**STATE OF MAINE**

**Department of Public Safety**

*Bureau of Emergency Medical Services*



**RFP# 202407143**

**MOUD Program Medical Direction Support**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Robert C. Glaspy Jr. **Title:** SUD Response Program Coordinator**Contact Information:** Robert.c.glaspy@maine.gov  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** October 16, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** October 30, 2024, no later than 11:59 p.m., local time.*Proposals must be submitted electronically to the following address:***Electronic (e-mail) Submission Address:** Proposals@maine.gov |

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PUBLIC NOTICE

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**State of Maine**

**Department of Public Safety**

**RFP# 202407143**

**MOUD Program Medical Direction Support**

Maine EMS is seeking proposals for medical direction and support for statewide substance use disorder (SUD) response programming, including field initiation of medication for opioid use disorder (MOUD), within the Bureau of Emergency Medical Services (Maine EMS). This will include guidance, policy review, education, support, and clinical responsibilities (e.g., giving EMS clinicians orders to administer MOUD in the field).

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

Proposals must be submitted to the State of Maine Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on October 30, 2024. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **CME** | Continuing Medical Education |
| **CQI** | Continuous Quality Improvement |
| **Department** | Department of Public Safety  |
| **EMS** | Emergency Medical Services |
| **Maine EMS** | Maine Bureau of Emergency Medical Services |
| **MDPB** | Medical Direction & Practices Board |
| **MOUD** | Medication For Opioid Use Disorder |
| **RFP** | Request For Proposal |
| **State** | State of Maine  |
| **SUD** | Substance Use Disorder |

**State of Maine - Department of Public Safety**

*Bureau of Emergency Medical Services*

**RFP# 202407143**

**MOUD Program Medical Direction Support**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Public Safety, Bureau of Emergency Medical Services (Department/EMS) is seeking MOUD Program Medical Direction Support as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure, and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

EMS is an integral partner in the State of Maine’s Opioid Response. EMS clinicians interact with thousands of Mainers every year who are experiencing an opioid overdose and require emergent intervention. Of those patient interactions, approximately 20-30% of patients who are resuscitated with naloxone hydrochloride refuse transport to the local emergency department. Maine EMS recognizes that transport to the local emergency department offers significant resources (i.e., pathways to recovery, referrals, and naloxone take-home kits) that are currently inaccessible to those individuals who ultimately refuse transport following an overdose. Therefore, Maine EMS is seeking to help bridge that gap between those resources and patients who refuse transport to the local emergency department. EMS clinicians will continue to strongly encourage all patients, including those resuscitated with naloxone, that transport to the hospital for a thorough evaluation and monitoring, as needed, is the most appropriate course of action; however, it is understood that not all patients will wish to be transported.

In alignment with the work of other jurisdictions throughout the United States, Maine seeks to establish programming that will enable the out-of-hospital initiation of buprenorphine/naloxone by EMS clinicians. This is in alignment with the *Maine Opioid Response: 2021 Strategic Action Plan* Priority D, Strategy 14. This programming has been created to provide access to treatment for those persons who are experiencing Opioid Use Disorder no matter the transport disposition to the hospital. Additionally, for those persons who are initiated as well as those who are not ready to pursue recovery with MOUD, the Maine EMS system has also incorporated naloxone leave-behind as well as a referral pathway to existing peer-support services. The successful Bidder will support the SUD programming arm of the Maine EMS Office as a whole and will provide medical direction and clinical guidance to all the following, but not limited to, Maine EMS, Medical Direction and Practices Board, Board of EMS, service leaders, and EMS clinicians throughout the system.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	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 the RFP.
	9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

Bidders meeting the following requirements are invited to submit proposals in response to this RFP:

1. The Bidder will provide services as or through an actively licensed Maine physician (DO/MD) holding an active, unincumbered license from the Board of Licensure in Medicine (BOLIM) or the Board of Osteopathic Licensure (BOL).
2. The Bidder has the ability (via licensing) to authorize the administration of buprenorphine/naloxone.
3. The Bidder must be able to show an organizational structure that demonstrates at least five (5) years of experience in all of the following public health aspects of the overdose crisis: post-resuscitation administration of buprenorphine, MAT/MOUD treatment modalities, and/or other harm reduction services.
4. **Contract Term**

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

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | January 1, 2025 | December 31, 2025 |
| Renewal Period #1 | January 1, 2026 | December 31, 2026 |
| Renewal Period #2 | January 1, 2027 | December 31, 2027 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of the RFP process. Bidders must submit proposals satisfying all programming components totaling no more than $1.2 million for the duration of all performance periods as outlined above.

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

1. **Medical Direction and Medication Orders**
2. The awarded Bidder shall make a Maine-based or toll-free number available where EMS clinicians throughout the state can call and request medical orders to initiate MOUD (e.g., buprenorphine/naloxone).
3. Medical direction and capacity to authorize the administration of MOUD shall be available for at least twelve (12) hours per day, and those hours shall be fixed so that EMS clinicians will know when the resource is available. Maine EMS anticipates low-volume usage for this resource initially.
4. 90% of calls for medical direction and consultation about the initiation of MOUD shall be answered or returned within five (5) minutes by an individual authorized to order the administration of MOUD.
5. Authorized medical control professionals shall provide their information (name, credentials, license number, etc.) to the caller for documentation in the patient’s electronic medical record.
6. For safety purposes, the awarded Bidder shall be registered and able to access the State of Maine Prescription Monitoring Program interface before ordering the medication's administration.
7. **Programmatic Support Resources**
8. The awarded Bidder will provide at least 32 hours per week of dedicated time to support Maine EMS SUD programming by a qualified programmatic specialist. This staff person will be co-located at the Maine EMS Office in Augusta, Maine, and will be eligible for hybrid telework. This individual will be responsible for supporting the following areas, but not limited to:
	1. Protocols for patient-initiated refusals with specific guidelines considering appropriate access to care, cost efficiency, and ultimately patient safety.
	2. Continuous quality improvement programming for SUD programming includes, but is not limited to, the MOUD initiation program. Participation in the evaluation of the performance of the Maine EMS SUD Programming suite, including the MOUD initiation program and MOUD Medical Support using information regarding overdoses, naloxone reversals, and refusal to transport information from the Maine EMS electronic patient care reporting system (ImageTrend Elite).
	3. Maintain current knowledge and skills appropriate for the clinical practice of out-of-hospital addiction medicine and SUD treatment.
	4. Develop, deliver, participate, and evaluate training and continuing medical education (CME) opportunities for EMS clinicians and other healthcare professionals, synchronous (virtual and in-person) as well as asynchronous. This includes, but is not limited to:
		1. Creating and refining educational objectives for training opportunities related to Maine EMS’ SUD Programming.
		2. Making recommendations to Maine EMS and the Maine Board of EMS on requirements for initial training and ongoing continuing medical education for EMS clinicians to participate in the MOUD initiation programming.
		3. Promotion of opportunities for additional education by establishing collaborative relationships with academic institutions, EMS medical directors, and other entities qualified to offer continuing education related to SUD programming.
	5. Have a working knowledge of the Incident Command System.
9. **Support of Continuous Quality Assurance and Improvement**
10. The awarded Bidder and their proposed services must support and promulgate the process of continuous quality assurance and improvement. To do so, the awarded Bidder will contribute to the following:
	1. Development of performance metrics for SUD programming goals that can be easily communicated, measured, and monitored by EMS clinicians and EMS leadership at all levels (clinician, agency, region, state levels).
		1. Establishment of measurable standards that reflect the goals and expectations of the EMS system and local community.
		2. Feedback regarding data collection efforts that capture information reflecting care standards.
		3. Operate closely with the Maine educational process to relay appropriate feedback and stimulate necessary changes to accomplish common goals.
		4. Solicit and incorporate consumers’ and other healthcare providers’ input into the evaluation process.
		5. Incorporation of system efficacy and cost-effectiveness analyses with respect to patient outcomes.
	2. Communication with the Maine Board of EMS, Medical Direction and Practices Board, and other entities of the Board of EMS regarding these metrics.
	3. Evaluation of deficiencies identified by the metrics to identify opportunities to improve the protocol or other systemic interventions to mitigate the deficiencies.
	4. Development of continuing medical education that is tailored to the needs of the SUD program based on performance, as assessed using the metrics.
	5. Develop feedback mechanisms at all levels, from individual clinician level to systemic feedback, on both opportunities for improvement as well as positive performance.
11. **EMS Research**
12. The awarded Bidder must be prepared to design, conduct, and/or participate in research related to the SUD programming operated by Maine EMS. This includes the following:
	1. Development of research design and questions to ensure that data collection tools are sufficient to obtain the necessary information to demonstrate and communicate the value of the SUD programming, including the MOUD initiation program. This includes, but is not limited to, understanding the following related to this programming:
		1. Adverse reactions to initiation of MOUD.
		2. Continuation of MOUD at 30 days, 60 days, and 90 days following initiation by an EMS clinician.
		3. Multiple interactions with a singular patient for similar complaints related to SUD.
13. This component aligns with Maine EMS Board’s [*Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035* (May 2023)](https://www.maine.gov/ems/sites/maine.gov.ems/files/inline-files/20230522-Maine-EMS-Vision-and-Plan.pdf), particularly Section Two: Data Driven Information about the EMS System and Section Six: EMS Clinical Care.
14. As an extension of this deliverable, the awarded Bidder will:
	1. Participate in, support, and encourage the application of research methods to improve patient care, cost-effectiveness, and system performance.
	2. Identify health care and operational issues related to out-of-hospital care that need scientific evaluation and provide leadership to develop research in that area.
	3. Identify potential funding sources for EMS research in the community or at the state and federal levels.
	4. Establish collaborative relationships with academic institutions and other healthcare providers involved in scientific research.
	5. Assist the development of reliable methods for data collection.
	6. Investigate the effectiveness of EMS interventions, treatments, and system design.
15. **Performance Reporting and Expectations**
16. The awarded Bidder will be required to submit performance data monthly or upon request. At the time of award, the awarded Bidder must have access to a data collection system that is 45 CFR [*Part 160*](https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-C/part-160?toc=1) and [*Part 164*](https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-C/part-164), Subparts A and E compliant. This information should include the following data elements:
	1. Documentation of calls requesting orders for MOUD initiation:
		1. Identifying information for the specific request (e.g., run number, call number, etc.) that will be obtained from the caller.
		2. Time call received.
		3. Time authorized clinician connected with calling EMS clinician.
		4. Time call was disconnected.
		5. Outcome of each request.

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator, identified on the cover page of the RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
		3. 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.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

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

1. **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 the RFP. E-mails containing original proposal submissions, or any additional or revised proposal files, received after the 11:59 p.m. deadline will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202407143 Proposal Submission – [Bidder’s Name]”**
		6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

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

*PDF format preferred*

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

**Appendix F** (Subcontractors Form)

All required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*Excel format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, have sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or a reduction in the scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

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

* Documentation of active, unincumbered licensure for the Bidder’s physician from the Board of Licensure in Medicine (BOLIM) or the Board of Osteopathic Licensure (BOL).
* Evidence of an existing Kepro Atrezzo system account if applicable to current practice.
* CV documenting that the Bidder has an organizational structure that demonstrates at least five (5) years of experience of the following public health aspects of the overdose crisis: post-resuscitation administration of buprenorphine, MAT/MOUD treatment modalities, and/or other harm reduction services.

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

* 1. **Overview of the Organization**

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

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must complete **Appendix F** (Subcontractors Form) to provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must 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.

* 1. **Financial Viability**

Bidders must provide the following information for each of the past three tax years:

* + 1. Balance Sheets
		2. Income (Profit/Loss) Statements
	1. **Licensure/Certification**

Bidders may provide documentation of applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

* 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.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the entire period of performance starting October 9, 2024 and ending on September 30, 2027.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** 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. Preliminary Information (No Points – Eligibility Requirements)**

 Includes all elements addressed above in Part IV, Section I.

**Section II. Organization Qualifications and Experience (40 points)**

Includes all elements addressed above in Part IV, Section II.

**Section III. Proposed Services (30 points)**

Includes all elements addressed above in Part IV, Section III.

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

Includes all elements addressed above in Part IV, Section IV.

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
	2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 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 30 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

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

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Questions Form

**Appendix F** – Subcontractors Form

**APPENDIX A**

**State of Maine**

**Department of Public Safety**

**PROPOSAL COVER PAGE**

**RFP# 202407143**

**MOUD Program Medical Direction Support**

|  |  |
| --- | --- |
| **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 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 if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

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

**APPENDIX B**

**State of Maine**

**Department of Public Safety**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202407143**

**MOUD Program Medical Direction Support**

|  |  |
| --- | --- |
| **Bidder’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 proposal:*

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

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

**APPENDIX C**

**State of Maine**

**Department of Public Safety**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202407143**

**MOUD Program Medical Direction Support**

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

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of the RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Public Safety**

**COST PROPOSAL FORM**

**RFP# 202407143**

**MOUD Program Medical Direction Support**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:***(Sum of Total Expenses)* | **$**  |

**Instructions:** The Bidder must complete and submit budget forms providing a detailed breakdown of expenses in performing the services for the initial period of performance *and* all renewals as described in Part I of the RFP. The total of all total expenses amounts is the proposed cost to be used in the scoring cost formula for evaluation purposes, as described in Part V, B, 3 of the RFP.

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



Bidders must submit proposals satisfying all programming components totaling no more than $1.2 million for the duration of all performance periods as outlined in Part I, D of the RFP.

**APPENDIX E**

**State of Maine**

**Department of Public Safety**

**SUBMITTED QUESTIONS FORM**

**RFP# 202407143**

**MOUD Program Medical Direction Support**

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

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

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

**APPENDIX F**

**State of Maine**

**Department of Public Safety**

## SUBCONTRACTORS FORM

**RFP# 202407143**

**MOUD Medical Direction Support**

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

|  |
| --- |
| **If subcontractors are to be used, including consultants, provide each individual subcontractor business name, contact person, address, phone number, and a brief description of the subcontractor’s organizational capacity and qualifications.**  |

|  |
| --- |
| **Subcontractor** |
| **Subcontractor Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor’s organizational capacity and qualifications** |
|  |

|  |
| --- |
| **Subcontractor** |
| **Subcontractor Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor’s organizational capacity and qualifications** |
|  |

**APPENDIX F (continued)**

|  |
| --- |
| **Subcontractor** |
| **Subcontractor Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor’s organizational capacity and qualifications** |
|  |

|  |
| --- |
| **Subcontractor** |
| **Subcontractor Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor’s organizational capacity and qualifications** |
|  |