**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Behavioral Health*



**RFA# 202305112**

**2023 Residential Expansion of Substance Use Disorder Treatment Grant Funding Opportunity**

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| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator: **Name:** Brittany Hall **Title:** Procurement Administrator  **Contact Information:** [Brittany.hall@maine.gov](mailto:Brittany.hall@maine.gov) |
| **Submitted Questions** | *All questions must be received by the RFA Coordinator, identified above, by:*  **Date:** June 9, 2023, no later than 11:59 p.m., local time and must include **“RFA# 202305112 Question”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** June 23, 2023, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to the following address:*  **Electronic (e-mail) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov)  and must include **“RFA# 202305112 Application Submission”** in the subject line of the e-mail. |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

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| **Term/Acronym** | **Definition** |
| **Adolescent** | Individual, aged ten to seventeen (10-17) years. |
| **Adult** | Individual, aged eighteen (18) years or older. |
| [**American Society of Addiction Medicine**](https://www.asam.org/) **(ASAM)** | A professional medical society representing physicians, clinicians, and associated professionals in the field of addiction medicine; dedicated to increasing access and improving the quality of addiction treatment, educating physicians and the public, supporting research and prevention, and promoting the appropriate role of physicians in the care of patients with addiction. |
| **ASAM Level of Care Criteria** | A collection of objective guidelines that give clinicians a way to standardize treatment planning and where patients are placed in treatment, as well as how to provide continuing, integrated care and ongoing service planning. |
| **Consumer** | Individual seeking, engaged in, previously engaged in, or at high risk of requiring Residential Substance Use Disorder (SUD) Treatment. |
| **Department** | Department of Health and Human Services |
| **MaineCare** | Maine’s Medicaid program |
| **Residential SUD Treatment** | Treatment provided in a residential setting for individuals with an SUD. Residential SUD Treatment does not include services provided in conditions of involuntary confinement. |
| **RFA** | Request for Application |
| **State** | State of Maine |
| **Substance Use Disorder (SUD)** | Occurs when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home. |

**Details and Instructions**

## Application Purpose and Background

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine residents. The Department’s Office of Behavioral Health (OBH) is committed to supporting a complete and coordinated behavioral health continuum of care that serves the whole person, the whole community. The Department’s Office for Child and Family Services (OCFS) is dedicated to helping create a future where all Maine children and families are safe, stable, happy, and healthy.

Maine is seeking to provide more Residential SUD Treatment beds across the State in response to ongoing increases in fatal overdoses. In 2022, the Department issued two (2) RFAs to expand these services and made nine (9) awards. This RFA builds on that effort by providing a one-time funding opportunity, with a total cap of one hundred and fifty thousand dollars ($150,000) per additional bed, to support the establishment of new or expanded Residential SUD Treatment services.

Funds will be extended to agencies who are establishing new beds or expanding their capacity. These funds are intended to fund additional beds, not supplement existing or previously funded beds; no funds will be awarded unless capacity is expanded. Awarded funds may be utilized for costs associated with administering and delivering Residential SUD Treatment services and items that are reasonable, allowable, and directly related to adding and/or expanding Residential SUD Treatment beds. The funds may not be used on building or facility maintenance expenditures, recreational items, outdoor space, artwork, and/or any expenditure that is not deemed necessary to the creation and implementation of new beds.

Under this one-time funding opportunity, awarded Applicants will be required to bill MaineCare the maximum allowed rate for services provided. Applicants will also be required to provide matching funds of at least ten percent (10%) of the award value. Application project awards are expected to result in the establishment of services that do not require additional Department funds to maintain the gains made during the project period.

## General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
2. Issuance of the RFA does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to the RFA. This includes attendance at personal interviews or other meetings, where applicable.
3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Applications are to follow the format and respond to all questions and instructions specified in the “Submission Instructions” section of the RFA’s application.
4. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
5. Following announcement of an award decision, all submissions in response to this RFA 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.).
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to the RFA.
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Application Submission Requirements

In order to apply under this this grant funding opportunity, Applicants must:

1. Have a current or forthcoming MaineCare Provider Agreement; and
2. Be licensed or have the ability to obtain licensure through the Department’s [Division of Licensing and Certification for Behavioral Health Services](https://www.maine.gov/dhhs/dlc/licensing-certification/behavioral-health) and/or [Children’s Residential Licensing](https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/residential-provider-or-child-placing-agency) for Adolescent residential services.

## Awards

The Department anticipates making multiple awards from this RFA process, including partial awards. Request for funding may not exceed the total cap of one hundred and fifty thousand dollars ($150,000) per additional bed which support the establishment of new or expanded Residential SUD Treatment services and must include a minimum of ten percent (10%) match funds. The Department may award all or some of the available funding. Application funding requests will be considered on a case-by-case basis.

The Department intends to apply priority scoring to applications:

* Designed to serve SUD Adolescent populations; and/or
* Serving geographical locations within the State where SUD resources and services are currently limited; specifically, Aroostook, Franklin, Hancock, Knox, Lincoln, Oxford, Piscataquis, Sagadahoc, Somerset, Waldo, and Washington counties.

Any person aggrieved by the award decision that results from the RFA 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.

1. **Contract Terms**

The Department anticipates issuing a one-time funding award to Adolescent and/or Adult Residential SUD Treatment facilities that serve MaineCare members for a contract period to begin as early as August 1, 2023. Contract periods may vary based on the time each application is received and scored and the Department’s ability to fully execute each contract.

The terms of the anticipated contract will be determined at the time of negotiations. It is expected that the contract structure will define and treat physical structure costs separately from staffing and tangible, movable property costs.

**Priority Populations**

1. **Services to Priority Populations**

Applicants who intend to provide services to priority populations must describe the priority populations/counties this project is designed to serve, including identifying:

* + 1. How the program will service Adolescent populations with Substance Use Disorders (SUD) in any location of the State; and/or
    2. Where the program will provide Residential SUD Treatment services within the priority counties of Aroostook, Franklin, Hancock, Knox, Lincoln, Oxford, Piscataquis, Sagadahoc, Somerset, Waldo, and Washington.

**Activities and Requirements**

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1. **Project Workplan**
2. Applicants must provide a workplan that addresses, at a minimum, projected timelines for the following project phases, as applicable:
3. Program certifications and/or licensing;
4. Project design;
5. Site control;
6. Permits/approvals;
7. Construction;
8. Onboarding of any new staff;
9. Type of residential programming through the bed expansion;
10. ASAM Level of Care Criteria applicable to the bed expansion;
11. Anticipated delivery date of new and/or expanded services;
12. Number of beds added;
13. Plans to fill beds; and
14. Plans to sustain program expansion beyond the project period.
15. Awarded Applicants must provide an updated workplan to the Department, if/when changes are made to the timeline, within seven (7) calendar days of identification of a change, to ensure the Department is informed of the progress of the work to be performed.

**C. Operational Requirements**

Provide a brief outline of the procedures and standards for staff providing Residential SUD Treatment, including:

1. Hiring;
2. Retention;
3. Supervision; and
4. Training, including confidentiality.
5. Provide the anticipated physical location, hours of operation, and the number of potential Adolescent or Adult Consumers to be served based on the increased number of beds stratified by health insurance payer type, including MaineCare.
6. **Programmatic Requirements**
7. **Program Requirements**
   1. Describe the services to be offered and the Residential SUD Treatment regimen, including evidence that supports its alignment with applicable American Society of Addiction Medicine (ASAM) criteria.
   2. Describe what evidence-based practice(s) will be used within the Residential SUD Treatment regimen, research that justifies the chosen evidence-based practice with the population of focus, and how fidelity of the evidence-based practice will be monitored.
   3. Describe how Consumers will be recruited, engaged, and retained in services, including policies and practices to support accessing and successfully completing Residential SUD Treatment services.
   4. Describe the Applicant’s experience in collaborating and coordinating with other community service agencies within the continuum of care to address social determinants of health.
   5. Describe how the Applicant will collaborate with agencies and other stakeholders to support Consumers pre- and post-discharge and plans for continuing to engage Consumers moving to the recovery community.
   6. Describe how services will be brought to scale and will be sustainable without additional support from the Department.
      1. Include a prospective timeline indicating how revenue is expected to grow and displace the awarded funds after the project period.
8. **Equity and Consumer Engagement**
   1. Describe how the Applicant determined the needs of its target population for this project. Provide data specific to the population of focus, information on service gaps in the target geographic area, and what instruments or procedures were used for the collection of data.
   2. Describe how the project will monitor utilization and outcomes of services and how the Applicant will adapt approaches as necessary to improve utilization and outcomes.
   3. Describe efforts to engage Adolescent or Adult Consumers experiencing SUD in governance, leadership, and direct service staffing.
   4. Explain any active or outstanding complaints or issues with relevant credentialing bodies against the Applicant, its leadership, or governance, and active or outstanding complaints or issues with the [Maine Human Rights Commission](https://www.maine.gov/mhrc/), which has occurred within the past four (4) years.

**E. Allowable and Non-Allowable Use of Funds**

1. Awarded funds may be utilized for costs associated with administering and delivering Adolescent or Adult Residential SUD Treatment services and items that are reasonable, allowable, and directly related to adding and/or expanding Adolescent or Adult Residential SUD Treatment beds.
2. Describe the proposed project and how allowable use of funding will meet the requirements outlined in the RFA, refer to **Table 1**.

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| **Table 1** | | | |
| 1. Allowable physical structure costs include, but are not necessarily limited to: | | | |
|  | Pre-construction | | * Site costs * Permitting and bidding * Construction, acquisition, renovations |
|  | Exterior | | * Siding and accessories * Replacement windows * Doors * Roofing |
|  | Interior | | * Room additions, partitions * Demolition and disposal * Framing, ceilings * Painting and sheetrock * Flooring, carpeting * Systems (HVAC, electrical, plumbing, heat pumps) * Facility Safety Equipment (sprinkler system, security cameras/system, safety devices) |
| 1. Allowable staffing and tangible, movable property expenses include, but are not necessarily limited to: | | | |
|  | | Staffing | * Staff training and professional development (limited to initial 3 months) |
|  | | Equipment | * Bedroom Furniture (beds, dressers, lamps/lighting) * Bedroom (bedding, sheets, pillows) * Staff furniture (desk, desk chairs) * Storage (medication, records) * Laundry appliances (washer, dryer) * Common area furniture (couch, chairs, side tables, coffee table) * Kitchen appliances and items (stove, refrigerator, dishwasher, pots, pans, utensils) * Patient and staff computers |

1. Funds shall not be used:
   1. On building or facility maintenance expenditures, recreational items, outdoor space, and/or any expenditure that is not deemed necessary to the creation and/or implementation of new Residential SUD Treatment beds;
   2. For décor, artwork, televisions, entertainment systems, recreation items, staff bonuses and/or raises; or
   3. Any expenditure that is not deemed necessary to the creation and implementation of new Residential SUD Treatment beds as determined by the Department.

**Key Process Events**

## Submitting Questions about the Request for Application

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions emails must include the subject line: “RFA# 202305112 Questions.” The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the State’s Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments to the Request for Application

All amendments released in regard to this RFA will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. 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.

## Submitting the Application

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

1. **Submission Instructions:** Applications are to be submitted electronically to the State’s Division of Procurement services at [proposals@maine.gov](mailto:proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the 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. It is the Applicant’s responsibility to check with its organization’s information technology team to ensure that security settings will not encrypt its application submission.
   4. File size limits are 25MB per e-mail. Applicants may submit files 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.
   5. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202305112 Application Submission – [Applicant’s Name]**”.
   6. Applications are to be submitted as a single, typed, WORD and Excel files, as applicable, and must include all related documents identified on **Appendix C** (Application Form). Applicants are not to provide additional attachments beyond those specified in the RFA for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

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| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part I – Application Submission Requirements | Pass/Fail |
| Part II – Priority Populations (Adolescents) | 10 |
| Part III – Priority Geographical Location | 10 |
| Part IV – Activities and Requirements | 55 |
| Part V – Budget Form | 25 |
| **Total Points** | **100 points** |

1. **Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Applicants receiving a total score of sixty (60) points or higher will be considered for either full or partial funding.

The Department intends to apply priority scoring to applications:

* Designed to serve SUD Adolescent populations; and/or
* Serving geographical locations within the State where SUD resources and services are currently limited; specifically, Aroostook, Franklin, Hancock, Knox, Lincoln, Oxford, Piscataquis, Sagadahoc, Somerset, Waldo, and Washington counties.

Regarding the Cost Proposal, the Grant Review Team will consider whether the project work and cost estimates (tasks and budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services. Request for funding may not exceed the total cap of one hundred and fifty thousand dollars ($150,000) per additional bed which support the establishment of new or expanded Residential SUD Treatment services and must include a minimum of ten percent (10%) match funds.

Failure to respond to all questions and instructions throughout the RFA may result in the application 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 RFA specifications will result either in disqualification or reduction in scoring of a proposal.

1. **Selection and Award:** Notification of selection or non-selection will be made in writing by the Department. Issuance of this RFA in no way constitutes a commitment by the State to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.

The Department will consider all application funding requests, including exceptions to the maximum funding amount, on a case-by-case basis. The Department reserves the right to approve or deny any funding requests, including approval of any application at an amount lower than requested by the Applicant.

Applicants awarded through this RFA process will be required to submit, prior to the contract execution, a valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the awarded Applicant’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the services provided as a result of this RFA.

**APPENDIX A**

**RFA# 202305112**

**2023 Residential Expansion of Substance Use Disorder Treatment**

**GRANT FUNDING APPLICATION – COVER PAGE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant’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 Application - Name/Title:** | | | |  | |
| **Tel:** |  | | | **E-mail:** |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |

* This Application and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s Application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
* The above-named organization is the legal entity entering into the resulting contract with the Department should they be 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 application, both programmatic and financial, is complete and accurate at the time of submission.*

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

**APPENDIX B**

**RFA# 202305112**

**2023 Residential Expansion of Substance Use Disorder Treatment**

**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**

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| --- | --- |
| **Vendor’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 application:*

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 application 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 application 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 application 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.*

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

**APPENDIX C**

## APPLICATION FORM

**RFA# 202305112**

**2023 Residential Expansion of Substance Use Disorder Treatment**

## APPLICATION FORM

## The application may be obtained in a Word (.docx) format by double clicking on the document icon below.

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