**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFP# 202508119**

**Substance Use Peer Navigators**

|  |  |  |
| --- | --- | --- |
| **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 5, 2025 |
| **TIME:** | 1:00 p.m., local time |
| **LOCATION:** | Zoom Link Meeting: [Web Link for RFP 202508119](https://mainestate.zoom.us/j/81712947724?pwd=b05A6wNAaV5nAK5va25cc7ewe4qq5O.1)Meeting ID: 817 1294 7724, or by phone at 1-646-876-9923 using the Metting ID provided. |
| **Submitted Questions Due Date** |  September 10, 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 22, 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 29, 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.* |

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PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202508119**

**Substance Use Peer Navigators**

The State of Maine is seeking proposals for Substance Use Peer Navigators.

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 5, 2025 at 1:00 p.m., local time at the following location: <https://mainestate.zoom.us/j/81712947724?pwd=b05A6wNAaV5nAK5va25cc7ewe4qq5O.1>

Using Meeting ID: 817 1294 7724, or by phone at 1-646-876-9923 using the Metting ID provided.

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 29, 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** |
| --- | --- |
| **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 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. |
| [**Certified Intentional Peer Support Specialist (CIPSS)**](https://www.maine.gov/dhhs/obh/training-certification/intentional-peer-support)  | An individual who has completed the Department’s curriculum for CIPSS and receives and maintains certification from the Department. |
| **Department** | Maine’s Department of Health and Human Services |
| [**Primary Prevention**](https://pmc.ncbi.nlm.nih.gov/articles/PMC11114594/) | Approaches that aim to prevent disease conditions from developing. |
| [**Secondary Prevention**](https://pmc.ncbi.nlm.nih.gov/articles/PMC11114594/)  | Approaches that seek to identify a health condition as early as possible to halt or slow its progression. |
| [**Tertiary Prevention**](https://pmc.ncbi.nlm.nih.gov/articles/PMC11114594/) | Approaches that strive to minimize acute negative consequences, such as death, among those who have a disease, while promoting recovery and the management of long-term effects to improve overall well-being. |
| **Substance Use Peer Navigator (Peer Navigator)** | An individual with knowledge, specialized training, and personal lived experience with substance use services and supports who help people who use drugs navigate Maine’s system of care, including Primary Prevention, Secondary Prevention and/or Tertiary Prevention.  |
| **Medication Assisted Treatment (MAT)**  | Medications used for the treatment of substance use disorder (SUD), including opioid use disorder and alcohol or stimulant use disorder.  |
| [**Overdose Prevention Through Intensive Outreach Naloxone and Safety (OPTIONS)**](https://knowyouroptions.me/) | A coordinated effort of the Department’s [Office of Behavioral Health (OBH)](https://www.maine.gov/dhhs/obh) and other stakeholders to improve the health of Maine residents affected by the opioid epidemic through Primary, Secondary and Tertiary Prevention strategies, helping Maine residents on the road to Recovery, and dramatically reducing the number of fatal and non-fatal drug overdoses. |
| **Participant** | An individual receiving direct support from a Peer Navigator. |
| **Peer Support** | Encompasses a range of activities and interactions between individuals who share similar experiences of being diagnosed with mental health conditions, SUDs, or both. This mutuality—often called “Peerness”—between a Peer Support worker and individual 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. |
| **Recovery** | A process of change through which individuals improve health and wellness, live a self-directed life, and strive to reach their full potential |
| [**Recovery Coach**](https://peerrecoverycoachme.org/) | Provide mentoring, resource navigation assistance, and general Recovery support to individuals and families. There are two (2) levels of Recovery Coaches: 1. Registered Recovery Coach who are considered ‘provisionally certified’; and
2. Certified Recovery Coach who are considered ‘fully certified’.
 |
| **RFP** | Request for Proposals |
| **Safe Use** | The act of using something in a way that is unlikely to cause harm or injury.  In this case, methods of drug use that reduce the potential direct and indirect harm a person who uses drugs may experience including, but not limited to, overdose, infection, and the transmission of infectious diseases.  |
| **Safe Use Supplies**  | Personal protective equipment, materials, and approaches to reduce risk of accidental drug toxicity, death, and other harm from reliance on unregulated drug use.  |
| **State** | State of Maine |
| [**Syringe Service Program (SSP)**](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/services/syringe-service-programs.shtml) | Provides syringe access, disposal, and/or exchange to people who inject drugs (PWID), while also referring and linking PWID to human immunodeficiency virus (HIV) and viral hepatitis prevention services, SUD treatment, and medical and mental health care. Various types of SSPs provide syringe services, including syringe exchange, physician prescriptions, and pharmacy and health care services. |

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**RFP# 202508119**

**Substance Use Peer Navigators**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking Substance Use Peer Navigator (Peer Navigator) 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 Office of Behavioral Health (OBH) is the State’s administrative authority responsible for the planning, development, implementation, regulation, and evaluation of substance use and mental health services. The mission of OBH is to support a complete and coordinated behavioral health continuum of care that serves the whole person, the whole community; and to ensure that all Maine residents with mental health challenges, substance use disorders (SUDs), and/or co-occurring disorders are not simply managing symptoms, but are living independent lives of dignity, hope, and meaning.

The Department recognizes the importance of educating people who use drugs, on Primary, Secondary and Tertiary Prevention practices and principles. Peer Navigator services were piloted between April 2023 and March 2025 and demonstrated success in reaching individuals who lacked access to care and connection. Based on the results of the pilot services, the Department seeks to expand Peer Navigator services.

During the pilot period, Peer Navigators provided support and/or training to almost nine thousand (9,000) individuals on Primary, Secondary and Tertiary Prevention and Safe Use Supplies; and have conducted almost two thousand (2,000) hours of direct community outreach. The results from this pilot program indicated a continued need for Peer Navigator services. Through provision of these Peer Navigators, built on a foundation of noncoercive relationship building and All Pathways of Recovery philosophy, people who use drugs, who may otherwise not have access to services, are connected with Primary, Secondary and Tertiary Prevention resources, education, and Safe Use Supplies.

The intent of this RFP is to ensure Peer Navigators are available to increase connections with people who use drugs and to foster relationships that lead to Safe Use practices, referrals to additional supports, and reduced risk of overdose, overdose fatalities, and other harmful health outcomes associated with drug use.

The awarded Bidder shall ensure Peer Navigators:

1. Assist individuals who use drugs with outreach, engagement, and education on Primary, Secondary and Tertiary Prevention, including provision of Safe Use Supplies;
2. Refer Participants to service agencies if and when a Participant is ready to consider more long-term treatment and Recovery services, and/or other supportive services such as housing, food, health care, and wellness; and
3. Provide information, trainings, and technical assistance to the community, law enforcement, and providers who may come into contact with people who use drugs.
4. **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.
5. **Eligibility to Submit a Bid**

In order to be eligible to submit a bid, Bidders must:

* 1. Be a current [Certified Syringe Service Program (SSP)](https://www11.maine.gov/dhhs/mecdc/sites/maine.gov.dhhs.mecdc/files/Syringe%20Service%20Programs%20Application%20Guidance.pdf) provider, in operation for the last twelve (12) months as an SSP; and
	2. Have provided Peer Support services for the last two (2) years.
1. **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 award(s) as a result of this RFP process. **Due to limits on available funding, awards will be considered based on priority of each Target Area.**

|  |  |
| --- | --- |
| **Priority Order** | **County** |
| Target Area 5 | Penobscot and Piscataquis |
| Target Area 6 | Washington, Hancock, and Aroostook |
| Target Area 2 | Androscoggin, Franklin and Oxford |
| Target Area 1  | York and Cumberland |
| Target Area 4 | Somerset and Kennebec |
| Target Area 3 | Waldo, Lincoln, Knox, and Sagadahoc |

**Bidders interested in providing services for multiple Target Areas must indicate the specific Target Area on Appendix A (Proposal Cover Page) and other required Appendices and submit a separate proposal for each 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, Proposed Services.**

1. **Operational and Certification Requirements**
	1. Maintain [certification as a Syringe Service Program (SSP)](https://www11.maine.gov/dhhs/mecdc/sites/maine.gov.dhhs.mecdc/files/Syringe%20Service%20Programs%20Application%20Guidance.pdf) provider for the duration of the resulting contract(s).
	2. Provide a minimum of ten (10) hours, up to a maximum of eighty (80) hours, per week of Substance Use Peer Navigator (Peer Navigator) engagement services in the Target Area, with a focus on the underserved areas.
		1. Design a schedule, to be approved by the Department, indicating where Peer Navigators will conduct services, matching the times and location with highest demand.
	3. Peer Navigators may not spend more than twenty-five percent (25%) of their work schedule completing administrative tasks and/or training(s).
	4. Establish written policies and procedures regarding, at minimum:
		1. How Peer Navigators and applicable staff communicate about any support or services delivered to Participants;
		2. The use, storage, and maintenance of Safe Use Supplies;
		3. Travel safety measures when a Participant and Peer Navigator are traveling together, including guidance on distracted driving and the utilization of seat belts;
		4. Maintenance of limited contact notes through use of anonymous documentation.
			1. Limited contact notes may only include general tasks completed, following [Intentional Peer Support values](https://www.intentionalpeersupport.org/what-is-ips/?v=b8a74b2fbcbb), that were worked on during interaction(s) with the Participant.
				1. Contact notes may include activities undertaken by the Peer Navigator.
				2. Contact notes may not include details about the Participant life, history, and/or other related information.
		5. Provide a final copy of the policies and procedures to the Department for review within thirty (30) calendar days of the initial period of performance start date.
	5. Ensure services provided supplement and do not supplant the awarded Bidder’s current outreach engagement services.
	6. When providing services, ensure the Peer Navigators utilize the tasks and principles of [IPS](https://www.intentionalpeersupport.org/what-is-ips/?v=b8a74b2fbcbb) in building trusting relationships.
2. **Confidentiality Requirements**
3. Maintain the confidentiality of information regarding individuals receiving Peer Navigator services in accordance with [42 C.F.R. Part 2, et seq.](https://www.ecfr.gov/current/title-42/chapter-I/subchapter-A/part-2) and other applicable sections of State and federal law and regulations, including compliance with the privacy and security requirements of the [Health Insurance Portability and Accountability Act (HIPAA)](https://www.hhs.gov/hipaa/for-professionals/index.html).
	1. Document relevant confidentiality training(s) completed by the Peer Navigators.
	2. Ensure confidentiality training(s) are completed immediately after hire, prior to providing services to Participants and annually thereafter.
4. 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.
5. 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_4.22.2025.pdf), under Rider B-IT, Section 30. Confidentiality.
3. The State will not consume any of the awarded Bidder’s applications, nor will the awarded Bidder consume any of the State’s applications.
4. **Staff Certification, Training, and Supervision**
5. Ensure Peer Navigators are trained and maintain certification as both Recovery Coaches and Certified Intentional Peer Support Specialists (CIPSS), and maintain CPR and first aid certification.
	1. Peer Navigators may begin providing Peer Navigation without a full CIPSS and/or Recovery Coach certifications; however, provisional certifications must be achieved within one hundred eighty (180) calendar days of hire.
		1. If a Peer Navigator does not achieve provisional CIPSS and Recovery Coach certification within the one hundred eighty (180) calendar days of hire, the Peer Navigator shall not provide Peer Navigation services until provisional CIPSS and Recovery Coach certification is achieved.
6. Develop and/or utilize existing substance use trainings, with a focus on Tertiary Prevention and ensure Peer Navigators complete Department-approved trainings within thirty (30) calendar days of hire, which include at minimum:
	1. An overview of approaches and philosophy related to Safe Use techniques;
	2. Trauma-responsive practice and self-care;
	3. Overdose prevention and response;
	4. All Pathways Towards Recovery; and
	5. Navigating challenging situations.
7. Annually thereafter, ensure Peer Navigators complete a minimum of twelve (12) hours of Department-approved substance use trainings focused on Secondary and Tertiary Prevention.
8. Ensure Peer Navigators are trained, within thirty (30) calendar days of hire, to provide education and training(s) to Participants and the public on:
	1. Laws surrounding Safe Use Supplies;
	2. Overdose prevention and response;
	3. Safer drug use techniques;
	4. Drug test usage; and
	5. Wound care.
9. Ensure Peer Navigators have necessary materials and supplies in order to provide services in the community.
10. Provide ongoing oversight, supervision, and necessary training(s) to Peer Navigators.
	1. Ensure Peer Navigators and supervisors remain up to date with current and emerging best practices.
	2. Ensure Peer Navigator supervisors complete, at minimum:
		1. Peer Support 101, through the Department, within sixty (60) calendar days of the initial period of performance start date; and
		2. Department designated training(s) for peer managers within six (6) months of the initial period of performance start date.
	3. Ensure formal supervision is provided to Peer Navigators for no less than one (1) hour per week.
11. Develop and implement policies and procedures related to bereavement support and supervision on the loss of members in the substance use community including Participants.
12. Ensure Peer Navigators have their own designated geographic service area.
	1. Service areas may overlap as needed for scheduling.
13. **Peer Navigator Services to be provided to Participants**
14. Ensure Peer Navigators:
	1. Provide street outreach services to locate and connect with at least one hundred (100) unduplicated individuals, quarterly, who use drugs and are at high risk for overdose and related infections and diseases, including but not limited to: Human Immunodeficiency Virus (HIV), Hepatitis C, skin infections and endocarditis.
	2. Provide at least fifty (50) naloxone kits, quarterly, to individuals who use drugs and/or to their support network(s).
	3. Offer resources and education through Peer Support; Primary, Secondary and Tertiary Prevention activities; and Safe Use Supplies.
	4. Offer linkage(s) to community resources, treatment, and wellness programs, as identified and requested by the Participant, which must include but is not limited to:
		1. Treatment for mental health and/or substance use, including Medication Assisted Treatment (MAT), as applicable;
		2. Detox and/or rehabilitation services;
		3. [Overdose Prevention Through Intensive Outreach Naloxone and Safety (OPTIONS)](https://knowyouroptions.me/);
		4. Medical care;
		5. General wellness and/or Recovery services;
		6. Legal aid services, as applicable; and
		7. [SSP](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/services/syringe-service-programs.shtml).
15. Support Participants in navigating challenges to access services, as needed and appropriate.
	1. Provide support and services in alignment with All Pathways Towards Recovery.
16. Provide Participants with education and information about community resources, including treatment and Primary, Secondary and Tertiary Prevention services.
17. Provide follow-up contact with Participants within thirty (30) calendar days of the initial contact, as able and consented to by the Participant.
18. Provide support to Participants with accessing treatment and/or Recovery support(s).

If the Participant indicates they no longer want to continue services with a current community provider, the Peer Navigator shall support the Participant in identifying other Participant directed options.

If the Participant indicates they no longer are interested in working with a new community provider, the Peer Navigator shall continue to provide Peer Support and outreach as desired by the Participant.

1. **Training for Community Stakeholders and Partners**
	1. Develop and provide community training(s) to the Department for approval within sixty (60) calendar days of the start of the initial period of performance start date.
		1. Submit any proposed training changes to the Department for approval prior to implementation.
	2. Provide annually Department-approved trainings to stakeholder groups, including but not limited to, mental health, substance use, and other wellness programs; educational institutions; and interested community partners, including:
		1. Ten (10),sixty (60) to ninety (90) minute trainings on national best practice for overdose recognition and response;
		2. Four (4), sixty (60) to ninety (90) minute trainings covering the basics of Primary, Secondary and Tertiary Prevention; and
		3. Twenty-four (24) naloxone administration, distribution, and educational trainings.
	3. Provide, annually, a minimum of four (4) Department-approved sixty (60) to ninety (90) minute trainings on informal community substance use education sessions to any requesting community partners to ensure the community is up to date with the current best practices, which must:
		1. Include space for discussion and a question-and-answer segment;
		2. Provide information and guidelines specific to the requesting individual’s organization or affiliation;
		3. Provide sample policies, educational materials, and general recommendations related to substance use, including Safe Use; and
		4. Include topics of discussion that are appropriate for treatment providers, medical professionals, Recovery residence operators, substance use prevention partners, and any other appropriate interested entity.
	4. Develop and distribute a Department-approved post training survey to capture data relevant to knowledge and awareness gained by attendees.
		1. Provide data collected to the Department every six (6) months to align with performance measure reporting periods.
2. **Performance Measures**
3. 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 a link to be provided by the Department to the awarded Bidder(s).

| **Table 1****Mandatory Performance Measures** |
| --- |
|
| **Performance Measure** | **Assessment Cycle** | **Supportive Documentation and Performance Measure Data Source** |
| *Office Goal/Initiative: Ensure street outreach is provided to individuals who use drugs.*  |
| **a.** | At least ten percent (10%) of Peer Navigator contacts with individuals who use drugs will be new, unduplicated individuals. | Quarterly | Provider records |
| *Office Goal/Initiative: Ensure community stakeholders and partners are educated on Primary, Secondary and Tertiary Prevention.*  |
| **b.** | At least eighty-five percent (85%) of community stakeholders and partners attending available trainings will indicate growth through the post training survey responses. | 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**  |
| **a.** | Performance Measures Report | A link will be provided to the awarded Bidder(s) by the Department.  |
| **b.** | Department On-Site Visit | As agreed, between the Department and awarded Bidder. |
| **c.** | Quarterly Narrative Report | Includes:Report date and organization name and contract numberDescription of successes and challenges and approach to navigating challengesInformation on training delivered, including:Type of trainingNumber of attendeesName of agencies receiving trainingAn electronic link to be provided by the Department to the awarded Bidder(s). |
| **d.** | Biannual Survey Report | Summary of survey responses from the post-training surveys.  |
| **e.** | Quarterly Financial Report  | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management/contract-documents). |
| **f.** | Agreement 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) calendar days after the end of each quarter |
| **b.** | Department On-Site Visit | Point-in-time | Annually, at the Department’s discretion |
| **c.** | Quarterly Narrative Report | Each quarter | Thirty (30) calendar days after the end of each quarter |
| **d.** | Biannual Survey Report | Every six (6) months | Thirty (30) calendar days following the end of every six (6) months  |
| **e.** | Quarterly Financial Report  | Each quarter | Thirty (30) calendar days after the end of each quarter |
| **f.** | Agreement 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 I** (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 H** (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 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 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# 202508119 Proposal Submission – [Bidder’s Name]”**
		2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

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

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

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

*PDF format preferred*

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

**Appendix E** (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.

* 1. **Eligibility Requirements**

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

1. **Appendix C** (Eligibility to Submit a Bids)

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

* 1. **Overview of the Organization**

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

* 1. **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) | Organizational Chart |
| Three (3) | Litigation Form |
| Four (4) | Financial Viability  |
| Five (5) | Certificate of Insurance |

Attachments 1 – 5 must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 5 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:** |
| Six (6) | Staff Training Plan |
| Seven (7) | Community Training Plan |
| Eight (8) | Job Descriptions |
| Nine (9) | Staffing Plan |
| Ten (10)  | Implementation - Work Plan |

Attachments 6 – 10 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 6 – 10 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 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.** | **Preliminary Information**Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **No Points – Eligibility Requirements** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **20 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. | **50 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 (25 points)
2. Budget Narrative (5 points)
 | **30 points**  |

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

**Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:**

|  |  |
| --- | --- |
| **Priority Order** | **County** |
| Target Area 5 | Penobscot and Piscataquis |
| Target Area 6 | Washington, Hancock, and Aroostook |
| Target Area 2 | Androscoggin, Franklin and Oxford |
| Target Area 1  | York and Cumberland |
| Target Area 4 | Somerset and Kennebec |
| Target Area 3 | Waldo, Lincoln, Knox, and Sagadahoc |

* 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.
1. **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** – Eligibility to Submit a Bid

**Appendix D** – Qualifications and Experience Form

**Appendix E** – Litigation Form

**Appendix F** – Response to Proposed Services

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

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

**Appendix I** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**PROPOSAL COVER PAGE**

**RFP# 202508119**

 **Substance Use Peer Navigators**

|  |
| --- |
| **Select only one (1) Target Area per Proposal submission****Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:**  |
| **Priority Order** | **County** |
| [ ]  Target Area 5 | Penobscot and Piscataquis |
| [ ]  Target Area 6 | Washington, Hancock, and Aroostook |
| [ ]  Target Area 2 | Androscoggin, Franklin and Oxford |
| [ ]  Target Area 1 | York and Cumberland |
| [ ]  Target Area 4 | Somerset and Kennebec |
| [ ]  Target Area 3 | Waldo, Lincoln, Knox, and Sagadahoc |
| **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:** |  |
| **Proposed County for Service Provision:** |  |
| ***(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# 202508119**

**Substance Use Peer Navigators**

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

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

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

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

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## ELIGIBILITY TO SUBMIT A BID

**RFP# 202508119**

**Substance Use Peer Navigators**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Eligibility Certification**In order to be eligible to submit a bid Bidders must be a current [Certified Syringe Service Program (SSP)](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/documents/pdf/Maine-Syringe-Service-Program-Certification-Application-Guidance-Dec-2019.pdf) provider which has been in operation for the last twelve (12) months as an SSP and have provided Peer Support services for the last two (2) years. |
| 1. Is the Bidder a current certified [Syringe Service Program (SSP)](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/services/syringe-service-programs.shtml) provider?
 | [ ]  Yes or [ ]  No |
| * 1. Include a copy of the Bidder’s current SSP certification.
 | [ ]  SSP certification included in the proposal submission |
| 1. Has the Bidder’s certified [Syringe Service Program (SSP)](https://www.maine.gov/dhhs/mecdc/infectious-disease/hiv-std/services/syringe-service-programs.shtml) been in operation for the last twelve (12) months?
 | [ ]  Yes or [ ]  No |
| * + 1. Which project(s) demonstrate meeting the eligibility requirements of operating an SSP for the last twelve (12) months?
 | [ ]  Project One[ ]  Project Two[ ]  Project Three |
| 1. Has the Bidder provided Peer Support services for the last two (2) years?
 | [ ]  Yes or [ ]  No |
| * + 1. Which project(s) demonstrate meeting the eligibility requirements of providing Peer Support services for the last two (2) years?
 | [ ]  Project One[ ]  Project Two[ ]  Project Three |

**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202508119**

**Substance Use Peer Navigators**

|  |  |
| --- | --- |
| **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.***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 E**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

## LITIGATION FORM

**RFP# 202508119**

**Substance Use Peer Navigators**

|  |  |
| --- | --- |
| **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# 202508119**

**Substance Use Peer Navigators**

**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**

**RFP# 202508119**

**Substance Use Peer Navigators**

|  |
| --- |
| **Select only one (1) Target Area per Proposal submission****Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:**  |
| **Priority Order** | **County** |
| [ ]  Target Area 5 | Penobscot and Piscataquis |
| [ ]  Target Area 6 | Washington, Hancock, and Aroostook |
| [ ]  Target Area 2 | Androscoggin, Franklin and Oxford |
| [ ]  Target Area 1 | York and Cumberland |
| [ ]  Target Area 4 | Somerset and Kennebec |
| [ ]  Target Area 3 | Waldo, Lincoln, Knox, and Sagadahoc |

|  |  |
| --- | --- |
| **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.**

****

**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. |
|  |

**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**NOTICE OF INTENT TO BID**

**RFP# 202508119**

**Substance Use Peer Navigators**

|  |
| --- |
| **Select only one (1) Target Area per Proposal submission****Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:**  |
| **Priority Order** | **County** |
| [ ]  Target Area 5 | Penobscot and Piscataquis |
| [ ]  Target Area 6 | Washington, Hancock, and Aroostook |
| [ ]  Target Area 2 | Androscoggin, Franklin and Oxford |
| [ ]  Target Area 1 | York and Cumberland |
| [ ]  Target Area 4 | Somerset and Kennebec |
| [ ]  Target Area 3 | Waldo, Lincoln, Knox, and Sagadahoc |

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| **Proposed County for Service Provision:** |  |
| ***(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 I**

**State of Maine**

**Department of Health and Human Services**

*Office of Behavioral Health*

**SUBMITTED QUESTIONS FORM**

**RFP# 202508119**

**Substance Use Peer Navigators**

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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