**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #1, INFORMATIONAL MEETING, AND**

**SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202306142 Recovery Support Centers Services |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Behavioral Health |
| **INFORMATIONAL MEETING LOCATION:** | ZOOM Meeting |
| **INFORMATIONAL MEETING DATE/TIME:** | October 2, 2023, 9:30 a.m., local time |
| **SUBMITTED QUESTIONS DUE DATE:** | October 4, 2023, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | October 18, 2023 |
| **PROPOSAL DUE DATE:** | October 30, 2023, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. **Appendix I,** RSC Participation Report Template is amended. | |
| **REVISED LANGUAGE IN RFP:**   1. **Appendix I,** RSC Participation Report Template is replaced with:   **The Amended RSC Participation Report Template may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.** | |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| Page 5 | The RFP references participants as adults receiving services. However, historically there has been level of support to adolescents. Can the Department define the specific age range of the Participant? |
| **Answer** | |
| For the purpose of this RFP, Adults are defined as individuals eighteen (18) years of age and older; however, Centers may serve eligible adolescents on a limited basis. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Not provided | How solid is the staffing outline, would the Department accept a different staffing pattern? |
| **Answer** | |
| Bidders should submit a Staffing plan (included as Attachment 11) that meets the needs of the community, while adhering to the criteria listed in the RFP. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Not provided | 1. Can the Department define the requirement of FTE? 2. Would the Department consider thirty-two (32) hours FTE? |
| **Answer** | |
| 1. A full-time employee (FTE) is considered as someone the Bidder would be hiring for full-time services, while meeting the required scope of services for this RFP. A full-time employee must be working at least thirty-two (32) hours a week. 2. Yes. | |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| Part II. E. F. G. p. 14-16 | Should Reporting Requirements (E), Performance Measures (F) and Reports (G) be included in file 3? |
| **Answer** | |
| Yes, refer to **Appendix F** (Response to Proposed Services) to provide response to Part II, E., F., and G. of the RFP. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Appendix I. p. 35 | RSC Participation Report Template asks for confidential and identifying information on participants including first and last names and date of birth. Recovery Community Organizations do not provide this information to outside entities.  Why are you asking for this information and is this an error in the RFP? |
| **Answer** | |
| The awarded Bidder(s) will be required to provide the requested demographic information as part of the RSC Participation Report.  The “Sheet 1” tab (first tab) in the RSC Participation Report Template (Appendix I) is the RSC Participation Report, due on a quarterly basis. The “Sheet 2” tab (second tab) in the RSC Participation Report Template (Appendix I) is a reference tool for the awarded Bidders to utilize internally when collecting information for completion of the RSC Participation Report (“Sheet 1” tab). | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part II. A13. P. 10 | Does motivational interviewing meet the standard for reflective approaches and are there other examples? |
| **Answer** | |
| No, motivational interviewing is a clinical modality and not a reflective approach.  Reflective approaches involve activities that include contemplating peer support interactions and evaluating what worked well, what might have worked better, and whether peer support values are being followed. Reflective approaches must be done intentionally and must take place after both group and one-on-one interactions. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Not provided | Is there a requirement to work with (Hub) coordinating entity and where is that addressed in the RFP? |
| **Answer** | |
| No, however, the Hub will be available to provide technical assistance, training, and support to the Centers as needed. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Pat II.D. p. 13-14 | Is there flexibility for titles and job duties that are different from how the RFP lays out the staffing requirements? In other words, would we have to change existing titles and responsibilities for people currently employed? |
| **Answer** | |
| It is at the Bidder’s discretion to determine the job titles and full job duties. However, the Department’s evaluation team must be able to identify which staff are meeting the Staffing requirements outlined in the RFP. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| n/a | Is there an anticipated award ceiling/funding amount for each contract? |
| **Answer** | |
| The Department declines to answer. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| n/a | Is there an anticipated average award/funding amount for each contract? |
| **Answer** | |
| The Department declines to answer. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| n/a | What is the total availability of funds per year attached to this funding initiative statewide? |
| **Answer** | |
| The Department declines to answer. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| II.A.2. – pg. 11 | “Determine Participant eligibility based on their self-identification..”  What process will agencies be required to follow to document an individual’s eligibility? |
| **Answer** | |
| No documentation is required, eligibility is based on self-identification. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| II.D.3.a – pg. 14 | “Employ and/or subcontract Peers trained as, or in the process of being trained as, Recovery Coaches.”  For all other required staffing positions, a total required FTE is stated, whereas there is not a required number of positions or FTE count stated for this position. Is there an expectation on the total number of Recovery Coaches and/or required FTE count? |
| **Answer** | |
| It is at the Bidders discretion based on the level of services needed in the specific target area. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| III. - pg. 22 | Can you elaborate on what is expected in the Communications Plan attachment (attachment #8)? |
| **Answer** | |
| Refer to **Appendix F** (Response to Proposed Services) which outlines the requirements of the Communication Plan. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Not provided | Can staffing consist of volunteers as long as those individual meets the staffing qualifications? |
| **Answer** | |
| Yes. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| n/a | Is this a new funding initiative for the Department or does this program currently exist? If so, who are the current contractors of the service? |
| **Answer** | |
| Recovery Support Centers Services are currently being provided by:  Amistad / Commonspace;  Aroostook Mental Health Services;  Crooked River Counseling;  Bangor Area Recovery Network Inc.; and  Portland Recovery Community Center. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Not provided | Will there be more than one award made in each county, or limited to one award per county? |
| **Answer** | |
| Refer to Part I, D. of the RFP. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| II.A.8 – pg. 11 | “Provide outreach and engagement activities…”  Will educational material be provided to Recovery Support Centers or should agencies budget accordingly for the creation/printing/purchasing of materials? |
| **Answer** | |
| The awarded Bidders will be responsible for providing educational materials and must budget accordingly in **Appendix G** (Cost Proposal Form). | |

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| **16** | **RFP Section & Page Number** | **Question** |
| II.A.12 – pg. 11 | “Assist participants with access including, but not limited to, housing, food, etc.……”  Is it the expectation of the Department that direct financial assistance for participants be built into the budget or is the goal to link participants to existing resources/services in order to meet these needs? |
| **Answer** | |
| It is not the expectation of the Department that direct financial assistance for participants be built into the budget; the goal is to link participants to existing resources/services in order to meet the identified needs. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| II.B.1 – pg. 11 | “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 this service.”   1. Will each participant be required to have a recovery plan? If so, can an example recovery plan be provided? 2. Will a progress note be required for each service provided for a participant? If so, can an example progress note be provided? |
| **Answer** | |
| 1. Not all participants are required to have a recovery plan, recovery plans are based on individual participant need, goals, and desires. Examples of recovery plans are as follows: <https://www.spokanecounty.org/DocumentCenter/View/3049/Sample-Recovery-Plan-Worksheet-PDF> and <https://addictionoc.com/wp-content/uploads/2020/10/relapse-prevention-plan-template.pdf>. 2. Progress notes are dependent on participant service needs and goals. Progress notes, at a minimum, must contain action(s) staff/volunteer(s) took to support the Participant (e.g., ‘met with John Smith and helped complete a housing application’). There is no specific required formatting for progress notes. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| II.C.6 – pg. 13 | “Provide quarterly Department-approved training to Participants, families, and Affected Others in schools, higher education settings, and/or within neighboring communities.”  Is there a certain mile radius that outreach activities are expected to occur? |
| **Answer** | |
| Awarded Bidders must provide quarterly Department-approved trainings for the entire target area. If there is more than one Recovery Center located in the target area, the Recovery Centers must collaborate and ensure efficient training delivery, avoiding duplication. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| II.C.8 – pg. 13 | “Provide Recovery-oriented recreational and social events to Participants and Affected Others which: a. Shall help establish positive relationships with family and/or friends as well as provide necessary supports to contribute in the community as citizens. b. Utilizes no more than two percent (2%) of Department funding.”  Can some examples of eligible expenses for activities within both subsection a. and b. be provided? |
| **Answer** | |
| Eligible expenses for activities include but are not limited to: hosting movie night(s), game night(s) (e.g., board games), a sports league/event(s), open-mic night(s), and other community events, such as a picnic. Subsection b. references the requirement that these recreational and social events be limited to no more than two percent (2%) of Department funding. Bidders must indicate such in their Cost Proposal. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Pg. 29 and 33 | Is there a page limit for Appendix C (Qualification and Experiences Form) or Appendix F (Services to be Provided Form)? |
| **Answer** | |
| No. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Pg. 29 and 33 | Is there a line spacing or font requirement for Appendix C or Appendix F? |
| **Answer** | |
| No. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Pg. 29 and 33 | Is it acceptable to insert tables into the narrative of Appendix C or Appendix F? |
| **Answer** | |
| Yes. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Pg. 34 | Can the budget template provided be uploaded upon completion as a PDF or is excel preferred? |
| **Answer** | |
| The Cost Proposal form may be uploaded as a PDF. It is the Bidder’s responsibility to ensure the PDF is legible, non-legible documents may result in the proposal being disqualified as non-responsive or receiving a reduced score. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Appendix G – pg. 34 | What is the maximum indirect cost allowed to incorporate within the budget? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **25** | **RFP Section & Page Number** | **Question** |
| II.5 – pg. 21 | Will the (3) most recent tax returns of the organization completed by a CPA suffice to meet the requirement of financial viability? |
| **Answer** | |
| Yes. | |

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| **26** | **RFP Section & Page Number** | **Question** |
| Appendix G – pg. 34 | Is it correct that the budget should reflect only revenue and costs associated with the delivery of this program? |
| **Answer** | |
| Bidders must follow the Budget Form Instructions (.pdf) found in **Appendix G**. | |

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| **27** | **RFP Section & Page Number** | **Question** |
| II.A.12 – pg. 11 | 1. In what way does it need to documented that outside services have been offered? 2. How can this be done while maintaining the confidentiality of personal records? |
| **Answer** | |
| 1. Progress notes are dependent on participant service needs and goals. Progress notes, at a minimum, must contain action(s) staff/volunteer(s) took to support the Participant (e.g., ‘met with John Smith and helped complete a housing application’). There is no specific required formatting for progress notes. 2. Progress notes are internal to the agency and must be kept confidential. | |

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| **28** | **RFP Section & Page Number** | **Question** |
| II.B.1 – pg. 11 | 1. To whom and how do these records need to be submitted? 2. Is this only applicable to people in the recovery coaching program? (Other people in the community who don't go to SAL have asked for help with outside resources. Resources are also offered during activities if someone is mentioning they are having a specific problem) |
| **Answer** | |
| 1. Records are internal to the agency and are not required to be submitted to the Department. 2. This is applicable to any Participant with a recovery plan. | |

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| **29** | **RFP Section & Page Number** | **Question** |
| II.C.6 – pg. 13 | 1. Is there a list of Department approved training or are we meant to develop them? 2. Do all trainings both for staff and the community need to be approved? If so, what is the approval process for trainings that are developed? 3. Also, can program staff receive training both internally and through external organizations/training programs? |
| **Answer** | |
| 1. Bidders must develop and/or propose their own trainings and receive Department approval prior to provision of training. 2. Trainings for the community must be approved by the Department. If there are any corrections, comments and/or questions as a result of the Department review, the State will reach out for revision prior to final approval. Staff training requirements are listed in the RFP under the Part II, D “Staffing Requirements”. Any additional training provided to staff must be approved by the Department. 3. Yes. | |

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| **30** | **RFP Section & Page Number** | **Question** |
| II.A.8 – pg. 11 | 1. How are outreach services to be documented? For example, when conducting outreach and disseminating information, resources may be provided to an individual to assist them in accessing food/housing/etc., however, the individual may not become a formal program participant (but benefited from the service). 2. How should those activities be documented (if at all)? |
| **Answer** | |
| 1. Refer to Amendment #1 at the beginning of this document. The RSC Participation Template has been amended to include a question regarding number of community outreach and engagement activities, to be reported on quarterly. Bidders can add additional information regarding referrals and/or other specific activities completed during community outreach and engagement when reporting on the quarterly RSC Participation Template. 2. Progress notes are dependent on participant service needs and goals. Progress notes, at a minimum, must contain action(s) staff/volunteer(s) took to support the Participant (e.g., ‘met with John Smith and helped complete a housing application’). There is no specific required formatting for progress notes. | |

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| **31** | **RFP Section & Page Number** | **Question** |
| Public Notice, p. 3 | Informational Meeting: Was this recorded so that those organizations that were unable to attend can hear the session? |
| **Answer** | |
| Informational meetings are not recorded. | |

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| **32** | **RFP Section & Page Number** | **Question** |
| Part II, A, General Requirements | Are all centers provided the same level of support or is there a variable with regard to the level of effort at each facility based on population and need? |
| **Answer** | |
| The awarded Bidders are required to meet the requirements outlined in Part II, A. of the RFP. | |