**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*



**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE)**

**Pilot Project**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding this RFP must be made through the identified RFP Coordinator:*  **Name:** Tom Charette **Title:** Procurement Administrator  **Contact Information:**  [thomas.charette@maine.gov](mailto:thomas.charette@maine.gov) |
| **Pre-Bidders’ Conference** | **Date:** September 26, 2019 **Time:** 10:00 a.m., local time  **Location:** 109 Capital Street, Augusta, Maine 04330, 1st Floor, Maine A Conference Room |
| **Submitted Questions Due** | *All questions must be received by the identified RFP Coordinator by:*  **Date:** October 4, 2019, no later than 4:00 p.m., local time |
| **Notice of Intent** | *All notices must be received by the identified RFP Coordinator by:*  **Date:** October 28, 2019, no later than 4:00 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:* **Submission Deadline:** November 27, 2019, no later than 11:59 p.m., local time  *Proposals must be submitted electronically:* **Electronic (e-mail) Submission Address:**  [Proposals@maine.gov](mailto:Proposals@maine.gov) |

TABLE OF CONTENTS

|  |  |  |
| --- | --- | --- |
|  |  | **Page** |
| **PUBLIC NOTICE** |  | 2 |
| **RFP DEFINITIONS/ACRONYMS** | | 3 |
|  |  |  |
| **PART I** | **INTRODUCTION** | 5 |
| A. | PURPOSE AND BACKGROUND | 5 |
| B. | GENERAL PROVISIONS | 5 |
| C. | ELIGIBILITY TO SUBMIT BIDS | 6 |
| D. | CONTRACT TERM | 6 |
| E. | NUMBER OF AWARDS | 6 |
|  |  |  |
| **PART II** | **SCOPE OF SERVICES TO BE PROVIDED** | 7 |
|  |  |  |
| **PART III** | **KEY RFP EVENTS** | 14 |
| A. | PRE-BIDDERS CONFERENCE | 14 |
| B. | QUESTIONS | 14 |
| C. | AMENDMENTS | 14 |
| D. | NOTICE OF INTENT TO BID | 14 |
| E. | SUBMITTING THE PROPOSAL | 15 |
|  |  |  |
| **PART IV** | **PROPOSAL SUBMISSION REQUIREMENTS** | 16 |
| A. | PROPOSAL FORMAT | 16 |
| B. | PROPOSAL CONTENTS | 17 |
|  |  |  |
| **PART V** | **PROPOSAL EVALUATION AND SELECTION** | 20 |
| A. | EVALUATION PROCESS – GENERAL INFORMATION | 20 |
| B. | SCORING WEIGHTS AND PROCESS | 20 |
| C. | SELECTION AND AWARD | 21 |
| D. | APPEAL OF CONTRACT AWARDS | 21 |
|  |  |  |
| **PART VI** | **CONTRACT ADMINISTRATION AND CONDITIONS** | 22 |
| A. | CONTRACT DOCUMENT | 22 |
| B. | STANDARD STATE CONTRACT PROVISIONS | 22 |
|  |  |  |
| **PART VII** | **RFP APPENDICES AND RELATED DOCUMENTS** | 23 |
| APPENDIX A | PROPOSAL COVER PAGE | 24 |
| APPENDIX B | DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION | 25 |
| APPENDIX C | QUALIFICATIONS & EXPERIENCE FORM | 26 |
| APPENDIX D | COST PROPOSAL FORM | 29 |
| APPENDIX E | NOTICE OF INTENT | 30 |
| APPENDIX F | SUBMITTED QUESTIONS FORM | 32 |
| APPENDIX G | PERFORMANCE MEASURE REPORT TEMPLATE | 33 |

# **PUBLIC NOTICE**

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

**State of Maine**

**Department of Health and Human Services**

**Office of Substance Abuse and Mental Health Services**

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

The State of Maine is seeking proposals for a Homeless Opioid Users Service Engagement (HOUSE) pilot project to provide fifty (50) opioid users, who are among the most vulnerable and unstable in the State, with rapid access to low-barrier treatment for Substance Use Disorders (SUD) and stable housing to support their recovery.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

A Pre-Bidders’ Conference will be held on September 26, 2019 at 10:00 a.m. local time at the following location: 109 Capital Street, Augusta, Maine 04330, 1st Floor, Maine A Conference Room.

Proposals must be submitted to the State of Maine Division of Procurement Services to the following e-mail address: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on November 27, 2019. Proposals will be opened at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, Maine the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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

**RFP DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this RFP.

|  |  |
| --- | --- |
| **BASIC ACRONYMS** | |
| **Department** | Maine Department of Health and Human Services |
| **RFP** | Request for Proposals |
| **State** | State of Maine |
| **HOUSE** | Homeless Opioid Users Service Engagement |

1. **DSM-5:**The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition which is the taxonomic and diagnostic tool published by the American Psychiatric Association (APA). The DSM-5 serves as the principal authority for psychiatric diagnoses.
2. **Housing First:**

Prioritizes the provision of permanent housing to Individuals Who Are Experiencing Homelessness (IWAEH).

1. **Individuals Who Are Experiencing Homelessness (IWAEH):**

Adults, unaccompanied youth, and families with children who lack a fixed, regular, and adequate nighttime residence or who are at risk of imminently losing their primary nighttime residence, including those who are sharing another person’s dwelling on a temporary basis under which permission to remain is contingent upon the hospitality of the primary leaseholder or owner and can be rescinded at any time without notice. IWAEH includes:

1. Individuals and families who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or another dangerous or life-threatening situation involving violence against the individual or a member of the family; or
2. Individuals who are exiting an institution where the individual resided for ninety (90) or fewer days and resided in an emergency shelter or place not meant for human habitation immediately before entering the institution.

1. **Housing Assistance Fund:**

Funding to assist HOUSE Participants with immediate access to stable housing.

1. **Maine State Housing Authority:**As defined by [30-A M.R.S.A. § 4722](http://legislature.maine.gov/legis/statutes/30-A/title30-Asec4722.html).
2. **Medication-Assisted Treatment (MAT):**

The evidence-based, whole-patient approach to the treatment of Substance Use Disorder (SUD) that combines counseling and behavioral therapies with medications approved by the federal Food and Drug Administration for the treatment of SUD, such as buprenorphine and naloxone combination drugs, methadone, or naltrexone.

1. **Outcome Measurement Tool:**

Structured inventory implemented to measure client-level change based on existing best practices or emerging practices.

1. **Participant:**   
   An individual who is enrolled in HOUSE services.
2. **Peer Support Specialist (PSS):**

An individual who assists Participants in pursuing recovery using non-clinical methods.

1. **Private Non-Medical Institution (PNMI):**

As defined in [10-144 C.M.R, Ch. 101, Ch. II, § 97.01-9](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s097.docx).

1. **Recovery:**

A process of change through which an individual improves their health and wellness, lives a self-directed life, and strives to reach their full potential.

1. **Recovery Residence:**

A dwelling certified by the [Maine Association of Recovery Residences](https://www.mainerecoveryresidences.com/).

1. **Rural:**

All population, housing, and territory not included within an Urban area of the State.

1. **Substance Use Disorder (SUD):**A medical condition in which the use of one (1) of more substances leads to a clinically significant impairment or distress.
2. **Urban:**

For the purposes of this RFP, Urban includes Bangor, Lewiston/Auburn, and Portland.

**State of Maine - Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

# **PART I INTRODUCTION**

## Purpose and Background

The Department of Health and Human Services (Department) is seeking proposals to provide a Homeless Opioid Users Service Engagement (HOUSE) Pilot Project as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the contractor(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

The Department provides supportive, preventive, protective, and public health and intervention services to preserve public health and assist individuals and families in meeting their needs. The Department strives to provide these programs and services, while respecting the rights and preferences of individuals and families. The Department’s Office of Substance Abuse and Mental Health Services (SAMHS) is responsible for ensuring the safety, permanency and well-being of individuals suffering from mental illness and substance abuse.

The services resulting from this RFP are intended to provide HOUSE services, as a step to address the opioid crisis, to individuals who may be among the most vulnerable to Substance Use Disorder (SUD) and associated conditions that may act as barriers to Recovery, including homelessness. The HOUSE services shall provide Individuals Who Are Experiencing Homelessness (IWAEH) with the ability to improve their:

* Health by engaging in healthcare services;
* Physical and emotional safety by providing safe housing;
* Resiliency by providing comprehensive behavioral health services; and
* Opportunity to seek Recovery with critical individualized support and infrastructure.

This RFP is a result of the 129th Maine Legislature, First Regular Session, [H.P. 965 – L.D. 1337](http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP0965&item=7&snum=129).

## General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the RFP Coordinator identified on the cover page of this RFP. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this 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 this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this 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 this RFP.
4. The Bidder shall take careful note that in evaluating a proposal submitted in response to this 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 shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of one hundred eighty (180) days from the date and time of the bid opening.
6. The RFP and the selected Bidder’s proposal, including all appendices or attachments, shall 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 considered 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.).
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

## Contract Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | 2/1/2020 | 1/31/2022 |

## Number of Awards

The Department anticipates making multiple awards as a result of this RFP process. At least one (1) award will be made for an Urban area of the State and one (1) award will be made for a Rural area of the State but multiple awards may be made for each area.

**Bidders interested in providing these services for multiple locations must submit a separate proposal for each area.**

# **PART II SCOPE OF SERVICES TO BE PROVIDED**

**Specific instructions for the Bidder to provide a narrative response to the Scope of Services. The Bidder must:**

* **Address all requirements outlined in PART II of the RFP.**
* **Include the resources, methods and/or strategies to be utilized during service delivery, which will meet the requirements of the RFP.**
* **Ensure narrative responses are presented in a format which reflects the respective header titles.**
* **Clearly identify any work subcontractors and/or consultants are to perform.**

1. **Service Location**
   * + 1. Provide Homeless Opioid Users Service Engagement (HOUSE) services pursuant to [H.P. 965 – L.D. 1337](http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP0965&item=7&snum=129).
          1. HOUSE services shall be in location(s) where social service and healthcare providers can participate in the successfully implementation of the HOUSE pilot project.
          2. Identify the density of Individuals Who Are Experiencing Homelessness (IWEAH) with opioid use disorder in the proposed location(s).
          3. Identify the frequency of use of emergency services by IWAEH with opioid use disorder in the proposed location(s).
2. **Target Population**
3. Identify IWAEH, who are opioid users with a history of drug overdose, and who meet the criteria for physiological dependence on opioids according to the DSM-5.
   1. Identify the number of Participants to be serviced in the proposed area.
4. Ensure priority populations have access to HOUSE services, including but not limited to:
   1. Pregnant and parenting women;
   2. Intravenous drug-users; and
   3. Individuals who are being discharged from incarceration or long-term hospitalization due to complications related to a Substance Use Disorder (SUD).
5. **Client Health Insurance Coverage Screening and Billing Methods**
   * + - 1. Determine if IWAEH have either private health insurance or are MaineCare Members prior to providing HOUSE services.

Provide assistance to IWAEH without MaineCare or private insurance in applying for MaineCare benefits within fourteen (14) days calendar of the date HOUSE services are initiated.

* + - * 1. Submit claims to MaineCare for IWAEH who are MaineCare Members, ensuring:

Claims are limited to the standard terms of MaineCare/Medicare reimbursement;

* + - * 1. Medically Needy Deductibles, are met by the IWAEH (if financially able), before submitting a claim to MaineCare.
    1. Exceptions to the Medically Needy Deductible must be submitted to the Department for approval.
    2. Payments shall be subject and limited to the standard terms of MaineCare reimbursement when it is not financially feasible for the MaineCare Member.
       - 1. Submit a claim to the IWAEH private health insurance carrier for services (or any other service covered by the IWAEH health insurance carrier).
         2. Invoice the Department directly for IWAEH who do not have MaineCare/Medicare or private health insurance.

Ensure services (or any other service covered by MaineCare) are billed consistent with the standard terms of MaineCare reimbursement.

IWAEH who receive eligibility for MaineCare after services begin (or any other service covered by MaineCare), obtain retroactive MaineCare coverage and reimbursement for the services provided and credit any such retroactive reimbursements to the Department under the resulting contract from this RFP, according to the MBM [10-144 C.M.R. Ch. 332, Part 2, § 13.4](https://www.maine.gov/sos/cec/rules/10/144/ch332/144c332-sans-extras.docx).

Ensure the Department is the payor of last source.

* + - * 1. Manage funds under the contract resulting from this RFP, ensuring IWAEH are not prematurely discharged when the clinical need for HOUSE services is still present.

1. **HOUSE Service Requirements**
2. Ensure HOUSE services assist IWAEH in:
   1. Attaining and sustaining Recovery;
   2. Minimizing risk of overdose using methods including reducing or ceasing substance use;
   3. Decreasing likelihood of diversion of prescribed substances, including buprenorphine;
   4. Connecting with Recovery community and its resources;
   5. Identifying individual short-term and long-term goals;
   6. Developing new skills to support Recovery.
3. Ensure HOUSE cases are evaluated monthly for appropriateness and efficacy of services received, including at minimum each Participant’s:
   1. Recent substance use;
   2. Employment;
   3. Engagement in meaningful community activities;
   4. Psychosocial supports; and
   5. Willingness to participate in further treatment to maintain recovery.
4. Provide intensive outreach using a collaborative team case review approach to identify and recruit Participants;
5. Provide comprehensive clinical biopsychosocial assessments within seven (7) days of the Participant’s initial services and ongoing throughout HOUSE services;
6. Ensure Medication-Assisted Treatment (MAT), includes:
   1. Initiating MAT with Participants within forty-eight (48) hours of enrollment in HOUSE services;
   2. Utilizing a collaborative staffing model ensuring staff meet, at a minimum, one (1) time per week to:
      1. Plan Participant services;
      2. Review Participant progress; and
      3. Implement Participant re-enrollment strategies when necessary;
   3. Office-based (outpatient) daily observed medication administration to Participants;
   4. Individual and group psychotherapy, pharmacotherapy, and support groups;
   5. Treatment of co-occurring psychiatric disorders when present.
7. Provide intensive case management by:
   1. Offering a comprehensive range of community-based services to address biopsychosocial needs of Participants including:
      1. Outreach;
      2. Assessment;
      3. Care coordination;
      4. Advocacy;
      5. Support;
      6. Planning and facilitation of services to meet each Participant’s comprehensive mental health, medical, and dental health needs while reducing redundant services and supporting Participants in achieving goals, including:
         1. Acquiring medical care and material resources, including but not limited to:
            1. Food;
            2. Shelter; and
            3. Clothing.
         2. Improving psychosocial functioning and developing greater autonomy;
         3. Achieving employment and supportive community involvement;
         4. Developing coping and problem-solving skills;
         5. Developing a community support system to help Participants meet the demands of community life; and
         6. Accessing benefits and services for which Participants may qualify, including but not limited to:
            1. Housing;
            2. Medical;
            3. Behavioral health;
            4. Employment;
            5. Education;
            6. Supplemental income;
            7. Transportation;
            8. Utility (i.e. electric, heat, etc.); and
            9. Community and family integration services.
   2. Supporting compliance with MAT and other services necessary for Participant Recovery;
   3. Assisting Participants, who utilize the Housing Assistance Fund, in securing alternative financial resources to be used for the purpose of housing, including but not limited to:
      1. Employment;
      2. General assistance;
      3. [Bridging Rental Assistance Program](https://www.maine.gov/dhhs/samhs/mentalhealth/housing/brap/) (BRAP);
      4. [Housing Choice Vouchers (AKA Section 8)](https://www1.maine.gov/dhhs/samhs/mentalhealth/housing/section-8/eligibility.html).
   4. Provide housing liaison services by:
      1. Identifying appropriate housing placements for HOUSE Participants that may include but are not limited to:

Housing First Developments;

Recovery Residences;

Private Non-Medical Institutions; and

Private apartments leased either directly by the Participant or by the awarded Bidder via a master lease agreement.

* + 1. Coordinating with local housing authorities, affordable housing developers, municipal general assistance offices, and housing voucher administrators to provide HOUSE Participants with access to these placements and maximizing availability of assistance, subsidies, and/or vouchers.
  1. Provide transition liaison services by:
     1. Assisting Participants who are transitioning out of incarceration or hospitalization;
     2. Recruiting individuals who are incarcerated or hospitalized and who expect to be discharged soon for participation in HOUSE services;
     3. Assisting potential HOUSE Participants with enrollment process;
     4. Coordinating with the correctional and/or medical facilities to facilitate the Participants smooth transition into HOUSE services;
     5. Ensuring Participants have access to housing immediately upon discharge from a correctional or medical facility.
  2. Peer Support Specialist (PSS) who is/are responsible for:
     1. Serving as a role model to Participants; and
     2. Providing one-on-one peer support services to Participants, including but not limited to:

Assisting in reduction of harmful behaviors;

Identifying strengths and skills that help reduce illegal substance use; and

Developing recovery goals.

* + 1. Coordinating and facilitating peer recovery groups.

1. Develop a Housing Assistance Fund plan which:
   1. Provides Participants with immediate rental assistance;
   2. Includes a business plan and detailed budget outlining the proposed management of the fund.
      1. Describes the criteria and procedures to be used to ascertain a Participant’s initial and ongoing need for rental assistance funding.

A Participant may receive more or less than eighteen (18) months of financial assistance from the Housing Assistance Fund based on individual need of financial assistance to achieve housing stability.

Participant contribution to rent will be calculated consistent with existing State and federal rental assistance programs.

* + 1. Describes a process which will ensure each housing unit selected is inspected and meets quality standards consistent with existing State and federal rental assistance programs.
    2. Shall be reviewed and approved by Maine State Housing Authority and the Department prior to administration.

1. **Evaluation**
2. Ensure an independent entity conducts a rigorous evaluation including cost-benefit analysis of HOUSE services each year, considering at a minimum the Participant’s:
   * + - 1. Extent of engagement in MAT;
         2. Stability of housing achieved;
         3. Achievement of employment;
         4. Engagement in community volunteer positions;
         5. Reconnection with family;
         6. Incidents of overdose;
         7. Involvement with criminal justice and law enforcement systems;
         8. Use of emergency medical systems including emergency medical response;
         9. Engagement with crisis intervention services;
         10. Use of emergency shelter and food resources;
         11. Efficacy and patient satisfaction with group physician visits (if applicable);
         12. Inpatient hospital stays; and
         13. Discharge; proportion of Participants who:

Withdraw voluntarily;

Terminate services following successful completion; and

Terminate services because HOUSE could no longer provide services.

1. **Staffing Requirements**
   * + - 1. Provide job descriptions including minimum qualifications for all staff, including the Project Lead assigned to the project being proposed.
         2. Provide up-to-date resumes for all staff assigned to the project being proposed.
         3. If applicable, describe how subcontractors will interact with the Bidder’s organization (i.e. oversight and management of subcontractor).

Provide the qualification and experience of independent evaluator.

* + - * 1. Provide a staffing plan describing how the minimum staffing requirements/qualification will be met. The plan should clearly be delineated by position and include how much staff time will be assigned to the services provided within this RFP.
        2. At a minimum ensure HOUSE services include:

One (1) full-time team supervisor;

Case Managers;

One (1) full-time housing liaison;

One (1) full-time transition liaison

A Medical professional licensed and in good standing with the appropriate Maine licensing board, who is authorized to prescribe medication approved by the Food and Drug Administration for treatment of SUD;

Nurse care manager licensed and in good standing with the [Maine Board of Nursing](https://www.maine.gov/boardofnursing/);

Licensed Clinical Social Worker in good standing with the [Maine Board of Social Workers](https://www.maine.gov/pfr/professionallicensing/professions/social_workers/), or Licensed Alcohol and Drug Counselor in good standing with the [Maine Board of Alcohol and Drug Counselors](https://www.maine.gov/pfr/professionallicensing/professions/alcohol/index.html);

Certified psychiatric mental health nurse practitioner licensed and in good standing with the [Maine Board of Nursing](https://www.maine.gov/boardofnursing/); and

Peer Support Specialists (PSSs) who:

Have a current certificate as a [Certified Intentional Peer Support Specialist](https://www.maine.gov/dhhs/samhs/mentalhealth/wellness/intentional_peer.shtml); and/or

Completed [CCAR Recovery Coach Academy](https://addictionrecoverytraining.org/recovery-coach-academy/).

1. **Outcome Measurement**
2. Identify an Outcome Measurement Tool(s), to be approved by the Department prior to utilization, to measure and document change of the Participants:
   1. Physical health;
   2. Physical and emotional safety;
   3. Factors supporting resiliency in Recovery;
   4. Employment; and
   5. Housing status.
3. **Performance Measures**
4. Perform all services under the contract resulting from this RFP by achieving all Performance Measures listed within TABLE 1.
   1. Submit data to support the performance measure utilizing **Appendix G -** Performance Measure Report or a via third-party data source, as indicated within the performance measure data source column of TABLE 1.
   2. Provide additional supportive documentation as indicated within TABLE 1, for Department validation of the summary data submitted within the Performance Measures Report as requested by the Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 1**  **AWARDED BIDDER MANDATORY PERFORMANCE MEASURES** | | | |
|
|  | **Performance Measure** | **Assessment Cycle** | **Supportive Documentation and Performance Measure Data Source**  (all reports should be listed in the “Reports” section) |
| *Office Goal/Initiative: Provide an array of services for vulnerable populations* | | | |
| a. | Provide HOUSE services for the population identified in the Bidder’s proposal during contract period. | Quarterly | Quarterly Report |
| *Office Goal/Initiative: Develop and implement evidence-based practices* | | | |
| b. | Develop base rates of change in related to Outcome Measurements. | Quarterly | Quarterly Report |

# **Reports**

* 1. Track and record all data/information necessary to complete the required reports listed in TABLE 2:

|  |  |  |
| --- | --- | --- |
| **TABLE 2 – REQUIRED REPORTS** | | |
| **Name of Report or On-Site Visit** | | **Description or Appendix #** |
| a. | Performance Measures Report | **Appendix G** |
| b. | Department On-Site Visit | The Department will perform an On-Site Review of the awarded Bidder’s service location(s). |
| c. | Quarterly Report of Revenue and Expenses | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/contracts/index.html) |
| d. | Contract Closeout Report | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/contracts/index.html) |
| e. | Housing Assistance Fund Report | Provided to the Department and MaineHousing and includes the Participant’s:NameIncomeMonthly rentRent paid by ParticipantRent paid by Housing Assistant FundsLandlordRental assistance period |

# The awarded Bidder shall submit all of the required reports listed in the table below to the Department in accordance with the timelines established within TABLE 3:

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 3 – REQUIRED REPORTS TIMELINES** | | | |
| **Name of Report or On-Site Visit** | | **Period Captured by Report or on-site visit:** | **Due Date:** |
| a. | Performance Measures Report | Each quarter | Thirty (30) days after each quarter |
| b. | Department On-Site Visit | Point-in-time | Annually, at the Department’s discretion |
| c. | Quarterly Report of Revenue and Expenses | Each quarter | Thirty (30) days after each quarter |
| d. | Contract Closeout Report | Entire contract period | Sixty (60) days following the close of the contract period. |
| e. | Housing Assistance Fund Report | Bi-Annually | Thirty (30) days after the initial and preceding six (6) month periods. |

# **PART III KEY RFP EVENTS**

## Pre-Bidders Conference

A Pre-Bidders’ Conference will be held at the date, time, and location shown on the RFP Cover Page. The purpose of the Pre-Bidders’ Conference is to document, in writing, Bidders questions in order to clarify any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to this RFP. Although attendance at the Pre-Bidders’ Conference is not mandatory, it is encouraged that interested Bidders attend.

## 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.

Bidders and other interested parties should use **Appendix F** **-** Submitted Questions Form for submission of questions.

1. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
2. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
3. **Questions and Answers Summary:** Responses to all questions will be compiled in writing and posted on the [Division of Procurement Services website](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 the website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on the website will be considered binding.

## Amendments

All amendments released in regard to this RFP will also be posted on the [Division of Procurement Services website](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to the website to obtain amendments. Only those amendments posted on the website are considered binding.

## Notice of Intent

* + - 1. **Notice of Intent Due:** Bidders interested in submitting a proposal are required to submit **Appendix E** - Notice of Intent by the date and time specified on the RFP cover page.

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

* + - 1. **Submission:** Notices of Intent must be received by the RFP Coordinator listed on the RFP 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.
      2. **Content:** The Notice of Intent must be submitted using **Appendix E** **-** Notice of Intent and shall include the following:

1. RFP number, RFP title and specific service area;
2. Bidder’s Organization Name as will be identified on **Appendix A** **-** Proposal Cover Page;
3. Complete mailing address;
4. Chief Executive and Lead Point of Contact for the proposal;
5. Telephone number and e-mail addresses for listed individuals;
6. Brief description of the Bidder’s experience and ability to perform services similar to those required within this RFP; and
7. Signature of an individual authorized to enter into the contract with the Department on behalf of the Bidder’s organization (i.e., a chief executive, as identified above).
8. **The Bidder must submit a separate Notice of Intent for each area they intend to bid on.**

## Submitting the Proposal

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 this RFP, at which point they will be opened. Proposals received **after** the 11:59 p.m. deadline will be **rejected** without exception.
2. **Bidders must submit a separate Proposal for each area they intend to bid on.**
3. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).

Only proposals received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

1. The Bidder must insert the following into the subject line of their e-mail submission: “**RFP# 201909154 Proposal Submission**”
2. The Bidder’s proposal must be broken down into multiple files, with each file named as it is titled in bold below, and include:

- **File 1**: *PDF format preferred*

Table of Contents

**Appendix A** **-** Proposal Cover Page

**Appendix B** **-** Debarment, Performance and Non-Collusion Certification

- **File 2**: *PDF format preferred*

**Appendix C** **-** Organization Qualifications and Experience and all related/required attachments stated in PART IV.B. Section I.

- **File 3**: *PDF format preferred*

Proposed Services and all related/required attachments stated in PART IV.B. Section II.

- **File 4**: *Excel format preferred*

**Appendix D** **-** Cost Proposal and all related/required attachments stated in PART IV.B. Section III.

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Bidder’s proposal must follow the outline used within PART IV of the RFP, including the numbering and section and sub-section headings. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result either in disqualification or reduction in scoring of the proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed, yet succinct, responses that demonstrate the Bidder’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

1. All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the RFP cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder’s name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
2. All electronic documents should be formatted for printing as formatting will not be adjusted prior to printing and reviewing these documents.
3. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. **The narrative response to Proposed Services (see PART IV.B. - Section II) must be limited to a maximum total of twenty-five (25) pages.** Appendices and attachments are not considered part of the page limit. Additional materials not requested will not be considered part of the proposal and will not be evaluated.
4. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
5. Any documents, templates, or samples created or incorporated into the proposal should be representative of the quality of the work that can be expected of the Bidder’s staff and its subcontractors and/or consultants during any contract resulting from this RFP.
6. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department’s evaluation team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
7. The Bidder must complete and submit **Appendix A** **-** Proposal Cover Page. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
8. The Bidder must complete and submit **Appendix B** **-** Debarment, Performance and Non-Collusion Certification Form. Failure to provide this certification form will result in the disqualification of the Bidder’s proposal.

## Proposal Contents

**Section I Organization Qualifications and Experience**

* + - 1. **Overview of the Organization**

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

Bidders who propose providing HOUSE services in collaboration with subcontractors must demonstrate both their experience as well as the subcontractors experience:

Engaging with IWAEH and who use opioids in the State;

Administering MAT to vulnerable populations; and

Providing housing support services to IWAEH.

* + - 1. **Subcontractors and/or Consultants**

If subcontractors and/or consultants are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ and/or consultants’ organizational capacity and qualifications.

* + - 1. **Organizational Chart**

Provide an organizational chart of the Bidder’s organization. The organizational chart must identify all staff/positions (including Project Lead) assigned to the project and include all corresponding job titles.

* + - 1. **Litigation**

Attach 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 the submitted attachment.

* + - 1. **Financial** **Viability**

Provide the three (3) most recent years of Financial Statements audited or reviewed by a Certified Public Accountant.

* + - 1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials of the Bidder, its proposed staff and/or subcontractors and/or consultants required to provide the proposed services.

* + - 1. **Certificate of Insurance**

Provide a valid certificate of insurance on a standard ACORD form 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) | Subcontractors and/or consultants |
| Three (3) | Organizational Chart |
| Four (4) | Litigation |
| Five (5) | Financial Viability |
| Six (6) | Licensure/Certification |
| Seven (7) | Certificate of Insurance |

Attachments 1 – 7, must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of the RFP. Attachments 1 – 7 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of the RFP.

**Section II Proposed Services**

* 1. **Services to be Provided**

Address the Scope of Services to be Provided in PART II of this RFP and what the Bidder will offer.

* 1. **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors and/or consultants.

**Required Attachments Related to Proposed Services**

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| Eight (8) | Housing Assistance Fund   * Outline of Plan * Business Plan * Detailed Budget |
| Nine (9) | Job Descriptions |
| Ten (10) | Staff Resumes |
| Eleven (11) | Staffing Plan |
| Twelve (12) | Implementation - Work Plan |

Attachments 8 – 12, must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of the RFP. Attachments 8 – 12 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of the RFP.

**Section III Cost Proposal**

1. **General Instructions**
2. The Bidder must submit a cost proposal that covers the entire period of the initial contract. Please use the expected “Initial Period of Performance” dates stated in PART I.D.
3. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
4. No costs related to the preparation of the proposal for this 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.
5. **Cost Proposal Form and Budget Narrative Instructions**
   1. The Bidder shall complete **Appendix D -** Cost Proposal Form, following the instructions detailed in the form. Failure to provide the requested information, and to follow the required cost proposal format, may result in the exclusion of the proposal from consideration, 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 shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised 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 selection of a contractor shall 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.
      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, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

## Scoring Weights and Process

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

**Section I. Organization Qualifications and Experience (30 points)**

Includes all elements addressed above in PART IV.B. Section I.

**Section II. Proposed Services (40 points)**

Includes all elements addressed above in PART IV.B. Section II.

**Section III. Cost Proposal (30 points)**

Includes all elements addressed above in PART IV.B. Section III.

* 1. Cost Proposal (25 points)
  2. Budget Narrative (5 Points)

1. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score PART IV.B. Sections I. & II. of the RFP. Members of the evaluation team will not score Sections I. & II. individually but, instead, will arrive at a consensus as to assignment of points for both Sections I. & II. PART IV.B. Section III. Cost Proposal will be scored as described in PART V.B.3. of the RFP.
2. **Scoring the Cost Proposal:** Cost proposals will be compared only against other proposals for the same area (Rural vs. Urban) they are proposing services in. The total cost proposed for conducting all the functions specified in this 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 will not seek a best and final offer 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 Cost Proposal will be used to evaluate the responsiveness of the narrative material and supporting documentation contained with this section including: accuracy and reasonableness (assumptions used in calculating the costs), budget and financial stability (see **Appendix D**). 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(s) to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with the 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.
2. **Selection and Award**
   * + 1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   1. Notification of contractor selection or non-selection will be made in writing by the Department.
   2. Issuance of this 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 this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   3. The Department reserves the right to reject any and all proposals or to make multiple awards.

## Appeal of Contract Awards

Any person aggrieved by the award decision that results from this 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 made in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009, within fifteen (15) calendar days of receipt of notification of contract award.

# **PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

## 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 [Division of Procurement Services’ website](https://www.maine.gov/dafs/bbm/procurementservices/forms).

Other forms and contract documents commonly used by the Department can be found on the Department’s [Division of Contract Management website](http://www.maine.gov/dhhs/contracts/).

* + - 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 fourteen (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 this 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(s) shall act as an independent contractor and not as an agent of the State of Maine.

## Standard State Contract Provisions

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 thirty (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 this RFP.

# **PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. **Appendix A** **-** Proposal Cover Page
2. **Appendix B** **-** Debarment, Performance and Non-Collusion Certification
3. **Appendix C** **-** Qualifications and Experience Form
4. **Appendix D** **-** Cost Proposal Form
5. **Appendix E** **-** Notice of Intent
6. **Appendix F** **-** Submitted Questions Form
7. **Appendix G** **-** Performance Measure Report Template

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

## PROPOSAL COVER PAGE

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area:** | **🞐 Rural 🞐 Urban** | **Specific Location Being Served:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| ***(Provide information requested below if different from above)*** | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department 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 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 Substance Abuse and Mental Health Services*

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

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors and/or consultants 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 (3) 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; and*
   4. *Have not within a three (3) year period preceding this proposal had one (1) or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, contract, 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.*

**Failure to provide this certification will result in the disqualification of the Bidder’s proposal.**

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

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

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

|  |
| --- |
| **Present a statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific services required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required services. Expand this form and use additional pages to provide this information, as needed.** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP.** |

|  |  |
| --- | --- |
| **Project One** | |
| **Bidder or Subcontractor Organization Name:** |  |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Bidder or Subcontractor Organization Name:** |  |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

**APPENDIX C (continued)**

|  |  |
| --- | --- |
| **Project Three** | |
| **Bidder or Subcontractor Organization Name:** |  |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

## COST PROPOSAL FORM AND BUDGET NARRATIVE

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$** |

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

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



**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

**NOTICE OF INTENT**

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area:** | **🞐 Rural 🞐 Urban** | **Specific Location Being Served:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | | |
| **Chief Executive - Name/Title:** | |  | | | |
| **Tel:** |  | | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | | |
| **Headquarters City/State/Zip:** | |  | | | |
| ***(Provide information requested below if different from above)*** | | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | | |  | |
| **Tel:** |  | | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | | |
| **Headquarters City/State/Zip:** | |  | | | |
| **Signature of person authorized to enter into the contract with the Department:** | | | **Print name of person authorized to enter into the contract with the Department:** | | |
|  | | |  | | |

**APPENDIX E (continued)**

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

**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

**SUBMITTED QUESTIONS FORM**

**RFP# 201909154**

**Homeless Opioid Users Service Engagement (HOUSE) Pilot Project**

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

|  |  |
| --- | --- |
| **Question #** | **RFP Page Number and Specific Section**  **Related Question** |
| Format | *Page #, Section*  *Question* |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |
| 16 |  |
| 17 |  |
| 18 |  |
| 19 |  |
| 20 |  |

*\* Provide the RFP Page Number and Specific Section in which the question relates to. If a question is not related to any section of the RFP, provide just the question.*

*\*\* Add additional rows, if necessary.*

**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Office of Substance Abuse and Mental Health Services*

**PERFORMANCE MEASURE REPORT TEMPLATE**

**RFP# 201909154**

**Homeless Opioid Users Services Engagement (HOUSE) Pilot Project**

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

