or other confidential data), at minimum 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_4.22.2025.pdf), under Rider B-IT, 37. Confidentiality.

**Center Website Requirements**

1. Maintain a Center-dedicated website that includes, but is not limited to:
2. Listing of all available services/events at the Center/facilitated by the Center;
3. A calendar of all services/events; and
4. Indication of which services/events are available on-line, over the phone, in-person, or via a hybrid modality.
5. 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).
6. Ensure no data is released regarding the usage of the website without the written approval from the Department. This prohibition includes, but is not limited to, any situation in which the data would be given away, sold, bartered, or transmitted through any other arrangement.
7. 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).
8. 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.

1. **Services to be Provided to Participants**
	* 1. Offer one-on-one (1:1) individualized Recovery Coaching Services (RCS) utilizing the Connecticut Community for Addiction Recovery (CCAR) model, or another model approved by the Department.
		2. Ensure staff and volunteers assist Participants with tasks such as setting Recovery goals, developing a Recovery Action Plan, and solving problems directly related to Recovery.
		3. Assist Participants in building Recovery Capital.
		4. Hold or provide Facilitated Groups for Participants and Affected Others, including but not limited to Facilitated Groups that support Participants and their families who are in early Recovery and throughout Recovery, in order to support reconnection with family, community and work life, and aid in preventing a relapse.
		5. Provide Peer-led guidance, feedback, and social support in domains identified by Participants, staff, and/or volunteers as necessary for successful Recovery, including but not limited to:
			1. Finding mutual support groups;
			2. Community Inclusion; and
			3. Contributing to and enjoying one’s community, such as volunteering.
		6. Provide new Participants with an orientation, within the first thirty (30) calendar days of the initial visit to the center, as scheduling allows, related to:
			1. Center Services, including:
				1. How to access the Center schedule for Facilitated Groups, training programs, and recreational/socialization events;
				2. Review of the [Rights of Recipients rules](https://www.maine.gov/sos/cec/rules/14/193/193c001.docx); and
				3. How to attain a Recovery Coach and the Recovery Coach matching process.
			2. How to access and utilize community resources and independent support through:
				1. The [2-1-1 Maine](https://211maine.org/) Resource Directory;
				2. The [Intentional Peer Support Warmline at 1-866-711-9276](https://www.sweetser.org/programs-services/services-for-adults/peer-services/peer-support-line/) to access Peer Support;
				3. The [Maine Crisis Line at 1-888-568-1112](https://www.maine.gov/dhhs/about/contact/hotlines) and the [988 Suicide & Crisis Lifeline at 9-8-8](https://988lifeline.org/) to access crisis services; and
				4. Telephone and/or on-line Recovery Support Services at the Center and in the community.
2. Provide quarterly Department-approved education and outreach to Participants, families, and Affected Others in schools, trade schools, higher education settings, and within the broader local community, which is focused on:
3. Understanding prevention;
4. Recovery Education;
5. Family and relationship dynamics; and
6. Creating and maintaining Recovery Allies.
7. Provide Recovery-oriented recreational, social, and volunteer events to Participants and Affected Others to:
8. Help establish positive relationships with family and/or friends; and
9. Provide necessary supports for community contribution so Participants may positively contribute to the community.
10. Ensure Recovery-oriented recreational and social events utilize no more than two percent (2%) of Department funding.
11. **Staffing Requirements**
12. Employ and/or subcontract sufficient staff with Lived Experience to provide Recovery Center Coordination and Recovery Coach Coordination.
13. Recovery Coach Coordination requirements include:
14. Coordination and oversight of RCS provision;
15. Supporting Participants in their Recovery through relationships, training, and linkage to other Recovery Support Services; and
16. Oversight of Recovery Coaching activities, including but not limited to:

Recruitment, training and supervision of staff and volunteer Recovery Coaches to actively contribute to Peer Recovery activities; and

Assisting Recovery Coaches with completion of a Department-identified Recovery Coaching Tracking Tool.

1. Employ, subcontract, and/or coordinate volunteer Recovery Coaches with Lived Experience willing to provide Recovery Support Services under the Peer Support model.
2. Ensure Recovery Coaches are either a:
	1. Registered Recovery Coach, who:
		1. Is in long-term Recovery or is a Recovery Ally who has successfully completed:
			1. The thirty (30) hour CCAR Recovery Coach Academy (RCA) training; and
			2. The sixteen (16) hour Ethical Considerations for Recovery Coaches training.
		2. Has registered with the [Maine Recovery Coach Certification Board](https://peerrecoverycoachme.org/) or the administering agency approved by the Department.
	2. Certified Recovery Coach, who:
		1. Is a Registered Recovery Coach with:
			1. Documented twenty-five (25) hours of CoacherVision;
			2. Five hundred (500) hours of direct coaching; and
			3. Sixteen (16) hours of approved continuing education with the [Maine Recovery Coach Certification Board](https://peerrecoverycoachme.org/) or administering agency approved by the Department.
3. Registered Recovery Coaches must receive their full certification as a Certified Recovery Coach within two (2) years of hire.
4. Ensure Recovery Coaches maintain registration/certification with the [Maine Recovery Coach Certification Board](https://peerrecoverycoachme.org/), or a Department-approved certification.
	* + - 1. Registration should occur within six (6) months of onboarding, dependent on training availability, but shall not exceed nine (9) months.
5. Ensure Recovery Coaches participate in Department-approved CoacherVision, at least one (1) time per month.
6. For newly onboarded Recovery Coaches, monthly Department-approved CoacherVision attendance must begin immediately.
7. **Reporting/Site Review Requirements**

Ensure all reports submitted to the Department are password protected and submitted through an FTP (File Transfer Protocol) system.

The Department will provide the FTP portal system and instructions on how to submit the required data.

Participate in the Department-conducted annual site review of the Center program, services, and financial records.

Produce all requested documentation to complete the annual site review, including but not limited to:

Site visits/Department-provided site-monitoring tools;

Review of formal policy and procedures;

Group attendance lists; and

Meeting and event schedules.

Facilitate and participate in interviews of Center staff, volunteers, and Participants, conducted by the Department’s assessment team.

1. **Performance Measures**
2. Perform all services proposed in response to this RFP by achieving all Performance Measures listed in **Table 1**.

Submit data to support the performance measure utilizing the Department provided FTP portal system and instructions.

|  |
| --- |
| **Table 1****Mandatory Performance Measures** |
|
| **Performance Measure** | **Assessment Cycle** | **Supportive Documentation and Performance Measure Data Source** |
| *Office Goal/Initiative:* *Increase Center utilization and participation in services and programs.* |
| **a.**  | Increase the number of unique individuals served by no less than five percent (5%) each year when compared to the prior year. Reporting from the first year of the contract will establish a baseline for this measure.  | Quarterly | Provider Records |
| **b.** | No less than thirty (30) pro-social activities are offered each quarter. Reporting from the first year of the contract will establish a baseline for this measure.  | Quarterly | Provider Records |
| **c.** | At least five (5) volunteers are onboarded at the Center each quarter. Reporting from the first year of the contract will establish a baseline for this measure. | Quarterly | Provider Records |
| **d.** | At least eighty-five percent (85%) of all individuals participating in services (coaching/Peer Support) at the Center will have at least one (1) referral made to support their needs; including indication of referral type.  | Quarterly | Provider Records |

# **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 | A reporting link will be provided by the Department |
| **b.** | Recovery Support Center Participation Report | **Appendix H** |
| **c.** | Recovery Support Center Staff and Volunteer Recovery Coach Certification Report | **Appendix I**Indicate all staff and volunteer registration/certification activity for Recovery Coaches, including but not limited to: First date of work;Orientation date; All CoacherVision activity; Recovery Coach registration/certification requirements’ completion (e.g., date(s) of completed trainings); and Dates for any relevant continuing education trainings/classes completed.  |
| **d.** | Department On-Site Visit | As agreed, between the Department and awarded Bidder. |
| **e.** | 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 | Quarterly | Thirty (30) calendar days after each quarter |
| **b.** | Recovery Support Center Participation Report | Quarterly | Thirty (30) calendar days after each quarter |
| **c.** | Recovery Support Center Staff and Volunteer Recovery Coach Certification Report | Quarterly | Thirty (30) calendar days after each quarter |
| **d.** | Department On-Site Visit | Point-in-time | Annually, at the Department’s discretion |
| **e.** | Quarterly Report of Revenue and Expenses | Each quarter | Thirty (30) calendar days after each quarter |
| **f.** | Contract Closeout Report | Entire contract period | Sixty (60) calendar 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 K** (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 J** (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. **Bidders must submit a separate Notice of Intent for each location within the Target Area they intend to bid on.**
2. **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. **Bidders must submit a separate proposal for each location within the Target Area they intend to bid on.**
	3. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at 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 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.
	4. **Submission Format:**
		1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202508111 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** (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 format preferred*

**Appendix G** (Cost Proposal Form)

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) | Outreach and Engagement Plan |
| Eight (8) | Center Staff and Volunteer Training and Orientation Plan |
| Nine (9) | Quarterly Training Plan |
| Ten (10) | Recreational and Social Events Plan |
| Eleven (11) | Job Descriptions |
| Twelve (12) | Staffing Plan |
| Thirteen (13) | Implementation - Work Plan |

Attachments 7 – 13 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 7 – 13 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 initial contract period, 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**
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.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **25 points** |
| **Section II.** | **Proposed Services** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **45 points** |
| **Section III.** | **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 (25 points)
 | **25 points** |
| 1. Budget Narrative (5 points)
 | **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 Form

**Appendix H** – Recovery Support Center Participation Report Template

**Appendix I** – Recovery Support Center Staff and Volunteer Recovery Coach CertificationReport Template

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

**Appendix K** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PROPOSAL COVER PAGE**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

|  |
| --- |
| *Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)* |
| **Proposed Target Area** *(Select one (1) Target Area per proposal submission)* | [ ]  **3** Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
| [ ]  **4** Somerset, Kennebec, Penobscot, and Piscataquis |
| [ ]  **5** Washington, Hancock, and Aroostook |
| **Physical Location of the Proposed Center:** |  |
| **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 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# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

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

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

|  |  |
| --- | --- |
| **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. Additionally describe the Bidder’s experience:** 1. **Addressing needs related to issues of Diversity, Equity, and Inclusion.**
2. **With culturally competent and responsive services.**

**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.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

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

*Office of Behavioral Health*

## SUBCONTRACTOR FORM

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

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

*Office of Behavioral Health*

## LITIGATION FORM

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

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

*Office of Behavioral Health*

## RESPONSE TO PROPOSED SERVICES

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

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

****

**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**COST PROPOSAL AND BUDGET NARRATIVE FORM**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

|  |
| --- |
| *Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)* |
| **Proposed Target Area** *(Select one (1) Target Area per proposal submission)* | [ ]  **3** Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
| [ ]  **4** Somerset, Kennebec, Penobscot, and Piscataquis |
| [ ]  **5** Washington, Hancock, and Aroostook |
| **Physical Location of the Proposed Center:** |  |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$**  |

**Instructions:** The Bidder must complete and submit budget forms providing a detailed breakdown of expenses in performing the services for the initial period of performance as described in this RFP and in the Bidder’s proposal. The total expenses amount is the proposed cost to be used in the scoring cost formula for evaluation purposes.

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

****

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

****

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

****

|  |
| --- |
| **Recovery Community Center Fund****The purpose of this section is to ensure the Department’s ability to appropriately allocate the distribution of funds available through LD 1714. Responses to this section will not be used in the evaluation and scoring of proposals.** The 131st Maine Legislature passed and enacted [LD 1714](https://legislature.maine.gov/legis/bills/getPDF.asp?paper=HP1103&item=5&snum=131) which established the "Recovery Community Center Fund”, a dedicated, non-lapsing account within the Office of Behavioral Health. The purpose of this LD is to provide additional funding to Recovery Support Centers that are independent, nonprofit organizations led and governed by representatives of local Recovery communities with a primary focus on Recovery from Substance Use Disorder (SUD) that provides nonclinical, Peer Recovery Support services.In order for awarded Bidders to be eligible to receive Recovery Community Center Funding available through LD 1714, Bidders must meet the specific requirements outline in LD 1714 by responding to the questions below. Bidders who do not respond to the below will not be considered for funding available through the Recovery Community Center Fund, however, will be considered based on other funding available to the Department. |
| 1. Does the Bidder’s organization operate as its own agency that is a tax-exempt organization under 26 United States Code, Section 501(c)(3)?
 | [ ]  Yes or [ ]  No |
| 1. Does the Bidder have a fiscal agent with a fiduciary relationship between a Recovery Support Center and another agency?

If yes,  | [ ]  Yes or [ ]  No |
| * 1. Is the fiscal agent limited to managing assets and distributing funds to the Center, free from conflicting self-interests, for the purpose of supporting the recovery community center's mission?
 | [ ]  Yes or [ ]  No |
| 1. Is the Center autonomous in its own decision making, program development, recovery services provided, and advocacy efforts through the leadership of a governing board(s) consisting of at least fifty-one percent (51%) members who are individuals in recovery?
 | [ ]  Yes or [ ]  No |
| 1. Does the fiscal agent use no more than four percent (4%) of the revenue received from the fund for administrative purposes.
 | [ ]  Yes or [ ]  No |

**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RECOVERY SUPPORT CENTER PARTICIPATION REPORT TEMPLATE**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

**The Recovery Support Center Participation Report Template 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*

**RECOVERY SUPPORT CENTER STAFF and VOLUNTEER RECOVERY COACH CERTIFICATION REPORT TEMPLATE**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

**The Recovery Support Center Staff and Volunteer Recovery Coach Certification 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*

**NOTICE OF INTENT TO BID**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

|  |
| --- |
| *Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations must submit a separate proposal for each physical location)* |
| **Proposed Target Area** *(Select one (1) Target Area per proposal submission)* | [ ]  **3** Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
| [ ]  **4** Somerset, Kennebec, Penobscot, and Piscataquis |
| [ ]  **5** Washington, Hancock, and Aroostook |
| **Physical Location of the Proposed Center:** |  |
| **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 K**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**SUBMITTED QUESTIONS FORM**

**RFP# 202508111**

**Recovery Support Centers**

**Target Areas 3, 4, and 5**

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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |