**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP 202406113 Professional Training and Certification Services |
| **RFP ISSUED BY:** | Department of Health and Human Services Office of Child and Family Services and  Office of Aging and Disability Services |
| **SUBMITTED QUESTIONS DUE DATE:** | October 16, 2024, no later than 11:59 p.m., local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | October 22, 2024 |
| **PROPOSAL DUE DATE:** | November 25, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | 1. Is the State open to partial bids, whereby vendors can bid on only the live training or the online training portions of the scope; or 2. Is it expected that only one bidder will be awarded for the entirety of the project? |
| **Answer** | |
| 1. No. 2. Refer to Part I, E. of the RFP. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part II, A.1., Page 12 | Are vendors required to maintain an office location if they can provide services 100 percent remotely? |
| **Answer** | |
| The Department expects in-person trainings to be conducted, refer to Part II, B.1. of the RFP. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part II, B., Page 12 | 1. Are synchronous live trainings intended to be conducted remotely (e.g., via web conferencing platform such as Zoom, etc.); or 2. Is the vendor expected to offer on-site, in-person trainings as well? 3. If so, where are these trainings expected to take place? For example, will participating agencies be able to host on-site trainings, or is the vendor expected to coordinate all logistics? 4. How are these costs passed on to the State? |
| **Answer** | |
| 1. Yes. 2. Yes. 3. It is at the Bidder’s discretion. The awarded Bidder is encouraged to work with participating agencies to host on-site trainings. 4. The awarded Bidder would submit a monthly invoice for services rendered. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| N/A | 1. Is the vendor expected to collect costs from individual learners who enroll in and participate in certification pathways (e.g., through an e-commerce platform); and 2. Or will all costs per learner be paid by the State directly to the vendor? |
| **Answer** | |
| 1. No. 2. Yes. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, B.4., Page 12 | Does the state have its own subject matter experts who will consult or provide guidance to the vendor on the building/construction of certification pathways in accordance with MaineCare regulations? |
| **Answer** | |
| Yes. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| RFP Terms/ Acronyms with Definitions, BHP or DSP Pathways Certification, Page 4 and Part I, A., Exhibit 1, Page 9 | 1. Could the Department provide a definition of a crisis BHP; and 2. Which MaineCare Sections would be served by a crisis BHP? |
| **Answer** | |
| 1. To provide Children’s Crisis Resolution Services as a BHP, the employee must meet the education requirement and complete the required BHP training within the prescribed time frames. 2. Refer to [10-144 C.M.R. Chapter 101](https://www.maine.gov/sos/cec/rules/10/ch101.htm), Ch. II, Sections [65](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s065.docx), specifically 65.05-9(D) and (E). | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part I, A., Exhibit 1, Page 9 | Does the Department anticipate that pathways to job specific certifications would require the development of new job specific modules in addition to the existing curriculum? |
| **Answer** | |
| Final modules will be developed between the Department and the awarded Bidder, refer to Part II, B.3. of the RFP. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part I, A., Exhibit 1, Page 9 | Can learners complete both pathways? |
| **Answer** | |
| Yes. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part I, A., Exhibit 1, Page 9 | 1. Is it the Department’s expectation that currently certified BHPs and DSPs will need to complete additional training once this is adopted or would they be grandfathered? 2. If currently certified BHPs and DSPs need to complete additional training, will they need to completely recertify for their respective pathway? |
| **Answer** | |
| 1. The Department has yet to determine if additional training will be required or if individual will be grandfathered. 2. No. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part I, A., Exhibit 1, Page 9 | Once a learner has completed the core pathway does the certificate expire if the learner does not move forward in the pathway? At what intervals will it expire, and would those intervals be the same for BHPs and DSPs? |
| **Answer** | |
| * DSPs are required to complete the full DSP certification within six (6) months of hire - provisional certificate would expire at that point. Refer to the requirements outlined in [10-144 C.M.R. Chapter 101](https://www.maine.gov/sos/cec/rules/10/ch101.htm), Ch. II, Sections [18](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s018.docx), [20](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s020.docx), [21](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s021.docx), and [29](https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s029.docx). * BHPs are required to complete provisional certification within one (1) month of being hired and have six (6) months to obtain a full certification. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Part I, A., Exhibit 2, Page 10 | Is the assumption correct that this table reflects the total number of DSPs in the state as 10,600 annually? The 9,000 DSPs that annually complete on-going trainings plus the 1,600 new certificates each year or are the 1,600 learners incorporated in the 9,000-learner figure? |
| **Answer** | |
| Yes. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part II, B., Page 12 | Would the Department consider the incorporation of interactive instructor-led virtual training opportunities in addition the existing in-person trainings in the delivery of the DSP Pathways Training? |
| **Answer** | |
| Yes, refer to Part II, B.1. of the RFP. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part II, C., Page 13 | Does the Department anticipate the College of Direct Support remaining in the Elsevier system until the MaineIT Learning Management System is fully operational? |
| **Answer** | |
| As outlined in the RFP, the awarded Bidder will be required to develop, implement, maintain one (1) Learning Management System (LMS) for all Career Training Pathways as outline in Exhibit 1.  The Department and MaineIT have not determined the specifics of the State’s LMS as it relates to the services under this RFP. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part II, C., Page 13 | 1. What is the Department’s anticipated plan for the transition of the College of Direct Support out of Elsevier and into the new LMS? 2. Is there a timeframe where both systems will be in use (one to take training and one to track it)? 3. Will the learner data be transferable from the Elsevier LMS? |
| **Answer** | |
| 1. Refer to the answer to Question 13 of this document. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part II, C., Page 13 | Does the Department anticipate that the new content development needed for the College of Direct Support will happen in tandem with the transition to the LMS? Before the transition? Or After? |
| **Answer** | |
| New content will be developed before transition into the State LMS. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part II, E., Page 15 | 1. Would the BHP Provisional Certificate shift to the core pathway, similar to the DSP Provisional; or 2. Would the BHP provisional still be the completion of module 1? |
| **Answer** | |
| 1. To be determined by the awarded Bidder. 2. To be determined by the awarded Bidder. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Part II, F,  Page 16 | “Training may be provided to self-advocates, natural supports, and related professionals, as approved by the Department”   1. What is the approval process for these individuals not affiliated with an agency wanting to take the training? 2. What is the recertification expectation and process for these individuals? |
| **Answer** | |
| 1. The Department will be creating a process for approval of individuals not affiliated with an agency who are interested in taking the training. 2. There would be no recertification expectation unless the individual chooses to pursue full certification. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part II, F., Page 16. | 1. Does the Department anticipate the College of Direct Support Modules to be leased to the state and/or contract bidder and be compatible with the MaineIT Learning Management System; or 2. Is the expectation that the contract holder would develop new DSP Pathways Modules into the new LMS format? |
| **Answer** | |
| 1. Refer to the answer to Question 13 of this document. 2. Refer to the answer to Question 7 of this document. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II, F., Page 16. and Part IV, Section IV., Page 27. | 1. Will the College of Direct Support contract held by Elsevier be given to the chosen bidder or will it co-exist with the chosen bidder’s contract? 2. If the College of Direct Support contract goes to the chosen bidder, how should the applicant budget for it? |
| **Answer** | |
| 1. Refer to the answer to Question 13 of this document. 2. It is at the Bidder’s discretion to determine a budget for the entire Career Training Pathways as outline in the RFP. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV., Page 27. And Appendix I. | Appendix I only indicates a two-year period of performance where the RFP requests that bidders submit a cost proposal that covers 7/1/2025 – 6/30/2035. Is the Department expecting bidders to complete this for each 2-year period of performance? If so, how does the Department anticipate bidders incorporate the curriculum development, module redesign, etc. being into the cost projection at various stages throughout the timeframe? For example, when the state’s LMS is operational, if the DSP modules need to be developed, how could an applicant best anticipate budgeting for these items? |
| **Answer** | |
| The Department is only looking for Bidders to submit a cost proposal that covers the period, starting 7/1/2025 and ending on 6/30/2027. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV., Page 27. | Does the Department have an algorithm, formula or other method to calculate the anticipated growth trajectory of the professions over the next 10 years? |
| **Answer** | |
| No. | |