

**State of Maine**  
**Master Score Sheet**

| RFP# 202501002                                         |                      |                                     |                                                         |                                    |
|--------------------------------------------------------|----------------------|-------------------------------------|---------------------------------------------------------|------------------------------------|
| Recovery Support Center – Area 1                       |                      |                                     |                                                         |                                    |
| Bidder Name:                                           |                      | Biddeford Recovery Community Center | Crooked River Counseling / Lakes Region Recovery Center | Portland Recovery Community Center |
| Proposed Cost:                                         |                      | \$740,000.00                        | \$720,394.00                                            | \$1,638,483.00                     |
| Scoring Sections                                       | Points Available     |                                     |                                                         |                                    |
| Section I: Preliminary Information                     | Pass/Fail            | N/A                                 | N/A                                                     | N/A                                |
| Section II: Organization Qualifications and Experience | 25.00                | N/A                                 | 18.00                                                   | 22.00                              |
| Section III: Proposed Services                         | 45.00                | N/A                                 | 25.00                                                   | 40.00                              |
| Section IV: Cost Proposal                              | 25.00                |                                     | 25.00                                                   | 10.99                              |
| a. Cost Proposal                                       | 5.00                 | N/A                                 | 3.00                                                    | 3.00                               |
| b. Budget Narrative                                    |                      |                                     |                                                         |                                    |
| Section IV Total                                       | 30.00                | N/A                                 | 28.00                                                   | 13.99                              |
| <b>TOTAL</b>                                           | <b><u>100.00</u></b> | <b><u>Disqualified</u></b>          | <b><u>71.00</u></b>                                     | <b><u>75.99</u></b>                |

| RFP# 202501002                                         |                  |                       |                               |                                               |                                 |
|--------------------------------------------------------|------------------|-----------------------|-------------------------------|-----------------------------------------------|---------------------------------|
| Recovery Support Center – Area 2                       |                  |                       |                               |                                               |                                 |
| Bidder Name:                                           |                  | An Angel's Wing, Inc. | Larry Labonte Recovery Center | MaineHealth d/b/a Healthy Community Coalition | WMARI/The HILLS Recovery Center |
| Proposed Cost:                                         |                  | \$882,516.00          | \$340,000.00                  | \$540,952.00                                  | \$530,726.00                    |
| Scoring Sections                                       | Points Available |                       |                               |                                               |                                 |
| Section I: Preliminary Information                     | Pass/Fail        | N/A                   | N/A                           | N/A                                           | N/A                             |
| Section II: Organization Qualifications and Experience | 25.00            | 10.00                 | 20.00                         | 13.00                                         | 20.00                           |
| Section III: Proposed Services                         | 45.00            | 8.00                  | 35.00                         | 10.00                                         | 41.00                           |
| Section IV: Cost Proposal                              | 25.00            | 9.63                  | 25.00                         | 15.71                                         | 16.02                           |
| a. Cost Proposal                                       | 5.00             | 2.00                  | 3.00                          | 3.00                                          | 4.00                            |
| b. Budget Narrative                                    |                  |                       |                               |                                               |                                 |
| Section IV Total                                       | 30.00            | 11.63                 | 28.00                         | 18.71                                         | 20.02                           |
| TOTAL                                                  | 100.00           | 29.63                 | 83.00                         | 41.71                                         | 81.02                           |

| RFP# 202501002                                         |                      |                     |                          |
|--------------------------------------------------------|----------------------|---------------------|--------------------------|
| Recovery Support Center – Area 3                       |                      |                     |                          |
| Bidder Name:                                           |                      | Commonspace         | VOA Northern New England |
| Proposed Cost:                                         |                      | \$565,924.00        | \$468,606.00             |
| Scoring Sections                                       | Points Available     |                     |                          |
| Section I: Preliminary Information                     | Pass/Fail            | N/A                 | N/A                      |
| Section II: Organization Qualifications and Experience | 25.00                | 14.00               | 14.00                    |
| Section III: Proposed Services                         | 45.00                | 10.00               | 10.00                    |
| Section IV: Cost Proposal                              | 25.00                | 20.70               | 25.00                    |
| a. Cost Proposal                                       | 5.00                 | 2.00                | 3.00                     |
| b. Budget Narrative                                    |                      |                     |                          |
| Section IV Total                                       | 30.00                | 22.70               | 28.00                    |
| <b>TOTAL</b>                                           | <b><u>100.00</u></b> | <b><u>46.70</u></b> | <b><u>52.00</u></b>      |

**RFP# 202501002**

**Recovery Support Center – Area 4**

| Bidder Name:                                           |                  | Bangor Area Recovery Network | Kennebec Mental Health Associates dba Kennebec Behavioral Health | Maine Recovery Access Project (ME-RAP) |
|--------------------------------------------------------|------------------|------------------------------|------------------------------------------------------------------|----------------------------------------|
| Proposed Cost:                                         |                  | \$685,699.00                 | \$345,178.00                                                     | \$550,071.00                           |
| Scoring Sections                                       | Points Available |                              |                                                                  |                                        |
| Section I: Preliminary Information                     | Pass/Fail        | N/A                          | N/A                                                              | N/A                                    |
| Section II: Organization Qualifications and Experience | 25.00            | 22.00                        | 22.00                                                            | 22.00                                  |
| Section III: Proposed Services                         | 45.00            | 18.00                        | 38.00                                                            | 42.00                                  |
| Section IV: Cost Proposal                              | 25.00            | 12.58                        | 25.00                                                            | 15.69                                  |
| a. Cost Proposal                                       | 5.00             | 5.00                         | 2.00                                                             | 4.00                                   |
| b. Budget Narrative                                    |                  |                              |                                                                  |                                        |
| Section IV Total                                       | 30.00            | 17.58                        | 27.00                                                            | 19.69                                  |
| <b>TOTAL</b>                                           | <b>100.00</b>    | <b>57.58</b>                 | <b>87.00</b>                                                     | <b>83.69</b>                           |
| Bidder Name:                                           |                  | Pir2Peer                     | Save A Life, Inc.                                                |                                        |
| Proposed Cost:                                         |                  | \$241,700.00                 | \$559,636.00                                                     |                                        |
| Scoring Sections                                       | Points Available |                              |                                                                  |                                        |
| Section I: Preliminary Information                     | Pass/Fail        | N/A                          | N/A                                                              |                                        |
| Section II: Organization Qualifications and Experience | 25.00            | N/A                          | 10.00                                                            |                                        |
| Section III: Proposed Services                         | 45.00            | N/A                          | 12.00                                                            |                                        |
| Section IV: Cost Proposal                              | 25.00            | N/A                          | 15.42                                                            |                                        |
| a. Cost Proposal                                       | 5.00             | N/A                          | 2.00                                                             |                                        |
| b. Budget Narrative                                    |                  |                              |                                                                  |                                        |
| Section IV Total                                       | 30.00            | N/A                          | 17.42                                                            |                                        |
| <b>TOTAL</b>                                           | <b>100.00</b>    | <b>Disqualified</b>          | <b>39.42</b>                                                     |                                        |



**RFP# 202501002**

**Recovery Support Center – Area 5**

|                                                        |                         |                                                         |                                                         |                                                         |
|--------------------------------------------------------|-------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| <b>Bidder Name:</b>                                    |                         | <b>Aroostook Mental Health Services, Inc. (Calais)</b>  | <b>Aroostook Mental Health Services, Inc. (Caribou)</b> | <b>Aroostook Mental Health Services, Inc. (Houlton)</b> |
| <b>Proposed Cost:</b>                                  |                         | <b>\$272,710.00</b>                                     | <b>\$330,521.00</b>                                     | <b>\$328,119.00</b>                                     |
| <b>Scoring Sections</b>                                | <b>Points Available</b> |                                                         |                                                         |                                                         |
| Section I: Preliminary Information                     | <b>Pass/Fail</b>        | N/A                                                     | N/A                                                     | N/A                                                     |
| Section II: Organization Qualifications and Experience | <b>25.00</b>            | <b>18.00</b>                                            | <b>18.00</b>                                            | <b>18.00</b>                                            |
| Section III: Proposed Services                         | <b>45.00</b>            | <b>15.00</b>                                            | <b>15.00</b>                                            | <b>15.00</b>                                            |
| Section IV: Cost Proposal                              |                         |                                                         |                                                         |                                                         |
| a. Cost Proposal                                       | 25.00                   | 25.00                                                   | 20.63                                                   | 20.78                                                   |
| b. Budget Narrative                                    | 5.00                    | 1.00                                                    | 1.00                                                    | 1.00                                                    |
| Section IV Total                                       | <b>30.00</b>            | <b>26.00</b>                                            | <b>21.63</b>                                            | <b>21.78</b>                                            |
| <b>TOTAL</b>                                           | <b><u>100.00</u></b>    | <b><u>59.00</u></b>                                     | <b><u>54.63</u></b>                                     | <b><u>54.78</u></b>                                     |
| <b>Bidder Name:</b>                                    |                         | <b>Aroostook Mental Health Services, Inc. (Machias)</b> | <b>Healthy Acadia</b>                                   | <b>Michael's Active Recovery</b>                        |
| <b>Proposed Cost:</b>                                  |                         | <b>\$281,107.00</b>                                     | <b>\$398,236.00</b>                                     | <b>\$208,224.00</b>                                     |
| <b>Scoring Sections</b>                                | <b>Points Available</b> |                                                         |                                                         |                                                         |
| Section I: Preliminary Information                     | <b>Pass/Fail</b>        | N/A                                                     | N/A                                                     | N/A                                                     |
| Section II: Organization Qualifications and Experience | <b>25.00</b>            | <b>18.00</b>                                            | <b>24.00</b>                                            | N/A                                                     |
| Section III: Proposed Services                         | <b>45.00</b>            | <b>15.00</b>                                            | <b>42.00</b>                                            | N/A                                                     |
| Section IV: Cost Proposal                              |                         |                                                         |                                                         |                                                         |
| a. Cost Proposal                                       | 25.00                   | 24.25                                                   | 17.12                                                   | N/A                                                     |
| b. Budget Narrative                                    | 5.00                    | 1.00                                                    | 5.00                                                    |                                                         |
| Section IV Total                                       | <b>30.00</b>            | <b>25.25</b>                                            | <b>22.12</b>                                            | N/A                                                     |
| <b>TOTAL</b>                                           | <b><u>100.00</u></b>    | <b><u>58.25</u></b>                                     | <b><u>88.12</u></b>                                     | <b>Disqualified</b>                                     |



**Award Justification Statement**  
**RFP# 202501002**  
**Recovery Support Centers**

**I. Summary**

Through RFP# 202501002 Recovery Support Centers the Department sought proposals for Recovery Support Centers to provide support for individuals in the State experiencing SUD, Co-Occurring Disorder, or undiagnosed challenges, by coordinating and directing Peer Support programs to help individuals in or seeking Recovery. Multiple Bidders responded to the RFP in each of the Target Areas:

|               |                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"><li>• Biddeford Recovery Community Center</li><li>• Crooked River Counseling / Lakes Region Recovery Center</li><li>• Portland Recovery Community Center</li></ul>                                                                                                                                            |
| <b>Area 2</b> | <ul style="list-style-type: none"><li>• An Angel's Wing, Inc.</li><li>• Larry Labonte Recovery Center</li><li>• MaineHealth d/b/a Health Community Coalition</li><li>• WMARI/The HILLS Recovery Center</li></ul>                                                                                                                                |
| <b>Area 3</b> | <ul style="list-style-type: none"><li>• Commonsplace</li><li>• VOA Northern New England</li></ul>                                                                                                                                                                                                                                               |
| <b>Area 4</b> | <ul style="list-style-type: none"><li>• Bangor Area Recovery Network</li><li>• Kennebec Mental Health Associates dba Kennebec Behavioral Health (KBH)</li><li>• Maine Recovery Access Project (ME-RAP)</li><li>• Pir2Peer</li><li>• Save A Life, Inc.</li></ul>                                                                                 |
| <b>Area 5</b> | <ul style="list-style-type: none"><li>• Aroostook Mental Health Services, Inc. (Calais)</li><li>• Aroostook Mental Health Services, Inc. (Caribou)</li><li>• Aroostook Mental Health Services, Inc. (Houlton)</li><li>• Aroostook Mental Health Services, Inc. (Machias)</li><li>• Healthy Acadia</li><li>• Michael's Active Recovery</li></ul> |

Through the evaluation process, the following Bidders received the highest scores and were determined to provide the best value to the State of Maine.

|               |                                                                                                                                                        |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"><li>• Crooked River Counseling / Lakes Region Recovery Center</li><li>• Portland Recovery Community Center</li></ul> |
| <b>Area 2</b> | <ul style="list-style-type: none"><li>• Larry Labonte Recovery Center</li><li>• WMARI/The HILLS Recovery Center</li></ul>                              |
| <b>Area 4</b> | <ul style="list-style-type: none"><li>• Kennebec Mental Health Associates dba KBH</li><li>• Maine Recovery Access Project (ME-RAP)</li></ul>           |
| <b>Area 5</b> | <ul style="list-style-type: none"><li>• Healthy Acadia</li></ul>                                                                                       |

## II. Evaluation Process

An Evaluation Team, composed of five (5) State employees, applied the consensus method in scoring the Bidders' Qualifications & Experience and Proposed Services. Scores for the Cost Proposals were assigned using a mathematical formula with the Team providing a consensus score for the budget narrative.

## III. Qualifications & Experience of Conditional Awardees

Each of the Conditional Awardees offered an accomplished, experience-laden portfolio demonstrating the ability to deliver the services required by the RFP and successfully perform under the prospective contract.

## IV. Proposed Services by Conditional Awardees

Each of the Conditional Awardees provided a well-rounded response outlining an understanding of, and ability to meet, programmatic requirements of the RFP. Additionally, each of the Conditional Awardees demonstrated the means and skills necessary to meet the RFP's performance requirements through their project teams' competencies, subject matter expertise, and background.

## V. Cost Proposal and Budget Narrative

The Conditional Awardees provided detailed Budget Narratives, demonstrating full utilization of program resources, and the following initial-period-of-performance costs:

|               |                                                                                                                                                        |                                                                                   |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"><li>• Crooked River Counseling / Lakes Region Recovery Center</li><li>• Portland Recovery Community Center</li></ul> | <ul style="list-style-type: none"><li>• \$720,394</li><li>• \$1,638,483</li></ul> |
| <b>Area 2</b> | <ul style="list-style-type: none"><li>• Larry Labonte Recovery Center</li><li>• WMARI/The HILLS Recovery Center</li></ul>                              | <ul style="list-style-type: none"><li>• \$340,000</li><li>• \$530,726</li></ul>   |
| <b>Area 4</b> | <ul style="list-style-type: none"><li>• Kennebec Mental Health Associates dba KBH</li><li>• Maine Recovery Access Project (ME-RAP)</li></ul>           | <ul style="list-style-type: none"><li>• \$345,178</li><li>• \$550,071</li></ul>   |
| <b>Area 5</b> | <ul style="list-style-type: none"><li>• Healthy Acadia</li></ul>                                                                                       | <ul style="list-style-type: none"><li>• \$398,236</li></ul>                       |

## VI. Conclusion

Out of 100 possible points, the Evaluation Team awarded the Conditional Awardees the following scores:

|               |                                                                                                                                                        |                                                                         |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"><li>• Crooked River Counseling / Lakes Region Recovery Center</li><li>• Portland Recovery Community Center</li></ul> | <ul style="list-style-type: none"><li>• 71.00</li><li>• 75.99</li></ul> |
| <b>Area 2</b> | <ul style="list-style-type: none"><li>• Larry Labonte Recovery Center</li><li>• WMARI/The HILLS Recovery Center</li></ul>                              | <ul style="list-style-type: none"><li>• 83.00</li><li>• 81.02</li></ul> |
| <b>Area 4</b> | <ul style="list-style-type: none"><li>• Kennebec Mental Health Associates dba KBH</li><li>• Maine Recovery Access Project (ME-RAP)</li></ul>           | <ul style="list-style-type: none"><li>• 87.00</li><li>• 83.69</li></ul> |
| <b>Area 5</b> | <ul style="list-style-type: none"><li>• Healthy Acadia</li></ul>                                                                                       | <ul style="list-style-type: none"><li>• 88.12</li></ul>                 |

The strength of each of the Conditional Awardees' proposals outweighed other Bidders through their qualifications and experience and the services and costs they proposed. The Evaluation Team determined that the proposals submitted by these Conditional Awardees represent the best value to the State of Maine.

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [cheta@earthlink.net](mailto:cheta@earthlink.net)

Biddeford Community Recovery Center  
Chet Adams, LADC, CCS (Board President)  
274 Pool Street  
Biddeford, Maine 04005

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Mr. Adams,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

|               |                                                                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"> <li>• Crooked River Counseling / Lakes Region Recovery Center</li> <li>• Portland Recovery Community Center</li> </ul>                    |
| <b>Area 2</b> | <ul style="list-style-type: none"> <li>• Larry Labonte Recovery Center</li> <li>• WMARI/The HILLS Recovery Center</li> </ul>                                                 |
| <b>Area 4</b> | <ul style="list-style-type: none"> <li>• Kennebec Mental Health Associates dba Kennebec Behavioral Health (KBH)</li> <li>• Maine Recovery Access Project (ME-RAP)</li> </ul> |
| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to

the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



D0EE4088B014465...

Sarah Squirrell

Director

Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer

Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [ccloughbell@crookedrivermaine.org](mailto:ccloughbell@crookedrivermaine.org)

Crooked River Counseling  
Catherine Clough-Bell, LADC-CCS  
87 South High Street  
Bridgton Maine, 04009

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Clough-Bell,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

|               |                                                                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"> <li>• Crooked River Counseling / Lakes Region Recovery Center</li> <li>• Portland Recovery Community Center</li> </ul>                    |
| <b>Area 2</b> | <ul style="list-style-type: none"> <li>• Larry Labonte Recovery Center</li> <li>• WMARI/The HILLS Recovery Center</li> </ul>                                                 |
| <b>Area 4</b> | <ul style="list-style-type: none"> <li>• Kennebec Mental Health Associates dba Kennebec Behavioral Health (KBH)</li> <li>• Maine Recovery Access Project (ME-RAP)</li> </ul> |
| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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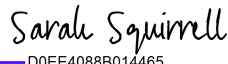
This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

A handwritten signature in black ink that reads "Sarah Squirrell". The signature is written in a cursive style.

D0EE4088B014465...

Sarah Squirrell

Director

Office of Behavioral Health

Signed by:

A handwritten signature in black ink that reads "Debra Downer Grady". The signature is written in a cursive style.

5DC6307B8558482...

Debra Downer

Deputy Director for Competitive Procurement

Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [leslie@portlandrecovery.org](mailto:leslie@portlandrecovery.org)

Portland Recovery Community Center  
Leslie Clark, Executive Director  
102 Bishop Street  
Portland Maine, 04103

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Clark,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

|               |                                                                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area 1</b> | <ul style="list-style-type: none"> <li>• Crooked River Counseling / Lakes Region Recovery Center</li> <li>• Portland Recovery Community Center</li> </ul>                    |
| <b>Area 2</b> | <ul style="list-style-type: none"> <li>• Larry Labonte Recovery Center</li> <li>• WMARI/The HILLS Recovery Center</li> </ul>                                                 |
| <b>Area 4</b> | <ul style="list-style-type: none"> <li>• Kennebec Mental Health Associates dba Kennebec Behavioral Health (KBH)</li> <li>• Maine Recovery Access Project (ME-RAP)</li> </ul> |
| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:  
  
D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:  
  
5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [debrayork@angelswing.org](mailto:debrayork@angelswing.org)

An Angel's Wing INC.  
Debra York, Executive Director  
1567 Lisbon Street Suite A  
Lewiston Maine, 04240

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. York,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

|               |                                                                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| <b>Area 2</b> | <ul style="list-style-type: none"> <li>• Larry Labonte Recovery Center</li> <li>• WMARI/The HILLS Recovery Center</li> </ul>                                                 |
| <b>Area 4</b> | <ul style="list-style-type: none"> <li>• Kennebec Mental Health Associates dba Kennebec Behavioral Health (KBH)</li> <li>• Maine Recovery Access Project (ME-RAP)</li> </ul> |
| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to

the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

*Sarah Squirrell*

D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

*Debra Downer Grady*

5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
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Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [Kathie@llrecoverycenter.com](mailto:Kathie@llrecoverycenter.com)

Larry Labonte Recovery Center  
Kathie Williams, Executive Director  
412 Waldo Street  
Rumford Maine, 04276

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Williams,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [Mary.Tee@mainehealth.org](mailto:Mary.Tee@mainehealth.org)

MaineHealth d/b/a Healthy Community Coalition  
Mary Catherine Tee, Senior Grants Administrator  
110 Free Street  
Portland Maine, 04101

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Tee,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [KariTaylor@WMARI.org](mailto:KariTaylor@WMARI.org)

WMARI/The HILLS Recovery Center  
Kari Taylor, Executive Director  
15 Tannery Street  
Norway, ME 04268

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Taylor,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

*Sarah Squirrell*

D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

*Debra Downer Grady*

5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [briant@commons spacemaine.org](mailto:briant@commons spacemaine.org)

Commonspace  
Brian Townsend, Executive Director  
103 India Street  
Portland Maine, 04101

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Mr. Townsend,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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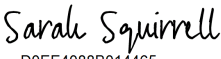
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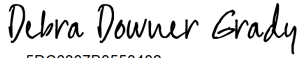
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:  
  
D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:  
  
5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
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TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [jennifer.iacovelli@voanne.org](mailto:jennifer.iacovelli@voanne.org)

VOA Northern New England  
Jennifer Iacovelli, Senior Grant Consultant  
14 Maine Street, Suite 100  
Brunswick, ME 04011

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms, Iacovelli,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
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Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [robert@bangorrecovery.org](mailto:robert@bangorrecovery.org)

Bangor Area Recovery Center  
Robert Fickett, Executive Director  
142 Center Street  
Brewer Maine, 04412

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Mr. Fickett,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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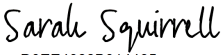
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:  
  
D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:  
  
5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
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TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [AKruk@kbhmaine.org](mailto:AKruk@kbhmaine.org)

Kennebec Mental Health Associates dba Kennebec Behavioral Health  
Amber Kruk, Director of Development & Community Engagement  
10 Caldwell Road  
Augusta Maine, 04330

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Kruk,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

*Sarah Squirrell*

D0EE4088B014465...

Sarah Squirrell

Director

Office of Behavioral Health

Signed by:

*Debra Downer Grady*

5DC6307B8558482...

Debra Downer

Deputy Director for Competitive Procurement

Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [courtney@me-rap.org](mailto:courtney@me-rap.org)

Maine Recovery Access Project (ME-RAP)  
Courtney Gary-Allen - Executive Director  
59 Bangor Street  
Augusta Maine, 04330

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Gary-Allen,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

|               |                                                                                                                                                                              |
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| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

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the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

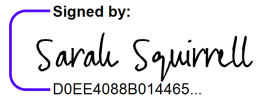
This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

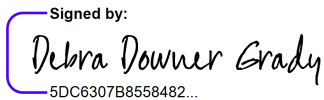
Sincerely,

Signed by:

  
D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

  
5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [Jamesangier7@gmail.com](mailto:Jamesangier7@gmail.com)

Pir2Peer  
James Angier Chief Executive  
49 Penobscott Ave  
Millinocket, Maine 04462

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Mr. Angier,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

*Sarah Squirrell*

D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

*Debra Downer Grady*

5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [stevensongrantmanagement@gmail.com](mailto:stevensongrantmanagement@gmail.com)

Save A Life, Inc.  
Jody Stevenson, Development Consultant  
487 Gilpin Rd  
Orland, Maine 04472

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Stevenson,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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| <b>Area 5</b> | <ul style="list-style-type: none"> <li>• Healthy Acadia</li> </ul>                                                                                                           |

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:



D0EE4088B014465...

Sarah Squirrell

Director

Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer

Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [djacques@amhc.org](mailto:djacques@amhc.org)

Aroostook Mental Health Services, INC  
Debra Jacques, Director of Marketing and Development  
180 Academy Street, Suite 3  
Presque Isle Maine, 04769

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Jacques,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

A handwritten signature in black ink that reads "Sarah Squirrell". The signature is written in a cursive style.

D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

A handwritten signature in black ink that reads "Debra Downer Grady". The signature is written in a cursive style.

5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [paige@healthyacadia.org](mailto:paige@healthyacadia.org)

Healthy Acadia  
Paige Johnston  
24 Church Street  
Ellsworth Maine, 04605

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Johnson,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Behavioral Health for Recovery Support Centers. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,

Signed by:

  
D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

  
5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
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Maine Department of Health and Human Services  
Division of Contract Management  
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Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Aug-05-2025

Via Electronic Mail: [michaelsactivererecovery@gmail.com](mailto:michaelsactivererecovery@gmail.com)

Michael's Active Recovery  
Danielle Forino Chief Executive  
229 West Main St. Suite 104  
Fort Kent, Me 04743

SUBJECT: Notice of Conditional Contract Awards under RFP 202501002  
Recovery Support Centers

Dear Ms. Forino,

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Sincerely,

Signed by:

  
D0EE4088B014465...

Sarah Squirrell  
Director  
Office of Behavioral Health

Signed by:

  
5DC6307B8558482...

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                            |                                              |                                                          |
|--------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|
| <b>Proposed Target Area</b><br><i>(Select one (1) Target Area per proposal submission)</i> | <input checked="" type="checkbox"/> <b>1</b> | York and Cumberland, excluding Brunswick                 |
|                                                                                            | <input type="checkbox"/> <b>2</b>            | Androscoggin, Franklin, and Oxford                       |
|                                                                                            | <input type="checkbox"/> <b>3</b>            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                            | <input type="checkbox"/> <b>4</b>            | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                            | <input type="checkbox"/> <b>5</b>            | Washington, Hancock, and Aroostook                       |

|                                                                      |              |                                        |                     |
|----------------------------------------------------------------------|--------------|----------------------------------------|---------------------|
| <b>Bidder's Organization Name:</b>                                   |              | Biddeford Community Recovery Center    |                     |
| <b>Chief Executive - Name/Title:</b>                                 |              | Chet Adams LADC, CCS (Board President) |                     |
| <b>Tel:</b>                                                          | 207-712-3000 | <b>E-mail:</b>                         | cheta@earthlink.net |
| <b>Headquarters Street Address:</b>                                  |              | 274 Pool Street                        |                     |
| <b>Headquarters City/State/Zip:</b>                                  |              | Biddeford, Maine                       |                     |
| <i>(Provide information requested below if different from above)</i> |              |                                        |                     |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>              |              | Same                                   |                     |
| <b>Tel:</b>                                                          | Same         | <b>E-mail:</b>                         | Same                |
| <b>Street Address:</b>                                               |              | Same                                   |                     |
| <b>City/State/Zip:</b>                                               |              | Same                                   |                     |

|                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>             |
| Chet has been working in substance use treatment for 30 years. We have a dedicated team of six people working together on this RFP. |

|                                                                                                                     |                              |
|---------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Signature of person authorized to enter into the contract with the Department:</b>                               |                              |
| <b>Name (Print):</b> Chet Adams LADC, CCS                                                                           | <b>Title:</b> Project Leader |
| <b>Authorized Signature:</b><br> | <b>Date:</b><br>2-27-25      |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Biddeford Recovery Community Center

**DATE:** May 8, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

---

| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b> |
|--------------------------------------------------------|--------------------|--------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>         |
|                                                        |                    |                    |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>XX</b>          |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>XX</b>          |
| Section IV. Cost Proposal and Budget Narrative         |                    |                    |
| a. Cost Proposal                                       | 25.00              | XX                 |
| b. Budget Narrative                                    | 5.00               | XX                 |
| Section IV Total                                       | <b>30.00</b>       | <b>XX</b>          |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>XX</u></b>   |

The Bidder's proposal did not follow the requirement outlined in Part I, B.3. or Part IV of the RFP. Therefore, the Bidder's proposal is disqualified from the evaluation process.



**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                  |                                       |                                                          |
|----------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>Proposed Target Area (Select one (1) Target Area per proposal submission)</b> | <input checked="" type="checkbox"/> 1 | York and Cumberland, excluding Brunswick                 |
|                                                                                  | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |
|                                                                                  | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                  | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                  | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                       |

|                                                                      |              |                                                         |                                   |
|----------------------------------------------------------------------|--------------|---------------------------------------------------------|-----------------------------------|
| <b>Bidder's Organization Name:</b>                                   |              | Crooked River Counseling / Lakes Region Recovery Center |                                   |
| <b>Chief Executive - Name/Title:</b>                                 |              | Catherine Clough-Bell, LADC, CCS                        |                                   |
| <b>Tel:</b>                                                          | 207-890-5868 | <b>E-mail:</b>                                          | ccloughbell@crookedrivermaine.org |
| <b>Headquarters Street Address:</b>                                  |              | 2 Elm St                                                |                                   |
| <b>Headquarters City/State/Zip:</b>                                  |              | Bridgton, Maine 04009                                   |                                   |
| <i>(Provide information requested below if different from above)</i> |              |                                                         |                                   |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>              |              | Same as Above                                           |                                   |
| <b>Tel:</b>                                                          |              | <b>E-mail:</b>                                          |                                   |
| <b>Street Address:</b>                                               |              |                                                         |                                   |
| <b>City/State/Zip:</b>                                               |              |                                                         |                                   |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Crooked River Counseling opened the Lakes Region Recovery Center in 2018 on the Bridgton Hospital Campus. In 2022 LRRC moved to a bigger, newer and more accessible space on 2 Elm St in downtown Bridgton. LRRC engages in community outreach regularly and collaborates with numerous community organizations such as Opportunity Alliance and the United Arab Emirates to insure diversity and inclusion with all members. LRRCs focus is on peer to peer recovery supports that recognize there are many pathways to healing for people with substance use and mental health disorders. LRRC offers; Recovery Coaches and 1:1 meetings, Peer Support, Telephone Recovery Support, AA, NA and Smart Recovery group meetings, Teen Talk, PTSD and Grief group support, Food Addiction, Co-dependency, Affected Other group meetings and more. Most groups are offered daily and / or weekly. LRRC offers linkages to job training and employment through the Department of Labor and has relationships with numerous treatment providers, sober houses, shelters, housing availability and local food banks. LRRC has an established relationship with the Bridgton Hospital offering recovery coaches in the ED when needed. Members and volunteers are oriented to the center and given a "Welcome Packet" that includes Rights And Recipients Rules, how to access center services, crisis and warm line phone numbers, including 211 Maine information, and LRRC website and Facebook information. All coaches and staff have lived experience and are recovery allies / affected others. Coaches and staff are required to complete and graduate from the Recovery Coach Academy, as well as completing Ethics and all other required training for certification. LRRC utilizes a client and data management system that complies with all reporting requirements and submits to the appropriate



organization within the timeline required. Services and membership are always free.

Our Vision at LRRC is to continue to expand the breadth and quality of our services to support those in need of help and resources. We treat everyone we encounter with the dignity and respect they deserve, in a place where they can feel safe, supported and cared for.

Our mission is to provide a safe place that encourages and maintains a culture that is welcoming and non-judgmental to people in recovery, their families and loved ones.

**Signature of person authorized to enter into the contract with the Department:**

|                                                                  |                           |
|------------------------------------------------------------------|---------------------------|
| <b>Name (Print):</b><br>Catherine Clough-Bell, LADC, CCS         | <b>Title:</b><br>CEO      |
| <b>Authorized Signature:</b><br>Catherine Clough-Bell, LADC, CCS | <b>Date:</b><br>2/17/2025 |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>18.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>25.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>25.00</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>3.00</i>         |
| Section IV Total                                       | <b>30.00</b>       | <b>28.00</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>71.00</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
|                                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

N/A

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>18.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Provided three (3) project examples; all are highly relevant to the services required in the RFP:<ul style="list-style-type: none"><li>○ Naloxone distribution program</li><li>○ Food security programming including pro-social activities</li><li>○ Nature-based mental health program</li></ul></li><li>• Current incumbent service provider following a competitive procurement award, beginning operation of peer recovery community center in 2018</li><li>• Licensed as a substance use disorder services provider, delivering Opioid Health Home (OHH), Intensive Outpatient (IOP), DEEP, individual and group counseling services</li><li>• Licensed as a Mental Health treatment provider in 2014, and offer co-occurring treatment medication assisted treatment</li><li>• Indicates they are a tier-2 Narcan distributor, with a Narcan vending machine making the overdose reversal drug available to individuals outside of operating hours</li><li>• Opened peer support recovery center in Bridgton in 2017</li><li>• Staff are all Connecticut Community for Addiction Recovery (CCAR) trained, offering over 40 hours of programming and activities, including numerous services for people experiencing housing insecurity</li><li>• Actively collaborates with their local High School and offers recovery programming there</li><li>• P-IOP and Co-Occurring Disorder treatment since 2005</li><li>• Provided limited details relating to DEI or culturally competent and responsive services</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Provided a subcontractor list that includes legal services, accounting services, IT services, payroll services, and reporting and adherence consultant</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Met the requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

|                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Litigation</b>                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Indicated “None”</li></ul>                                                                                                                                                     |
| <b>5. Financial Viability</b>                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Provided two (2) years of tax filings prepared by a CPA and indicates a profit</li><li>• Included a letter from CPA stating they are still working on taxes for 2023</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Provided a valid COI</li></ul>                                                                                                                                                 |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>25.00</b>              |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Located at 2 Elm street, Bridgton, in Cumberland County, Maine</li><li>• Will be open beyond 40 hours, Monday-Friday 9am-5pm and Saturday 11am-5pm (weekend programming), the center space is available for Member use, unstaffed, on weekends</li><li>• Indicates types of insurance coverage, policy requirements, and compliance and documentation of coverage(s)</li><li>• Indicate ION Networks will conduct regular cyber security risk assessments and advise on appropriate coverage</li><li>• Provided details for a membership form that will be used to determine the eligibility of new visitors through the self-identification of SUD, an undiagnosed challenge or being an Affected Other</li><li>• Did not provide language for self-identifying a Co-Occurring Disorder challenge</li><li>• States their mission includes emphasis on “non-judgmental environment” and “sense of belonging” but narrative does not speak to how this is accomplished</li><li>• No reference of multiple pathways, all pathways, harm reduction or other indicators of All Pathways to Recovery philosophy or indication of how this is achieved</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Described detailed recovery support services to be offered in the center and robust telephonic support as well as web-based support</li><li>• Provided detailed community outreach and engagement plan in attachment 7 and named multiple existing community partners and relationships</li><li>• Plans to collaborate with Adult Ed programs to provide college prep class once a month</li><li>• Plans to have an information table at a local Farmer’s Market</li><li>• Plans to offer personalized support and volunteer groups every Monday</li><li>• Plan to offer 90-100 groups per month on topics relevant to recovery</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

- Staff will plan a schedule of Center activities, groups, provide materials, encourage participants to suggest new groups/supports, and develop opportunities for volunteer and community engagement
- Referenced numerous groups and how they will be supported by the Center but does not reference other programming to support Participants' needs
- Provided very detailed description of basic needs support available at the center and through multiple ongoing community partnerships, ensuring access to housing, food, clothing, hygiene, warming/cooling resources
- Plans to provide meals and full access to the kitchen, teamed with three (3) local food banks
- Plans to provide HIV testing once per month
- Described comprehensive Harm Reduction services access, provider relationships and annual staff training
- Minimally responded to case management requirements
- Described adequate and accessible supports to justice involved members
- Will provide child protective services but no specific resources or support identified
- Will provide other resources as indicated by the participants but no specific resources or supports mentioned
- Plan to train twice annually with the New England Arab American Association, and to display LGBTQA/safe space images but no reference to providing training around LGBTQA topics
- Training initially delivered during staff/volunteer orientation, then periodically thereafter
- Referenced workshops available through ADCARE, Peer Recovery Center of Excellence, CCSME, and SAMHSA and an internal WRAP training but did not mention specific relevant training
- Four (4) workbooks are listed used for training staff by the Recovery Coach Coordinator but only one, provided by SAMHSA, is relevant to the requirements
- Attachment 8 is not the required Center Staff and Volunteer Training and Orientation Plan but instead it is a plan for training, programs and groups for center members
- Discusses ongoing training for staff but did not provide details regarding strengths-based reflective approaches or discuss training for volunteers

**C. Record Management Requirements**

- Plans to consult with their subcontractor for implementing risk assessment and vulnerability scanning policies and procedures for collecting sensitive electronic information
- Agrees to comply and will rely on consultation with the Recovery Center hub and IT consultant to ensure the Center is meeting the requirements
- Response does not fully address IT-Service Contract Rider B-IT Confidentiality

**D. Center Website Requirements**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Crooked River Counseling / Lakes Region Recovery Center

**DATE:** May 8 and 13, 2025

- The website includes the welcome packet info and a monthly calendar, as available in the center on a whiteboard
- Plans to offer a feedback mechanism for issues and improvements suggested from users
- References Web Content Accessibility Guidelines and other resources to be made available
- Detailed a six (6) step plan to protect data, designated social media officer, with rigorous content approval and review and content filtering
- Indicates plan to develop website to meet Web Content Accessibility Guidelines 2.1 level AA standards
- Response additionally includes details of some of the features of these standards, and plan for testing and compliance

**E. Services to be Provided to Participants**

- Plans to provide one-on-one support using CCAR recovery coach model, develop recovery plans with participants, and monitor progress using Brief Assessment of Recovery Capital assessment tool
- Plan includes facilitation of groups, which staff or volunteers may attend with participants if requested
- Plan to connect participants to clinical services, basic needs, employment support
- Plan includes telephone and online support
- Recovery Coach Coordinator will support staff and volunteers in developing recovery planning with participants in alignment with CCAR model
- Recovery planning, developing goals attending groups all part of plan to develop recovery capital
- Response includes improvement plan to evaluate these efforts, but lacks detail
- Will provide problem-solving training to coaches but did not detail a specific training for that purpose
- Predominantly through recovery coaching supports but did not address Participants not involved in Recovery Coaching
- Did not reference other supports indicated above in proposal including employment supports, mutual aid groups, pro-social activities and numerous others
- Listed numerous groups to be offered at the center
- Indicates some night and weekend groups facilitated by volunteers
- Indicates center staff updating calendars, coordinating cadence of groups, and subjects designed to address support for participants, and addressing both SUD and Mental Health along with multiple pathways
- Indicates it will offer 90-100 groups per month covering a broad range of topics
- Provided limited details for identifying support for Affected Others
- Recovery coaches will direct peer-led support, both through one-on-one support and through introduction to groups



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

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**DATE:** May 8 and 13, 2025

- Center staff and volunteers will host and connect participants to activities, resources, and peer networks
- Coaches will support participants in connection to volunteer opportunities and skill building
- Included a process for collaborative meetings between staff, volunteers, and participants for providing feedback on Center services, but lacks specific details
- Plans to provide new Participants with a weekly orientation and welcome packet
- Quarterly Training Plan (Attachment 9) provides detailed descriptions
- Plans to use feedback and evaluation mechanism to enhance training with participant input
- Recreational and Social Events Plan (Attachment 10) indicates audience, frequency, and goal for numerous events
- Includes robust list of planned recreational and social events

**F. Staffing Requirements**

- Overall, met the requirements of this section, however, it is unclear if coaches are paid staff, volunteers, or a combination of both

**G. Reporting/Site Review Requirements**

- Met the requirement

**H. Performance Measures**

- Response offers action steps planned to achieve each performance measure

**I. Reports**

- Detailed response addresses tracking of information required for reporting and site visits
- Response addresses timely submissions of reporting and site visits

**2. Staffing**

- Discrepancies in the different sections of the RFP related to the staffing
  - Job description for Center Director states PT 0.5 FTE in one place, and FT 1.0 FTE in another
  - Center Coordinator position listed as PT 0.5 FTE, whereas early in this proposal it had been listed as a shared position, 2 PT 0.5 FTE. It is unclear if the job description is used for both roles
- All job descriptions state the position can be filled by a person in recovery or an Ally, which implies the entire Center could be staffed by individuals who do not have lived experience
- Did not provide a response to the oversight and management of subcontractor

**3. Implementation - Work Plan**

- The implementation plan identifies staff responsible for each activity, however some activities id responsible parties as 'all staff/volunteers', unsure who would be responsible for ensuring task completion when listed this way
- Timeframe for activities listed as 'Phase I – first 3 months' and Phase II – 3-6 months' and does not include completion dates, unsure if activities will take the entire 3-month timeframe to complete

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

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**DATE:** May 8 and 13, 2025

- As an incumbent provider, some of the activities described in the implementation plan were previously mentioned as being in place currently throughout the proposal, unsure if this plan refers to updates or revisions of those current activities
- Final timeframe for activities listed as 'Phase 4: month 9-24' and provides little detail

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

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**DATE:** May 8 and 13, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 25.00                 |
| b. Budget Narrative                            | 5.00                    | 3.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>28.00</b>          |

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| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$720,394.00</b>            | ÷ | <b>\$720,394.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>25.00</b> |

**Evaluation Team Comments:**

- Reasonable cost proposal services provided - \$720,394
- Fringe rate is %10.77 and includes no health insurance
- Proportion of Participant-facing (Recovery coaches) to administrative (ED, CEO, Center Coordinator, RCC) seems low
- Cost proposal indicates that CRCC receives no funding from award, but CEO of CRCC is listed in the budget forms
- Includes \$54k for consultants – including payroll, legal, IT, CPA

**RFP# 202501002 [Portland Recovery Community Center] Appendix J: Notice of Intent to Bid**  
**APPENDIX J – Revised 3/7/2025**

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                     |                                      |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|----------------------------------------------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                     |                                      |                                                          |
| <b>Proposed Target Area (Select one (1) Target Area per proposal submission)</b>                                                                                                                                                  | <input checked="" type="checkbox"/> | 1                                    | York and Cumberland, excluding Brunswick                 |
|                                                                                                                                                                                                                                   | <input type="checkbox"/>            | 2                                    | Androscoggin, Franklin, and Oxford                       |
|                                                                                                                                                                                                                                   | <input type="checkbox"/>            | 3                                    | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                                                                                                                                                                   | <input type="checkbox"/>            | 4                                    | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                                                                                                                                                                   | <input type="checkbox"/>            | 5                                    | Washington, Hancock, and Aroostook                       |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   |                                     | 102 Bishop Street Portland, ME 04103 |                                                          |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                     | Portland Recovery Community Center   |                                                          |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                     | Leslie Clark, Executive Director     |                                                          |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-553-2575                        | <b>E-mail:</b>                       | leslie@portlandrecovery.org                              |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                     | 102 Bishop Street                    |                                                          |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                     | Portland, ME 04103                   |                                                          |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                     |                                      |                                                          |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                     |                                      |                                                          |
| <b>Tel:</b>                                                                                                                                                                                                                       |                                     | <b>E-mail:</b>                       |                                                          |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                     |                                      |                                                          |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                     |                                      |                                                          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Portland Recovery Community Center (PRCC) is a nationally accredited recovery community organization (RCO) located in the city of Portland. PRCC is a non-profit organization led and governed by representatives of local communities of recovery for people with substance use disorder. PRCC's history began in 2011 as a pilot of the Maine Alliance for Addiction and Mental Health Services - AAMHS (then known as Maine Association of Substance Abuse Programs - MASAP.) It opened its doors in a small building on Forest Avenue in Portland and began offering support groups, 12- step meetings and telephone recovery support. The center grew quickly and steadily and in 2017 PRCC volunteer leaders set out to hire an executive director and become an independent 501c3. The committee hired Leslie Clark as PRCC's first executive director, who helped form a board made up of a majority of people in recovery, as well as representation from family members and other allies.</p> |

501c3 status was awarded in December of 2017 and PRCC became fully independent and self-governing. Since its inception, PRCC has grown a membership of over 8,000 people. In 2024, PRCC served more than 3,000 unique individuals, with an average of 530 unique visitors each month.

In 2018 PRCC was awarded a competitive grant from the State of Maine to help train, coordinate and develop recovery community centers throughout Maine. As a model of best practice, PRCC now works with 21 recovery community centers, providing technical support, training, and ongoing collaboration. In the height of the pandemic, PRCC raised funds and purchased a building at 102 Bishop Street, more than doubling the size of the space.

PRCC's primary programs are as follows: PRCC hosts over 55 support groups and activities each week, seven days per week. These include mutual aid groups such as SMART Recovery, All Recovery, HOPE group, Dharma Recovery, and a variety of 12-step meetings (Alcoholics Anonymous, Narcotics Anonymous, Marijuana Anonymous, Wellbriety, Al-Anon, Codependents Anonymous, etc.) PRCC also offers prosocial and wellness activities such as yoga, meditation, art groups, open mic and karaoke nights, dances, and community meals. PRCC provides direct peer support services of Recovery Coaching and Telephone Recovery Support. Additionally, PRCC offers support to families, including parents, siblings, and children who have been negatively impacted by their loved one's addiction.

These services are provided by trained volunteers, as well as staff. PRCC is home to Pathways of Hope, a public safety diversion program in partnership with Cumberland County Public Health Department, which helps people find immediate access to treatment or recovery housing regardless of ability to pay. PRCC's peer-driven approach assures a participatory process that reflects the culture and diversity of the recovery community, keeps recovery first, models and offers the authenticity of peers helping peers, and builds leadership skills among members of the community so that they can offer effective peer recovery support services to others. PRCC members local to Cumberland County volunteer their time to create and lead meetings, provide individual support through Telephone Recovery Support (TRS) services and Recovery Coaching, staff the front desk, welcome new visitors, garden, serve on committees, and provide cleaning and organizing. All staff at PRCC are trained in the CCAR RCA model of recovery coaching and have ongoing in-service training and supervision. PRCC devotes time and resources to regular training and projects aimed at building and assuring diversity and inclusion. PRCC does regular review of quality metrics utilizing surveys and assessment tools, including the Brief Assessment of Recovery Capital (BARC.)

PRCC maintains an up-to-date list of contacts and sends regular newsletters and other communications through Constant Contact. In addition, PRCC is active on Facebook (5,852 followers), Instagram (335 followers), and LinkedIn (247 followers). PRCC attends local collaborative meetings and conducts regular outreach (in person and virtually) at Crossroads, Milestone, and Cumberland County Jail. PRCC has hosted a vaccination pop-up clinic, regularly hosts Hep-C and HIV testing through Frannie Peabody Center, and also distributes Narcan and condoms in collaboration with Cumberland County Public Health and Portland Public Health. By participating in collaborative events with other recovery supporting organizations, PRCC is able to amplify its mission and vision to a wider audience. By serving as a safe, in-person gathering place for people in recovery, PRCC contributes substantially to the greater network of organizations and individuals working to support people in and seeking recovery and their families.

As a 501(c)3 non-profit, PRCC is guided by a volunteer Board of Directors. PRCC's 2025 operating budget is \$1.7 million, funded by donations, foundations, and government grants. PRCC has in place the required fiscal control and accounting procedures necessary to ensure prudent use, proper disbursement, and accurate accounting of funds received under this grant announcement. PRCC obtains an independent audit each year of its financial statements and been granted a clean opinion in

every audit. A strong management team, working with the Executive Director monitors program quality, budget and outcome commitments, and adherence to the agency mission. The Executive Director reports to the Board of Directors, which is composed primarily of people in recovery and people who are affected others and allies. The Board meets 8 times per year, or more if necessary, and is responsible for determining the agency's mission and purposes; selecting, supporting, and evaluating the Executive Director; ensuring effective organizational planning; ensuring adequate resources and managing them effectively; monitoring the agency's programs and services; enhancing the agency's reputation; and ensuring the agency's legal and ethical integrity. PRCC has a staff of 24, 22 of whom are people in recovery, thus delivering the positive outcomes of peer delivered services.

**Signature of person authorized to enter into the contract with the Department:**

|                                                                                                                   |                                     |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Name (Print):</b><br>Leslie Clark                                                                              | <b>Title:</b><br>Executive Director |
| <b>Authorized Signature:</b><br> | <b>Date:</b><br>3/24/2025           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>22.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>40.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>10.99</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>3.00</i>         |
| Section IV Total                                       | <b>30.00</b>       | <b>13.99</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>75.99</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
|                                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

N/A



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>22.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Began operations as a Recovery Community Center in 2011 as a project of Maine Alliance of Addiction and Mental Health Services – gaining independence and 501c3 status in 2017 – incumbent provider</li><li>• Nationally accredited recovery community center</li><li>• 18 of 21 staff identify as being in recovery</li><li>• Currently offering a multitude of services in alignment with peer recovery services including groups, activities, recovery coaching, resource brokering, phone support, and advocacy</li><li>• Indicates collaborative projects related to MAT, tobacco cessation, Recovery Friendly Workplace, and financial literacy</li><li>• Indicates practices intended to demonstrate inclusivity and safety for community members</li><li>• The team has concerns with the statement of being the “mecca” for recovery, given the depth of the Bidder’s DEI work cited in the proposal</li><li>• In 2024, offered 2,880 groups with 37,538 sign ins</li><li>• 3 highly relevant projects included:<ul style="list-style-type: none"><li>○ Rally 4 Recovery</li><li>○ Sought national accreditation from Faces and Voices in Recovery</li><li>○ World Recovery café</li></ul></li><li>• Currently offers 55 support groups weekly, seven days a week, hosts prosocial events and wellness activities including the Rally 4 Recovery</li><li>• Peer recovery coaching to an average of 57 people per month with 76% reporting an increase in recovery capital via BARC 10 tool</li><li>• Offers community training and education, notability to medical students at Tufts and University of New England</li><li>• Home to Pathways of Hope, partnerships with Frannie Peabody Center, Cumberland County Public Health and Portland Public Health</li><li>• Operating budget of 1.7 million with multiple funding sources</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Notes “deliberate use of respectful and inclusive language” displayed at the physical location</li><li>• Strategic plan 2024-2025 included racial justice and equity as one of five objectives</li><li>• Working with the Center for Tobacco Independence with funding from MaineHealth</li><li>• Noted partnerships to implement Recovery Friendly Workplaces in Maine</li><li>• 4 years of recovery coaching delivered at the Cumberland County Jail</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Enterprise-wide org chart demonstrates all staff, board, consultant(s), and project with roles and titles</li></ul>                                                                                                                                                                                                                                                                                                                                              |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Appear financially viable</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>40.00</b>              |

**Evaluation Team Comments:**

**Part IV, Section III Proposed Services**

**1. Services to be Provided**

**Part II**

**A. Recovery Support Center (Center)**

- Located at 102 Bishop St, Portland ME, with hours of operation 7am-8pm Mon-Sat, 8am-12pm Sunday with occasional events on Sunday afternoon, totaling 80 hours/weeks
- Visitors are able to select the reason for their visit using sign-in kiosk, identifying as in recovery, co-occurring, or affected other
- Trained front desk person to assist new visitors
- Use of technology allows for unduplicated participant tracking
- Response includes language from Center manual and signage from the center demonstrating support for multiple pathways of recovery
- Additionally includes a list of groups targeting various different pathways, community members, and modalities
- 100% of board members either have direct lived experience or are affected others with 10 of 12 members being in recovery
- Engages a CPA for annual financial audit, with additional board oversight and support in place
- The Board is trained in fiduciary responsibilities and state and federal compliance
- Reviews policies with legal counsel on a regular basis
- Coordination of group facilitation was not addressed, states they have “defined process for applying for new groups and provides coordination and scheduling” but did not state what that process is
  - Focuses mostly on new groups in response, additional existing groups indicated elsewhere in proposal
- Provided a detailed response to coordination of Peers to support Participants and Recovery Support Services and activities and provision of orientations to Center staff, volunteers, and Participants

**B. Recovery Support Services**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

- Will continue offering 55 facilitated groups weekly to a wide variety of mutual aid groups
- Will continue offering both matched recovery coaching and in-the-moment coaching
- Coaching will continue to use Brief Assessment of Recovery Capital assessment to monitor progress toward recovery goals
- TRS (telephone recovery support) volunteers receive specialized training in providing non-judgmental support and honoring multiple pathways of recovery; active listening, validation, and acceptance skills
- Pathway to HOPE program in partnership with Cumberland County Public Health, offering participants in need immediate connection to treatment and recovery housing
- Detailed discussion of how expectations of outreach and engagement activities will be met, including recovery events, media outreach, partnerships, and public education
- Provided a comprehensive Outreach and Engagement Plan (attachment 7)
- Will offer wide variety of peer-led groups to best fit participants needs/desires, including family members and affected others
- Will leverage referrals to collaborators to support participants who might need clinical treatment, psychiatry, medication management, and/or health care – several appropriate providers named
- Included data from a recent study indicating 73% of this center's members identify as having both SUD and MH challenges
- It is unclear if the services/programs available at the center are co-occurring capable or just referrals or crisis resources
- Provided a detailed description of vocational supports, including multiple collaborations
- Staff are trained in referrals to Maine Works; Career Center counselors made available
- Will participate in Recovery Friendly Workplace initiative leading to knowledge of employers who regularly hire folks in recovery
- Collaborates with 20 regional social service agencies to support participants' various needs (many named in proposal)
- Indicates programming and partnerships specific to supporting the needs of members of refugee and immigrant communities
- Will continue partnership with Cumberland County Jail to support individuals release from incarceration, when needs are high, and partnership with Maine Needs
- Detailed response addresses all requirements for assisting, Participants with access to community supports, including appropriate partnerships in each category

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

- Disease testing, HIV and HEP C is offered through partnerships; collaborates with Maine Needs for hygiene supplies
- Has embedded Resource Navigator position
- Comprehensive discussion of ongoing training regarding key trauma, strengths-based approaches, and DEI
- Provided a comprehensive Training and Orientation Plan (attachment 8)
- Provides training in self-care and restorative justice

**C. Record Management Requirements**

- Will continue utilizing the Recovery Data Platform (RDP)
- RDP platform to be used for individual peer support/coaching, track recovery planning, monitor recovery capital change, and track group and activity participation
- No mention of the platform being used for discharge planning
- Indicates RDP is confidential and secure but does not specifically identify if the solution is compliant with the HHS Privacy policies
- Plans to have a consultation to provide guidance around risk assessment and vulnerability policies
- Will contract with a consultant to maintain compliance with cyber security across multiple platforms who offers supports staff training and provides risk assessments and solutions
- Consults with a recovery management software developer to ensure compliance with security standards

**D. Center Website Requirements**

- Website includes center resources along with recovery news, local resources, and referral info
- Response to ensuring no data is released regarding the usage of the website without the written approval from the Department lacks detail
- Response appears to meet the MaineIT Data Classification Policy requirements and notes internal policy and procedure but did not provide details

**E. Services to be Provided to Participants**

- Indicates maintains a team of 30 recovery coaches, who work individually with recoverees, offering varying modalities of recovery coach services
- Provides 1:1 in the community including hospitals and correctional facilities
- Heavy reliance on the BARC-10, no other formal tools/methods listed, informal tools were minimally described
- Recovery coaches receive monthly supervision
- Response focuses on recovery coach participants to the exclusion of other Participants, though other services that support Recovery Capital are referenced throughout the proposal
- Response includes a list of 39 different facilitated groups currently offered, indicating a goal of offering a variety of groups to meet the needs of a diverse population participants (families, veterans, fathers, and women)

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

- Uses participatory process for determining which groups to offer, but offers little detail other than the assessment of attendance
- Reference the creation of diversity programming as both an outreach tool, and for the solicitation of additional groups to meet the needs of more diverse community members
- Shares that there are numerous volunteer opportunities at the Center for participants
- Mentions community activities, but does not include opportunities beyond those at the center
- Provides a new participant orientation process which is extensive, including a tour, resource bag (includes Narcan), overview of groups/services
- Visitors are given a tour and introduced to facility staff
- Provides education to law enforcement, healthcare workers, substance use disorder providers, and state agencies
- Have developed the “Recovery Ambassador” curriculum
- Narrative and Recreational and Social Events Plan (attachment 10) include many activities and events ranging from large annual events to semi-annual, monthly, and weekly ongoing events as well as a Young People’s group that participates in field days, cornhole tournaments, cookouts, and other activities and hosts Rally4Recovery, which is family friendly

**F. Staffing Requirements**

- Provided a robust description of Recovery Coach Coordination
- Requires all coaches to be registered with the Maine Recovery Coach Certification Board within 3 months
- Offers 53 hrs of CoacherVision quarterly

**G. Reporting/Site Review Requirements**

- Met the requirements

**H. Performance Measures**

- Lacks detail on how performance measures will be met

**I. Reports**

- Met the requirements

**2. Staffing**

- Staffing plan includes positions funded by other funding sources making it difficult to understand – appears as though 7.5 total FTE’s listed in support of the services in this RFP

**3. Implementation - Work Plan**

- Met the requirements

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 1

**BIDDER:** Portland Recovery Community Center

**DATE:** May 13, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 10.99                 |
| b. Budget Narrative                            | 5.00                    | 3.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>13.99</b>          |

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| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$720,394.00</b>            | ÷ | <b>\$1,638,483.00</b>      | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>10.99</b> |

**Evaluation Team Comments:**

- Requesting \$1,638,483 from the Department
- Overall proposal for \$1,817,483, would be almost 80% of annual revenue
- Fringe of 26.02%, salary of \$946,396
- Supply line of \$82,896 including coffee station of \$8,000/yr
- Other expenses appear reasonable



APPENDIX J

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                            |                                       |                                                          |
|--------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>Proposed Target Area</b><br><i>(Select one (1) Target Area per proposal submission)</i> | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |
|                                                                                            | <input checked="" type="checkbox"/> 2 | Androscoggin, Franklin, and Oxford                       |
|                                                                                            | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                            | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                            | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                       |

|                                                                      |              |                     |                            |
|----------------------------------------------------------------------|--------------|---------------------|----------------------------|
| <b>Bidder's Organization Name:</b>                                   |              | An Angel's Wing Inc |                            |
| <b>Chief Executive - Name/Title:</b>                                 |              | Debra York          |                            |
| <b>Tel :</b>                                                         | 207-513-6051 | <b>E-mail:</b>      | debrayork@anangelswing.org |
| <b>Headquarters Street Address:</b>                                  |              | 1567 Lisbon Street  |                            |
| <b>Headquarters City/State/Zip:</b>                                  |              | Lewiston, ME 04240  |                            |
| <i>(Provide information requested below if different from above)</i> |              |                     |                            |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>              |              | Whitney Hoover      |                            |
| <b>Tel :</b>                                                         | 207-869-0337 | <b>E-mail:</b>      | admin@anangelswing.org     |
| <b>Street Address:</b>                                               |              | 15 Flanders Street  |                            |
| <b>City/State/Zip:</b>                                               |              | Auburn, ME 04210    |                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>An Angel's Wing: A Beacon of Hope</p> <p>Founded in 2017, An Angel's Wing has been a cornerstone in providing recovery support services, telephone support services for treatment placement, recovery homes, and assisting several thousand Mainers on their journey to recovery. Our dedication and expertise are exemplified in our management of the Josh Stevens Recovery Community Center located at 118 Pine Street, Lewiston, ME. Despite funding challenges, we have successfully operated this center for the past year, offering critical support to more than 100 individuals in need of recovery services. The center offers support meetings and events to the local community.</p> |



Through unwavering commitment, An Angel's Wing continues to be a vital lifeline for those seeking to overcome the challenges of addiction.

**Signature of person authorized to enter into the contract with the Department:**

**Name (Print):** Debra York

**Title:** Executive Director

**Authorized Signature:**

**Date:** 03/12/2025

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>10.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>8.00</b>         |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 9.63                |
| b. Budget Narrative                                    | 5.00               | 2.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>11.63</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>29.63</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
|                                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

N/A

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>10.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Has been delivering Recovery services since 2017, operating the Josh Stevens Recovery Community Center for approximately 1 year</li><li>• Approach used at Center designed to address the physical, emotional, and social aspects of addiction, but offers no detail</li><li>• Partnerships with Out Maine and Generational Noor as demonstration of their commitment to DEI</li><li>• Operates an LGBTQ+ Recovery home in Lewiston, reporting that the staff are trained in LGBTQ+ issues – unsure if this house is strictly for individuals who are part of the LGBTQ+ community, or simply that they do not discriminate against people who may be part of that community.</li><li>• 3 highly relevant projects included:<ul style="list-style-type: none"><li>○ Josh Stevens Recovery Community Center</li><li>○ Angel's Wing Recovery Home, LGBTQ+ friendly, which is MARR certified</li><li>○ Substance and alcohol treatment facility, specializing in women and children, with specific programming for children</li></ul></li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• It is unclear if subcontractors will be utilized as Appendix D was not included with the proposal submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Did not provide Appendix E or provide any response to litigation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided IRS form 990 for years 2021, 2022, and 2023 reviewed by a CPA which show a loss in 2023, small gains in 2022 and 2021, appears to demonstrate financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Provided as required, general liability expired 6/2024</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>8.00</b>               |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Center is located in Androscoggin County and hours of operation are, at minimum, the 40 hours required, Monday – Friday</li><li>• Afterhours phone availability with a certified recovery coach</li><li>• Commitment to meeting the insurance requirements citing existing relationship with insurance broker and need to obtain additional insurance</li><li>• Meets requirements of determining Participant eligibility based on self-identification, however, collecting a personal impact statement from affected others is potentially not trauma informed and may create a barrier to individuals</li><li>• Utilizes grants, donation, partnerships, and volunteers to ensure all services are provided free of charge</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• In addition to activities, groups, and peer support, response includes helpline assistance and references crisis intervention, however, does not name training or qualification for providing crisis intervention services</li><li>• Participants will undergo an assessment, and therapeutic modalities will be offered at the center, these practices is not aligned with peer services</li><li>• Peer specific programming to support participants lacks detail</li><li>• Staff and volunteers will be trained in resume writing and are available to assist members with computer access and navigation</li><li>• Indicates participants will have access to food banks, but does not offer details about referrals, partnerships, etc.</li><li>• Response contain appropriate details about local partnerships, program planning and delivery, and supportive programming and/or referrals</li><li>• Has MARR certified recovery residences as part of the larger organization</li><li>• Clothing, laundry service and toiletries are available through the thrift store that is run by the organization</li><li>• Will offer robust transportation assistance</li></ul> |



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

- Harm reduction supplies available include wound care and safe use supplies
- The center and their women and children's recovery home uniquely supports CPS involved participants through parenting classes, family counseling referrals, and resources for reunification efforts
- Robust description of how staff and volunteers will be trained and oriented, including specific knowledge they will gain

**C. Record Management Requirements**

- Will continue utilizing the Recovery Data Platform (RDP)
- Robust description of how the Bidder will meet RA-1 and RA-5
- Provided a detailed response to compliance with confidentiality requirements

**D. Center Website Requirements**

- Data is encrypted; written approval needed to release data

**E. Services to be Provided to Participants**

- Response include brief reference to Intentional Peer Support model, but it is unclear why this is included as no detail provided
- Response includes reference to CCAR recovery coaching, and also references two other models, the Comprehensive Addiction Recovery Act model that appears to be a multi-systemic approach, and the Matrix model, a clinical therapy which seems incongruent with the services requested in this RFP
- Listed a number of additional training models that are not Department-approved, it is unclear if the Bidder understands what a Department-approved alternative is
- Recovery coaches will guide clients through the 12 steps, which is outside fidelity to the RC model
- Response discusses what staff and volunteers will assist with, but not how
- No timeline given to conduct tasks related to goals, action plans, or problem solving
- No specifics provided for assisting participants in building recovery capital
- Uses a multifaceted approach that includes skill development in communication, problem solving, and stress management
- Plans to offer groups specific to the LGBTQ community, youth, veterans, and affected others
- Identified Youth Led Justice, Generational Noor, and PAL as programs for youth, unclear what PAL stands for
- Does not indicate any special training or partnership for veterans or LGBTQ groups
- Lacked details on the methods used for participant orientation
- Will provide education and training around relevant areas identified in the RFP
- The Quarterly Training Plan (attachment 9) differs substantially from the narrative response, seems to be directed to staff
- Specific outreach strategies and community partnerships for targeted audiences not mentioned

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

- The Recreational and Social Events Plan (attachment 10) differs substantially from narrative response and both responses lack detail
- Activities include nature walks, sober dances, gardening and picnics
- Will solicit additional funds when necessary to ensure no more than 2% of Department funding is utilized for recreational and social events

**F. Staffing Requirements**

- Will conduct structured interviews to assess inter-personal skills, empathy and firsthand knowledge
- Overall response lacks specifics to employing and/or subcontracting sufficient staff with Lived Experience to provide Recovery Center Coordination and Recovery Coach Coordination
- Includes reference to subcontracted staff, but does not provide details about what roles these subcontracted staff may hold in the center
- References use of independent practitioners, which is disallowed in accordance with Maine's Recovery Coach certification process
- Response lacks some detail and specificity, segment on 'contribution to peer recovery activities' seems to miss the concept that they are contributing to activities as staff. Response does not align with current practice.
- Recruitment plan differs from other responses
- Not specific in the ways they support participants to other RSS
- Response fails to reference the required training of staff and volunteer Recovery Coaches to actively contribute to Peer Recovery activities
- Segment on subcontracting and volunteer recruitment differs from the responses throughout the rest of the proposal
- No reference or focus on people with lived experience or the Peer Support model
- Response indicates recovery coaches will be employed, volunteer, and sub-contracted for flexibility and to scale based on need – the plan is unclear
- Volunteer Coordinator will be employed to support volunteer coaching program
- Did not specify how credential requirements are met
- Coaches must be either in recovery or an ally, where earlier in this proposal the provider indicated all coaches would be in recovery
- Did not mention a method to ensure Registered coaches engage in 500 coaching hours within two years to be Certified
- Does not discuss 'how' they will ensure staff go on to become certified coaches, just what is involved
- Response indicates CoacherVision entails a supervisor observing a coaching session for the purpose of observation and assessment – which is incorrect and would breach confidentiality
- Will offer financial support for registration and certification of coaches
- New coaches are paired with a Certified coach as a mentor familiar with the training and certification process



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

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- Response to ensuring Recovery Coaches participate in Department-approved CoacherVision, at least one (1) time per month is completely recycled from previous answers without providing a response specific to attendance of CoacherVision as required

**G. Reporting/Site Review Requirements**

- Met requirements

**H. Performance Measures**

- Met requirements

**I. Reports**

- Met requirements

**2. Staffing**

- Does not specify what subcontractors or consultants may be used for and no subcontractors identified in earlier section

**3. Implementation - Work Plan**

- Work plan is only through December 2026 and not for the full initial period of performance
- Work plan is framed for a start-up rather than an existing center which would delay service provision for 6 months with a 7/1/2026 center opening
- Work plan includes core activities, but does not allow enough time

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** An Angel's Wing, Inc.

**DATE:** May 15, 2025, and June 2, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 9.63                  |
| b. Budget Narrative                            | 5.00                    | 2.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>11.63</b>          |

---

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score       |
|--------------------------------|---|----------------------------|----------|------------------|----------|-------------|
| <b>\$340,000.00</b>            | ÷ | <b>\$882,516.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>9.63</b> |

**Evaluation Team Comments:**

- The proposed cost for provided for a 1-year (12-month period), this cost was doubled to account for a 24-month contract period
- Proposal for \$441,258 was for a 1-year period and more than double annual revenue
- \$331,900 for personnel, with a %10.59 fringe rate. Does not include healthcare
- Revenue summary tab was not completed
- Other costs appear reasonable

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

*Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)*

|                                                                                             |                                                                                     |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Proposed Target Area (Select one (1) Target Area per proposal submission)</b>            | <input type="checkbox"/> 1 York and Cumberland, excluding Brunswick                 |
|                                                                                             | <input checked="" type="checkbox"/> 2 Androscoggin, Franklin, and Oxford            |
|                                                                                             | <input type="checkbox"/> 3 Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                             | <input type="checkbox"/> 4 Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                             | <input type="checkbox"/> 5 Washington, Hancock, and Aroostook                       |
| <b>Physical Location of the Proposed Center</b>                                             | <b>412 Waldo St, Rumford, ME 04276</b>                                              |
| <b>Bidder's Organization Name:</b> Larry Labonte Recovery Center                            |                                                                                     |
| <b>Chief Executive - Name/Title:</b> Kathie Williams, Executive Director                    |                                                                                     |
| <b>Tel:</b> 207-357-9462                                                                    | <b>E-mail:</b> kathie@llrecoverycenter.com                                          |
| <b>Headquarters Street Address:</b> 412 Waldo St                                            |                                                                                     |
| <b>Headquarters City/State/Zip:</b> Rumford, ME 04276                                       |                                                                                     |
| <i>(Provide information requested below if different from above)</i>                        |                                                                                     |
| <b>Lead Point of Contact for Proposal - Name/Title:</b> Kathie Williams, Executive Director |                                                                                     |
| <b>Tel:</b> 207-357-9462                                                                    | <b>E-mail:</b> kathie@llrecoverycenter.com                                          |
| <b>Street Address:</b> 412 Waldo St                                                         |                                                                                     |
| <b>City/State/Zip:</b> Rumford, ME 04276                                                    |                                                                                     |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

The Larry Labonte Recovery Center (LLRC) is uniquely positioned to provide the comprehensive and supportive services outlined in Maine's Request for Proposals for Recovery Support Centers. With a long-standing commitment to the recovery community, LLRC has demonstrated a proven track record of offering effective, peer-driven services to individuals' recovery from substance use disorders and co-occurring mental health conditions.

LLRC has extensive experience in creating a welcoming and inclusive environment for individuals at all stages of recovery providing essential services such as peer support, recovery coaching, educational workshops, harm reduction, and hosting Recovery oriented recreational events. LLRC promotes all pathways towards recovery by providing a diverse portfolio of group support meetings and utilizing LLRC's wide range of resource connections throughout the State of Maine and target areas to provide the

best recovery path for each participant. LLRC is staffed with knowledgeable Registered Recovery Coaches with lived experience who work collaboratively to ensure individuals have access to the resources they need to achieve long-term recovery success.

LLRC has built strong partnerships with local treatment providers, healthcare systems, schools and community organizations which enable LLRC to effectively fill the role of a Recovery Community Center for our targeted area. Additionally, LLRC's commitment to evidence-based practices, community involvement and trauma informed approaches ensures that the services offered are effective, accessible, and responsive to the needs of diverse populations.

As a leader in recovery support services in Western Maine, LLRC is prepared to expand its reach to our targeted areas of all of Oxford, Franklin and Androscoggin Counties, and enhance its programming and strengthen its impact through this grant, helping more individuals reclaim their lives and achieve sustainable recovery.

**Signature of person authorized to enter into the contract with the Department:**

**Name (Print):**

Kathie Williams

**Title:**

Executive Director

**Authorized Signature:**

Kathie Williams

**Date:**

3-21-25

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>20.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>35.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 25.00               |
| b. Budget Narrative                                    | 5.00               | 3.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>28.00</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>83.00</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
|                                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

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**DATE:** May 15, 2025, and June 2, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>20.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Recovery Community Organization providing a variety of supportive services including advocacy, peer support, recovery coaching, and harm reduction</li><li>• Current coaching team of 4 Recovery coaches</li><li>• Recovery Coach Coordinator received 2025 Sexual Assault Prevention and Response Community Partnership Award</li><li>• Recovery Coaches attended Building Trauma Responsive Communities training</li><li>• Indicates training on implicit bias, cultural humility, and equitable service delivery – specifics not provided</li><li>• Indicates policies regarding providing services to LGBTQ+ and BIPOC communities – specifics not provided</li><li>• Guided by principles of Trauma Informed Care, person centered planning, and culturally responsive services.</li><li>• Promotes DEI in all areas of operation</li><li>• Three highly relevant projects included:<ul style="list-style-type: none"><li>○ Recovery coach services</li><li>○ Community outreach programs</li><li>○ Employment services</li></ul></li><li>• Current Recovery Coaches have experience coaching middle school, high school aged recoverees, adults, incarcerated participants and local hospital patients with co-occurring disorders</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Met requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

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**DATE:** May 15, 2025, and June 2, 2025

- |                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Profit &amp; Loss and Balance Sheets for 2022, 2023 and 2024 provided, but not reviewed by a CPA as required by the RFP, plans to engage an agency to review financial statements if awarded</li><li>• Appears to have financial viability</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                    |
|------------------------------------|
| <b>6. Certificate of Insurance</b> |
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- |                                                                        |
|------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided as required</li></ul> |
|------------------------------------------------------------------------|

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | <b>45.00</b>            | <b>35.00</b>          |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Location at 412 Waldo St, Rumford, ME 04276 is in the proposed target area</li><li>• Will be open Monday-Friday from 8am-4pm and will explore expanding to evening hours</li><li>• Reports that self-identification happens during the orientation process but does not provide details on how</li><li>• An All Pathways To Recovery approach will be utilized through 5 strategies</li><li>• Listed 11 pathways that staff receive training in</li><li>• Has a Peer Advisory Board with members having lived experience with various recovery pathways</li><li>• Services and mutual aid groups listed, state training conducted in each pathway and general recovery practices</li><li>• Indicates plans to work with law firm to ensure compliance with applicable laws and regulations and tax firm to ensure compliance with financial regulations</li><li>• Plan to provide training to board members to ensure internal support structures</li><li>• Provided detailed examples of compliance strategies</li><li>• Coordination of Recovery group facilitation and Peer Recovery resources connections for Participant and Affected Others lacks detail</li><li>• Will provide a structured schedule of groups, oversight by Recovery Resources Coordinator, and Peer Support team</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Offers robust list of services available to Participants</li><li>• Offers mentorship and accountability partners in addition to Certified Recovery Coaches</li><li>• Dedicated Recovery Support Line for telephonic support</li><li>• Virtual support meetings and groups offered and 1:1 web based coaching as well as Facebook messaging during business hours</li><li>• Recovery coaches conduct 1:1 support with participants</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

- A diverse range of mutual aid groups are offered, along with workshops and recreational activities
- Outreach and Engagement Plan (attachment 7) included a robust list of engagement activities
- Street outreach strategy and multiple community partnerships
- Student Recovery Coach Program at Mountain Valley High School, Dirigo High School, Dirigo Middle School, and Telstar Highschool
- Provides translated materials to ensure accessibility for all members
- Will provides staff for the Recovery Support Navigator and Family and Affected Other Support Specialist roles
- Will provide specialized groups for veterans, LGBTQ+, and others
- Staff attend case management meetings and coordinate the services and activities
- Provide dedicated computer station, printing of resumes, and basic computer literacy training and support
- Will hosting job fairs and workshops at the Center
- Designated Recovery Friendly Workplace (RFW) and plans to be connected with other RFW's seeking to offer employment opportunities for individuals in recovery
- Staff are trained in resume writing
- Collaborations with Goodwill Workforce Solutions, Maine Vocational Rehabilitation programs, and in-state trade schools
- Will offer resume development, career coaching and mock interviews
- Will connect participants with clothing donations for interviews
- On-site food bank and access to hygiene products and clothes
- Provides overdose prevention and naloxone training and distribution
- Includes plan to offer 1:1 case management but it is unclear who will provide the 1:1 case management
- Plan to provide gas cards as one aspect of removing transportation barriers
- Additional supports include financial literacy classes and veteran supports
- Will offer parenting classes and family-focused recovery services
- Plan to provide staff and volunteer training in DEI through local organization Community Concepts
- Center Staff and Volunteer Training and Orientation Plan (attachment 8) does not specifically mention strength based reflective approaches instead included training on person centered care
- There are specific details related to SOP and P&P for onboarding

**C. Record Management Requirements**

- Will continue utilizing the Recovery Data Platform (RDP)
- Provided a robust discussion of systems to ensure confidentiality
- Provided a robust discussion related to compliance of the State's IT-Service Contract
- Included robust discussion of systems and response in the event of a breach

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

**D. Center Website Requirements**

- Calendar is inclusive of community partner events in the target area, provides real-time updates including cancelations, and is available in mobile-friendly view
- Included comprehensive description of how data leaks will be prevented

**E. Services to be Provided to Participants**

- Provided a detailed plan to offer one-on-one (1:1) individualized Recovery Coaching Services (RCS) utilizing the Connecticut Community for Addiction Recovery (CCAR) model, or another model approved by the Department
- Seven point action plan listed includes monitoring of certification, training and standard operating procedures
- Named supports specific to family reconnection and relationship support
- Named support for Cultural & Spiritual Recovery Capital for Values, Identity, and Purpose
- Included comprehensive discussion of how staff and volunteers would support building different recovery pillars
- Provided a clear understanding of Recovery Capital
- Will provide fitness classes and nutrition education
- Indicated understanding of the process of building Recovery Capital, focus is on programming and coaching
- Listed what appears to be five workshops under facilitated groups, it is unclear if these are one-time workshops or groups that meet on a regular basis
- Demonstrates fidelity to peer recovery model by stating Peer support specialists will lead mutual aid and lived-experience groups
- Will facilitate group outings for members to increase community inclusion
- Orientation for participants, includes services, rules, rights and resources
- All new participants receive a comprehensive, peer-led, orientation within 5 calendar days of their initial visit, as scheduling allows
- Staff demonstrate how to search the 211 online directory
- Quarterly training plan (attachment 9) includes a comprehensive list of training opportunities
- Recreational and Social Events Plan (attachment 10) includes a wide array of events
- Provided a detailed response and clear understanding to ensuring Recovery-oriented recreational and social events utilize no more than two percent (2%) of Department funding

**F. Staffing Requirements**

- The formatting of this section was skewed making it difficult for the team to review
- Includes description of hiring process, practices, and criteria, addressing recruitment and hiring, supervision, and training, and hiring staff with first-hand lived experience
- Provided a detailed response and clear understanding for ensuring Recovery Coach Coordination

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided a detailed response and clear understanding to employing, subcontracting, and/or coordinating volunteer Recovery Coaches with Lived Experience willing to provide Recovery Support Services under the Peer Support model</li><li>• Provided a concise response that demonstrates understanding of Registered/Certified Recovery Coach requirements</li><li>• Will utilize a compliance tracking system to ensure Recovery Coaches are meeting certification deadlines</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                              |
|----------------------------------------------|
| <b>G. Reporting/Site Review Requirements</b> |
|----------------------------------------------|

- |                                                                    |
|--------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Met Requirements</li></ul> |
|--------------------------------------------------------------------|

|                                |
|--------------------------------|
| <b>H. Performance Measures</b> |
|--------------------------------|

- |                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Detailed response includes action steps necessary to achieve each performance measure, including a schedule of pro-social activities which exceeds goal</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                   |
|-------------------|
| <b>I. Reports</b> |
|-------------------|

- |                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided a detailed list on how reports would be provided and submitted timely</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------|

|                    |
|--------------------|
| <b>2. Staffing</b> |
|--------------------|

- |                                                                    |
|--------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Met Requirements</li></ul> |
|--------------------------------------------------------------------|

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
|--------------------------------------|

- |                                                                                 |
|---------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided a detailed work plan</li></ul> |
|---------------------------------------------------------------------------------|

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** Larry Labonte Recovery Center

**DATE:** May 15, 2025, and June 2, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 25.00                 |
| b. Budget Narrative                            | 5.00                    | 3.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>28.00</b>          |

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| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$340,000</b>               | ÷ | <b>\$340,000</b>           | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>25.00</b> |

**Evaluation Team Comments:**

- Budget covered 2-year period for the initial period of performance
- Cost proposal is for \$340k for initial period of performance, salary for initial period is \$521,976 - unable to distinguish between State requested funding vs other available resources
- \$340k is twice their current annual budget
- Fringe is at 15.94% including health insurance
- Appears to own building, budget narrative indicates depreciation costs but not rent or mortgage
- All expenses appear reasonable

**APPENDIX J – Revised 3/7/2025**

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

*Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)*

|                                                                                  |                                       |                                                                  |                                                                                    |
|----------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Proposed Target Area</b> (Select one (1) Target Area per proposal submission) | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                         |                                                                                    |
|                                                                                  | <input checked="" type="checkbox"/> 2 | Androscoggin, Franklin, and Oxford                               |                                                                                    |
|                                                                                  | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick         |                                                                                    |
|                                                                                  | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis                   |                                                                                    |
|                                                                                  | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                               |                                                                                    |
| <b>Physical Location of the Proposed Center</b>                                  |                                       | Franklin County Recovery Center<br>130 Quebec St, Farmington, ME |                                                                                    |
| <b>Bidder's Organization Name:</b>                                               |                                       | MaineHealth d/b/a The Healthy Community Coalition                |                                                                                    |
| <b>Chief Executive - Name/Title:</b>                                             |                                       | Andrew T. Mueller, MD / Chief Executive Officer                  |                                                                                    |
| <b>Tel:</b>                                                                      | 207-661-7001                          | <b>E-mail:</b>                                                   | <a href="mailto:Andrew.Mueller@mainehealth.org">Andrew.Mueller@mainehealth.org</a> |
| <b>Headquarters Street Address:</b>                                              |                                       | 110 Free Street                                                  |                                                                                    |
| <b>Headquarters City/State/Zip:</b>                                              |                                       | Portland, ME 04101                                               |                                                                                    |
| <i>(Provide information requested below if different from above)</i>             |                                       |                                                                  |                                                                                    |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                          |                                       | Mary Catherine Tee/Senior Grants Administrator                   |                                                                                    |
| <b>Tel:</b>                                                                      | 207-661-1366                          | <b>E-mail:</b>                                                   | <a href="mailto:Mary.Tee@mainehealth.org">Mary.Tee@mainehealth.org</a>             |
| <b>Street Address:</b>                                                           |                                       | 110 Free Street                                                  |                                                                                    |
| <b>City/State/Zip:</b>                                                           |                                       | Portland, ME 04101                                               |                                                                                    |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

MaineHealth d/b/a The Healthy Community Coalition (HCC) is a highly experienced non-profit organization with a proven track record in successfully addressing health and substance use issues in rural Maine. As it enters its second year of operating a Franklin County Recovery Center, HCC is looking to sustain and expand its services in Franklin County, a predominantly rural and economically challenged region. HCC currently operates the only Recovery Center in Franklin County, which has been open for two years this April. HCC's history of innovative program delivery, including evidence-based approaches to chronic illness prevention and substance use disorder (SUD) treatment, demonstrates its



capacity to effectively manage and execute this project.

HCC has extensive experience in managing federal, state, and foundation grants, including recent successful funding from the Health Resources and Services Administration (HRSA), the Substance Abuse and Mental Health Services Administration (SAMHSA), and Maine Recovery Council (MRC) Opioid Settlement Funding. These includes the implementation of community-based recovery services and the area's first rural safe syringe exchange program, which addresses opioid use and related health risks. HCC's strong community partnerships, including those with local leaders and individuals with lived experience, provide a collaborative foundation for expanding recovery services.

The organization has well-established administrative systems to ensure fiscal accountability and programmatic effectiveness. HCC's staff, including experienced project directors and program managers, are skilled in grant management, staff supervision, and community outreach. As part of the MaineHealth system, HCC also benefits from robust corporate support, ensuring administrative integrity, data collection, and program evaluation.

HCC's mission aligns with the goals of this RFP, and it is committed to improving health outcomes, reducing barriers to care, and enhancing community capacity to address SUD. With its established leadership, experienced staff, and track record of successful program implementation, HCC is well-positioned to expand its recovery services and meet the needs of Franklin County's residents.

| Signature of person authorized to enter into the contract with the Department:                                                                            |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Name (Print):</b><br>Rich Bayman                                                                                                                       | <b>Title:</b><br>Chief Financial Officer |
| <b>Authorized Signature:</b><br><br><small>63CB5EEFFCCB7463...</small> | <b>Date:</b><br>3/25/2025   2:34 PM EDT  |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>13.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>10.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>15.71</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>3.00</i>         |
| Section IV Total                                       | <b>30.00</b>       | <b>18.71</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>41.71</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
| **Delete if N/A                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>13.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Serving community for over 30 years</li><li>• Has focused on substance use prevention, harm reduction, treatment, and recovery for more than a decade</li><li>• Three relevant projects provided<ul style="list-style-type: none"><li>○ Syringe service program</li><li>○ Neonatal Abstinence Syndrome program, lacks detail on actual activities</li><li>○ Began the Franklin County Recovery Center in 2023 and reports this is the only recovery center in the county</li></ul></li><li>• Supports all forms of recovery and unique needs of underserved rural communities</li><li>• Notes experience with DEI and culturally competent and responsive services</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Intend to utilize subcontractors for recovery coaching services</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided enterprise level organizational chart, unclear where the project falls within the chart provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided financial statements provided for parent organization from 1/1/2023 through 9/30/2024 and prepared by a CPA, no clear sense of programmatic-level financial viability</li><li>• Based on statements provided, no meaningful concerns over financial viability of parent organization</li></ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | <b>45.00</b>            | <b>10.00</b>          |

**Evaluation Team Comments:**

- Throughout the response it was unclear if the Bidder or its subcontractor would be performing recovery coach coordination services as outlined in this RFP. In addition, the response relies heavily on clinical modalities, incongruent with the peer-related services which demonstrated a lack of understanding of Peer fidelity (i.e. medical model-oriented Peer support groups, the use of assessments to determine participant needs, overly focus on resource connections, providing documentation of service participation with CPS, coordinating with caseworkers, etc.).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Robust response acknowledging All Pathways and details how this will be integrated throughout the center</li> <li>• Detailed responses include plan for groups designed to address holistic needs of individuals in various recovery processes, including affected others and harm reduction</li> <li>• Plan includes cultural competency training, person-centered approach, trauma-informed care and physical design</li> <li>• Plan includes participant involvement in program design and implementation</li> <li>• Will offer a wide variety of peer led groups, peer 1:1 support, and staff training</li> <li>• Unclear how mental health services will be offered, which may be outside of scope of the RFP</li> <li>• The diagram depicting community structure is unclear who governs center activity, although stated that Franklin County Recovery Center Advisory Committee is 51% lived experience, Franklin County Community Partners appears to have oversight on the diagram</li> <li>• Participant orientation includes setting personal recovery goals which could be present as a barrier for some participants</li> </ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

- Unclear if peer recovery specialist and peer recovery coach are being used interchangeably or are two different positions
- Proposes to provide participants peer groups, peer 1:1 engagement, recovery activities, available in person, telephonically, and virtually
- Listed educational workshops that are to be facilitated by non-peer professionals when they likely could be delivered by recovery coaches to bring in more lived experience expertise, will offer support for family and affected others by offering peer support but does not name who that would be provided by or what training they would receive
- Will participate in community events, street outreach, and collaboration with cultural and faith partners, and partnering with local schools
- Outreach and Engagement Plan, (Attachment 7) includes outreach through social media and agency website, print materials (in multiple language), and newsletters, includes engagement and retention activities including celebrating participants and volunteers, and includes various outreach modalities, collaboration and referral networks, and retention and engagement strategies
- Indicates Center will coordinate a multi-disciplinary team – unclear if this team would include clinical staff, which would not be in alignment with the services requested in this RFP
- Plan includes staff coordination which is not articulated through a person-centered approach
- Plan includes process for participant feedback, including participant advisory committee, but lacks detail
- Employment and job readiness support available weekly and by appointment for flexibly and accessibility.
- It is unclear if the Center will offer computer access or referrals to public computers, or both
- Strong partnership with DOL services and in the community for vocational, English language, literacy, and digital literacy support
- Provided a robust response to Transportation coordination

**C. Record Management Requirements**

- Unclear what data management system will be utilized and if it would meet the HHS Privacy policies

**D. Center Website Requirements**

- Discusses user accessibility and navigation features above and beyond what is requested within the RFP
- Website will be mobile-friendly, have language options, and allow for filter by type function
- Website will include a section for news, important updates, and success stories

**E. Services to be Provided to Participants**

- Plan relies on a subcontractor for the delivery of Recovery Coaching services

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

- Plan indicates coaches will support participants in the development of recovery action plans and recovery goals
- Did not detail how a participant would be connected with a subcontracted coach
- Plan to conduct RAP Recovery Action Plan, focus on training
- It is unclear how staff and volunteers who assist Participants with tasks and Recovery Coaches who assist Participants in building Recovery Capital referenced will coordinate/not duplicate this work
- Indicates participants with justice involvement are connected with Community Health Workers to provide support similar to what is listed for other participants. It is unclear why this connection is made here and not for others
- Recovery capital described in this section appears somewhat limited to resources and community connection.
- Response to assisting Participants in building Recovery Capital is lengthy, but general
- Indicates affected others are encouraged to attend designated groups, but offers no specifics
- Response does not identify any specific groups, but offers broad ‘focus areas’
- Response indicates a commitment to meeting requirements, however it lacks specific details on how the provider will do this, or specific examples of groups, activities, or volunteer opportunities
- Plans to utilize volunteers to teach participants how to use 211
- Included Attachment 9 – quarterly training plan indicates one (1) training each quarter to a) high school/trade school and b) health-related higher education programs/family. It is unclear why ‘health-related’ higher ed distinction is made
- Plan does not include an outreach strategy that would be used to deliver these trainings
- Peer Advisory Committee coordinates with Program Management Specialist on the delivery of quarterly training.
- Plan includes event and activity categories, however, the number and frequency of events not provided
- Plans to offer parent and child activities

**F. Staffing Requirements**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

- Indicated the subcontractor will provide these services but overall, the response lacked detail
- Plan to partner with their subcontractor to provide Recovery coaching to participants
- Plan seems unclear about delineation of responsibilities between provider and the subcontractor
- Plan does not address a critical component of recovery coach coordination services - connecting participants to recovery coaches.
- Provided a strong plan for recognition and retention for volunteers
- Background checks for volunteers could be a potential barrier
- Will partner with an organization for training their volunteers in peer support model but did not state who the subcontractor would be
- Response does not address employment or subcontracting for Recovery Coaches with Lived Experiences to provide Recovery Support Services under the Peer support model

**G. Reporting/Site Review Requirements**

- Met Requirement

**H. Performance Measures**

- Provided a plan to ensure each performance measure is met

**I. Reports**

- Provided a plan to create and submit reports timely to the Department

**2. Staffing**

- Did not have a requirement of lived experience for any position
- Included job description for Community Health Worker, but qualifications for this position do not meet minimum qualifications for this role (no community connection, lived experience, or culturally relevant requirement listed)
- Job descriptions do not explicitly include Recovery Coach Coordinator, Recovery Center Coordinator, or Recovery Coaches
- Although the coordination of subcontractors will take place via formalized partnership structure including regular coordination meetings, case reviews, shared data and reporting, and compliance protocols, it is unclear if it will meet peer fidelity and confidentiality requirements
- Staffing plan does not include job descriptions for Recovery Coaches via subcontractor
- Staffing plan does not identify the number of recovery coaches planned

**3. Implementation - Work Plan**

- Provides detailed timeline chart that includes realistic action steps towards accomplishing indicated activities

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** May 22 and 27, 2025, and June 2, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 15.71                 |
| b. Budget Narrative                            | 5.00                    | 3.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>18.71</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$340,000.00</b>            | ÷ | <b>\$540,952.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>15.71</b> |

**Evaluation Team Comments:**

- Revenue summary tab was not completed
- Requesting \$540,952 for project period, 15% of total budget
- Total salary of \$282k, and 30.65% fringe
- \$33,289 for subcontracts, reasonable given that they will be providing Recovery Coaches, however, this may be low compared to the investment of \$96k for the Community Health Worker position
- 19% indirect rate in accordance with Federally approved indirect cost rate

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                       |                                                          |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|----------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                       |                                                          |                      |
| <b>Proposed Target Area (Select one (1) Target Area per proposal submission)</b>                                                                                                                                                  | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |                      |
|                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> 2 | Androscoggin, Franklin, and Oxford                       |                      |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |                      |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |                      |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                       |                      |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   |                                       | <b>15 Tannery Street, Norway, ME 04268</b>               |                      |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                       | Western Maine Addiction Recovery Initiative (WMARI)      |                      |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                       | Kari Taylor, Executive Director                          |                      |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-450-5578                          | <b>E-mail:</b>                                           | karitaylor@wmari.org |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                       | 15 Tannery Street                                        |                      |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                       | Norway, ME 04268                                         |                      |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                       |                                                          |                      |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                       |                                                          |                      |
| <b>Tel:</b>                                                                                                                                                                                                                       |                                       | <b>E-mail:</b>                                           |                      |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                       |                                                          |                      |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                       |                                                          |                      |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Our collective experience and expertise uniquely position us to successfully undertake the responsibilities outlined by this proposal. WMARI/The HILLS Recovery Center brings together a wealth of knowledge in addiction recovery, mental health support, and co-occurring disorders. Our dedicated coalition has a proven track record of designing and implementing effective Peer Support programs which have helped many individuals on their journey to recovery. Our combined resources and networks enable us to offer a wide range of recovery support services, including telephone and online assistance, and to connect individuals to the right recreational and socialization opportunities. WMARI/The HILLS Recovery Center is devoted to respecting and supporting a culture of All Pathways Towards Recovery in our center. Our current written policy and staff training ensure this is the method used when interacting with participants, offering them many possible avenues for resources, peer support, and connection within the community. We are deeply committed to creating a positive and sustainable impact in the lives of those seeking recovery, and our shared vision and experience

make us well-equipped to excel in these efforts.

WMARI's remarkable achievement of securing a federal HRSA RCORP Implementation grant, as well as foundational funding from several sources, demonstrates our organization's dedication to the cause of addiction recovery and mental health support. This grant recognized our capacity to effect positive change and served as a catalyst for the opening of The HILLS Recovery Center. With this crucial funding, WMARI successfully opened the recovery center in April 2023 as a transformative hub of recovery services and support. This accomplishment is a milestone in our ongoing commitment to enhancing the lives of individuals struggling with addiction and co-occurring disorders. The establishment of The HILLS Recovery Center is a testament to our capacity to leverage resources to create impactful solutions, and it underscores our determination to provide comprehensive support to those on their path to recovery.

Since establishing The HILLS Recovery Center, we have made significant strides in expanding our capacity and services to meet our community's needs better. Initially, our goal was to start small, with the understanding that additional funding would enable us to address the growing demand for recovery support comprehensively. Since our last proposal submission, we have successfully increased our staffing levels and extended our hours of operation, allowing us to provide more consistent and accessible support to the individuals we serve. This growth reflects our adaptability and commitment to responding to the evolving needs of our community.

A key strength of our organization is the expertise and training of our staff. All of WMARI's peer support staff are registered recovery coaches, and one has met the requirements for full certification and is currently in the process of obtaining formal certification. This level of training ensures that our staff are well-prepared to support individuals in various stages of recovery with professionalism, empathy, and evidence-based techniques. Because our staff are trained and ready, we are positioned to begin the immediate implementation of activities outlined in this proposal. This allows us to maximize the impact of new funding without delays, ensuring that participants quickly benefit from enhanced services and support.

In addition to recovery support, The HILLS Recovery Center has become a critical source of harm reduction in our community. We are the only drop-in center in our area that offers free harm reduction supplies—with the exception of syringes—to individuals in need. Because of this, we have engaged with a large number of individuals in active addiction, building trust and providing essential services. Our harm reduction efforts have not only helped reduce the immediate risks associated with substance use, but have also allowed us to create meaningful connections that have supported many individuals in transitioning from active addiction to recovery. This dual approach of harm reduction and recovery support underscores our commitment to meeting people where they are and empowering them to pursue recovery at their own pace.

Our deep and ongoing collaboration with community partners is a key factor in our success. Over the past three years, our work with healthcare providers (including addiction medicine), local law enforcement, schools, SUD clinicians, the Oxford County Jail, the Oxford County Treatment and Recovery Court, faith-based organizations, and non-profits has significantly changed the landscape of available resources in our rural community. In areas where resources are often scarce, a collaborative approach is essential to ensure that individuals in need have access to the full range of recovery, harm reduction, and support services. We have worked hand-in-hand with our partners to establish a more connected and responsive support network, strengthening the overall safety net for individuals and families affected by substance use disorder. Our partnerships have enabled us to provide more comprehensive care, streamline referrals, and reduce barriers to treatment—all while reinforcing the message that recovery is possible and that help is available. We wholeheartedly believe that collaboration is the foundation of effective recovery services in rural communities, and we are proud to work so closely with our partners to drive meaningful change.

With additional funding, we are prepared to expand further, enhancing our ability to offer comprehensive recovery and support services. Our long-term vision remains focused on developing The HILLS into a well-established, reliable resource capable of providing a full continuum of care. We are fully committed to scaling up our operations and strengthening our infrastructure to ensure that we can meet the increasing demand for

recovery services, reinforcing our role as a vital support system for individuals and families in our community.

**Signature of person authorized to enter into the contract with the Department:**

**Name (Print):** Kari Taylor

**Title:** Executive Director

**Authorized Signature:**



**Date:** 03/24/2025

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>20.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>41.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 16.02               |
| b. Budget Narrative                                    | 5.00               | 4.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>20.02</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>81.02</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

**\*\*Delete if N/A**

Section I. Preliminary Information

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**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>20.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Indicates current staff have lived experience, and Governance structure includes peer advisory council comprised of individuals with lived experience who help shape and evaluate programming</li><li>• Founded as a nonprofit in 2015 with Center opening in Norway in 2023, dedicated hub for free recovery services</li><li>• Agency leads multi-faceted coalition including local hospital, Sheriff's department, other recovery providers, local healthy community coalition, local school</li><li>• Executive Director's background includes Harm Reduction, SUD prevention, treatment, recovery data and grant management</li><li>• Current operations funded by competitive federal grant</li><li>• Executive Director is a Recovery Coach in recovery</li><li>• Indicate deep commitment to DEI, evidenced by Code of Ethics and Disparities Impact Statement included in federal implementation grant application</li><li>• Families and children welcome at many events and groups to reduce barriers for families</li><li>• Provides multiple examples of groups and activities offered</li><li>• Includes reference to using data to assess and improve service delivery</li><li>• Includes 3 highly relevant projects:<ul style="list-style-type: none"><li>○ Federal grant to launch recovery center and build consortium and local network of supports</li><li>○ Community SUD education and stigma reduction efforts, including presence at High School and various community events</li><li>○ Recovery nature outings for people with substance use disorder and their loved ones</li></ul></li><li>• Demonstrates an understanding of barriers related to rural areas and active work to support practical solutions</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

|                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Met</li></ul>                                                                                                                                                                                                                                                                           |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Substantial increase in gross income and assets between 2022 and 2023 largely related to Grant income, raises questions over mix of funding streams and over-reliance on a single stream</li><li>• No indication the financial statements were specifically reviewed by a CPA</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Provided an expired insurance form</li></ul>                                                                                                                                                                                                                                            |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>41.00</b>              |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• 15 Tannery St, Norway. Open Monday through Friday from 8am to 4pm. Drop-in hours for participants is 11 am to 3pm with additional services and events offered outside of these hours.</li><li>• Plans to extend drop-in hours to 40 hours per week</li><li>• Participant eligibility is determined through conversations with center staff and self-identification</li><li>• Self-report is codified in enrollment and eligibility policy continued in agency's recovery coaching handbook</li><li>• Response demonstrates a thorough understanding of an All Pathways approach to recovery</li><li>• Diversity of recovery options and experiences is part of staff training and included in their Recovery Coach manual</li><li>• Response indicates two (2) mechanisms for governance:<ul style="list-style-type: none"><li>○ Board of directors who hold fiduciary and administrative oversight, which includes but is not limited to, individuals in recovery; and</li><li>○ Peer Advisory Council – all individuals in recovery who support Center practices and programming</li></ul></li><li>• Plan to develop policies to support maintaining standards in compliance with federal, State, and local laws</li><li>• Plan to continue relationships with an accounting firm and legal council to support</li><li>• Uses an informal evaluation of needs, personality, and goals to facilitate RC matching, offers mix of staff-led and peer-led offerings, as well and participant-led meetings, new staff and volunteers receive a structured orientation including policies, participant engagement practices, recovery language, and expectations related to confidentiality and inclusivity, Participants receive orientation during first visit, which including available services, the role of peer support, and guidelines</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

for maintaining a welcoming and respectful space. This process is reflective of best practices including peer fidelity, trauma informed, etc.

**B. Recovery Support Services**

- Support available to participants in accessing internet access through partnership with a partner agency
- Center leadership participant in County digital coalition to support accessibility
- Will provide Zoom accessible groups for individuals incarcerated
- RC service centers around building recovery capital through empathetic conversations that incorporate motivational interviewing techniques.
- Drop in availability of informal peer support offers low barrier connection and support
- Outreach and engagement plan (Attachment 7) includes detailed list and description of strategies ranging from community-based education, school engagement, harm reduction outreach, peer-led initiatives, affected partner collaboration, and community engagement as well as a comprehensive description of virtual outreach tools
- Provided detailed plan on how they coordinate programming including input from participants, Peer Advisory Council, community meetings, and external partner input
- Provided information on how staff assist with coordinating programming, but unclear how staff will be coordinated
- Program planning, guided by staff and participant input; PAC play a crucial role in shaping programming
- Designated Recovery Friendly Workplace
- Will assist with accessing Harm reduction, Case management, and Transportation, however, the plan to accomplish this is unclear
- Recovery Center Coordinator is a member of the local treatment court team
- Will assist with accessing Child protective services, and any other resources as indicated by Participants, however, the plan to accomplish this is unclear
- Through individual support, will aid in finding resources and provide warm referrals
- Notes assistance to access community supports is trauma-responsive.
- Established recovery assistance funds to support unmet financial needs.
- Strong partnerships for housing needs and justice system navigation.
- Provides a detailed description of how staff and volunteers will receive orientation and ongoing training, including all of the required areas.
- Training curriculum integrates cultural humility, which represents more up-to-date framing than cultural competency.
- Center Staff and Volunteer Training and Orientation Plan (Attachment 8) lacks detail on what is included in trainings.
- Narrative response and Center Staff and Volunteer Training and Orientation Plan (Attachment 8) demonstrate knowledge of peers principles

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C. Record Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Met Requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>D. Center Website Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Provides a detailed description of various virtual tools used to communicate available services/events</li><li>• Currently have WMARI website; dedicated Hills website under development</li><li>• WMARI LinkTree and FindMeetingsNow option supports participants in connecting to local, national and international meetings and a QR codes to these directories is frequently printed and distributed</li><li>• Uses Meeting Owl for high quality virtual meeting option.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>E. Services to be Provided to Participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Specific training, supervision and accreditation, CCAR at PRCC; Recovery Coaching manual containing SOP and P&amp;P</li><li>• Staff and volunteer recovery coaches complete RCA and Ethics, additionally Motivational Interviewing, Adult Mental Health First Aid, Youth Mental Health First Aid.</li><li>• Participants self-refer for coaching, scope of the coaching role is explained, Initial Recovery Plan is developed within the first or second meeting, frequency and duration of sessions is up to the participant, this approach aligns with self-direction and trauma-informed practices</li><li>• Recovery coaches are trained in protocol, and reviewed monthly. Management support not detailed</li><li>• Response pertains only to Participants availing themselves of Recovery Coaching services but does not extend to other Participants</li><li>• Recovery capital prioritized in coaching model, through tools and conversation. Conduct BARC10 monthly to track progress</li><li>• Response to assisting Participants in building Recovery Capital is predominantly focused on Recovery Coaching services.</li><li>• Offers a wide variety of appropriate groups facilitated by trained staff or volunteers with lived experience who receive support and supervision.</li><li>• Additional classes, workshops, and events are held on core topics such as healthy communication, navigating family dynamics in recovery, trauma and ACEs, and recovery-supportive relationships</li><li>• Includes plan for variety of activities, support groups, and peer guidance</li><li>• Activities and community service opportunities to be coordinated in partnership with local organizations including strong employment support entities</li><li>• Evaluation of the current programming demonstrates positive outcomes and high satisfaction of Participants</li><li>• Support provided through 1:1 coaching, at drop-in hours and peer led groups</li><li>• Participants are introduced to mutual aid and recovery support groups through both referral and direct engagement.</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

- Participants are invited to attend, facilitate, or organize activities or contribute in ways that align with their interests and readiness.
- Provide conversational overview as part of Participant orientation and connect to valuable Participant resources, demonstrating knowledge of relational, trauma-informed and person-centered approaches.
- Approach orientation as an ongoing layered process.
- Discusses Rights of Recipients including time for questions and examples of how the center upholds these rights
- Describes a custom made and customizable training Bidder intends to submit for Department approval that covers the relevant areas.
- Training is delivered multiple times per quarter to a variety of audiences.
- Provides impressive list of varying pro-social offerings and how opportunities for community contribution are integrated into these offerings and other public-facing events in which Bidder is involved.

**F. Staffing Requirements**

- Actively engaged in the community, seeking those with lived experience
- Three current peer supporters were center participants, demonstrating intentional support to move towards paid roles.
- Emphasis on leadership development.
- PAC supports recruitment.
- Plans to use written policies and staff support/relationships to ensure coaches stay on track and feel confident
- Offers coaches flexible schedules to increase accessibility to both coaching services and training/continuing education
- Efforts to keep recently trained coaches that may not be pair with a recoveree engaged in programming and aware of potential matches

**G. Reporting/Site Review Requirements**

- Met Requirements

**H. Performance Measures**

- Response focuses on data collection and does not address how performance measures will be met

**I. Reports**

- Met Requirements

**2. Staffing**

- Met Requirements

**3. Implementation - Work Plan**

- Provided a detailed implementation plan shared in time-bound format, indicating each goal and the person responsible
- Gantt chart preceded by activities list indicating goals, action steps, brief description of activities, person responsible, and start date

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 2

**BIDDER:** WMARI/The HILLS Recovery Center

**DATE:** May 27, 2025, and June 2, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|------------------------------------------------|-----------------------------|---------------------------|
| Section IV. Cost Proposal and Budget Narrative |                             |                           |
| a. Cost Proposal                               | 25.00                       | 16.02                     |
| b. Budget Narrative                            | 5.00                        | 4.00                      |
| Section IV Total                               | <b>30.00</b>                | <b>20.02</b>              |

---

| Lowest Submitted<br>Cost Proposal | ÷ | Cost Proposal<br>Being Scored | x        | Score<br>Weight  | =        | Score        |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|--------------|
| <b>\$340,000.00</b>               | ÷ | <b>\$530,726.00</b>           | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>16.02</b> |

**Evaluation Team Comments:**

- Overall cost proposal of \$530,726, appears reasonable for services to be delivered – over 100% of their annual budget at its peak in 2023
- Includes \$386,880 in salaries, no credentials listed in personnel section. Fringe of 20% including health/dental
- \$7,500 included in budget to make custom Narcan emergency kits, at \$75/per kit
- 15% indirect expenses, \$79,609, when ED salary and occupancy already included in budget



**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                       |                                                          |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|-----------------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                       |                                                          |                             |
| <b>Proposed Target Area</b> (Select one (1) Target Area per proposal submission)                                                                                                                                                  | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |                             |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |                             |
|                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> 3 | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |                             |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |                             |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                       |                             |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   |                                       | 3 Hall St., Newcastle                                    |                             |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                       | Commonspace                                              |                             |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                       | Brian Townsend                                           |                             |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-272-0429                          | <b>E-mail:</b>                                           | briant@commonspacemaine.org |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                       | 103 India St.                                            |                             |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                       | Portland/ME/04101                                        |                             |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                       |                                                          |                             |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                       | As above                                                 |                             |
| <b>Tel:</b>                                                                                                                                                                                                                       |                                       | <b>E-mail:</b>                                           |                             |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                       |                                                          |                             |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                       |                                                          |                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Commonspace has operated a DHHS-contracted Recovery Support Center serving Lincoln County from physical sites in Boothbay Harbor and, currently, Newcastle, since 2018. The Lincoln County Recovery Community Center has occupied its space at 3 Hall St. in Newcastle since September 2023. With seven years of immersion in the community, a stretch that included the shared weathering of the pandemic, the LCRCC has emerged as a critical resource for area individuals impacted by substance use.</p> <p>Commonspace also currently operates a Recovery Community Center in Bath and a long-standing Peer-Run Recovery Center in Portland. We are an agency with a long history of providing impactful and innovative peer support programming. We are also an agency that listens to and grows with the community of peers we support. Our mission to support the</p> |

recovery aims of traditionally excluded and marginalized populations has led us to develop harm reduction programming, recovery-centered supported housing units, Recovery Coaching services within the Cumberland County Jail, and emergency food and shelter programs.

Our years of learning and engagement in Lincoln County have led to a significant number of area partnerships, as well as to a diverse and vibrant community of recoverees and program participants. Our experience providing this specific service in this region places us in an ideal position to realize even greater outcomes, as we work as a state to turn the curve on the drug epidemic and to foster and nurture recovery within our communities.

| Signature of person authorized to enter into the contract with the Department: |                                     |
|--------------------------------------------------------------------------------|-------------------------------------|
| <b>Name (Print):</b><br>Brian Townsend                                         | <b>Title:</b><br>Executive Director |
| <b>Authorized Signature:</b><br><i>Brian Townsend</i>                          | <b>Date:</b><br>3/21/2025           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** Commonsense

**DATE:** June 2, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>14.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>10.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 20.70               |
| b. Budget Narrative                                    | 5.00               | 2.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>22.70</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>46.70</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** Commonsplace

**DATE:** June 2, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

**\*\*Delete if N/A**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** Commonsense

**DATE:** June 2, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>14.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Incumbent provider of the services requested in this RFP since 2018</li><li>• Has operated Centers in Bath, Boothbay Harbor, and New Castle (N.C. current location in Lincoln County)</li><li>• Operates harm reduction and supported housing programs, along with recovery coaching at the Cumberland County Jail</li><li>• Response indicates that advancing diversity, equity and inclusion is central to the agencies' mission, but lacks detail regarding specific activities that address issues related to DEI and cultural competence and responsiveness</li><li>• Provided 3 relevant projects:<ul style="list-style-type: none"><li>○ Project 1 – Lincoln County Recovery Center</li><li>○ Project 2 – Bath Recovery Center</li><li>○ Project 3 – Portland Peer Recovery Center</li></ul></li><li>• Has set equity goals for board, leadership, and workforce that keep with diversity of communities served</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Studio B – art/public engagement related to addiction</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Provide an enterprise-wide organizational chart, but did not include the project team (only project team lead)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Indicated none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Three years of audited financial statements provided</li><li>• Some minor fluctuation in net assets, minor negative net revenue 2022 and 2023, no obvious concerns over financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** Commonsense

**DATE:** June 2, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | <b>45.00</b>            | <b>10.00</b>          |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• 3 Hall St, Newcastle, ME. Operates 40 hours per week and plans to expand events to evenings and weekends</li><li>• Utilize a check-in kiosk with RDP interface, to allow self-identity, along with direct dialog between staff and guest</li><li>• Response lacks detail as to how to implements its commitment to All Pathways Towards Recovery beyond providing harm reduction services.</li><li>• Response indicates commitment to ensuring the Center facility maintains standards in compliance with federal, State, and local laws, but does not offer further detail</li><li>• No specific mention of support for affected others.</li><li>• Recovery Center Coordination process lacked details.</li><li>• Minimally addressed Coordination of Peers to support Participants and Recovery Support Services and activities.</li><li>• Orientation process is minimally addressed for participants. Did not address orientation for staff or volunteers.</li><li>• Will provide a prevention group for young people.</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Recovery support services beyond recovery coaching and facilitated groups not addressed, response lacked details.</li><li>• Housing, healthcare, treatment and employment support available through recovery coaching relationship but did not mention connection to support if not engage in RC relationship</li><li>• Outreach and engagement plan (Attachment 7) does not meaningfully address how it will reach out to and engage with the community and prospective Participants beyond referral partnerships and “engag[ing] with local initiatives”</li><li>• Focuses on trauma-informed care and how staff will be trained</li></ul>                                                                                                                                                                                                                                                                                                                                                                                         |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

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- Will provide accommodations, such as small group sizes for those with co-occurring concerns.
- Lacks detail on how they will coordinate staff and programming for all other participants
- Will host bi-weekly employment group with a career specialist available and is developing a program for regularly occurring employment fairs to be hosted at the center.
- Notes providing job training and job skills development but did not provide details on how such a program would be structured or delivered. Computer access is available.
- Notes monthly, virtual orientations to Vocational Rehabilitation for qualifying participants.
- Has a van that can be used for limited transportation needs
- Plan to assist Participants with access to community support for Clinical services including health care services and individual and/or group counseling for both mental health and SUD, Harm reduction, Case management; Justice system navigation; Child protective services; and any other resources as indicated by Participants does not detail how these service will be proved to Participants
- Response lacks detail about how resource navigators will support access to the array of community supports indicated in the RFP.
- Response discusses complementary programming in support of meeting recoveree's needs, including housing supports and emergency funding.
- The description of the role the RCs fulfill may be outside of peer fidelity and more appropriate for a case management referral, no mention of external CM resource.

**C. Record Management Requirements**

- Will continue to utilize RDP platform, tracking from referral to discharge
- Provided a detailed description of confidentiality measures as it relates to State and Federal laws
- Provided a detailed description of confidentiality measures in compliance with the State of Maine IT-Service Contract

**D. Center Website Requirements**

- Met requirements

**E. Services to be Provided to Participants**

- Plan to offer both paid and volunteer recovery coaches
- Provides accompaniment to community-based meetings and groups to participants. Did not describe how a participant connects with RC services or what a matching process looks like.
- Lacks detail on how they will work with all participants on problem solving
- Unclear if Recovery goals and Recovery Action Plans will only be used with Participants engaged in formal coaching or all Participants
- Response to assisting Participants in building Recovery Capital lacks detail



**STATE OF MAINE  
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- Shared a few groups that are already running and included a few proposed groups to assist in meeting this requirement, unclear if these groups will assist with work life topics
- Plan to provide Peer-led guidance, feedback, and social support includes staff and volunteers providing guidance, but lacks detail
- Peer mentor role offers low barrier support for community inclusion
- Unclear when Participant orientation will happen, overall lacks detail
- Does not appear to mention the Warm Line
- Will offer United Parents in Recovery and monthly “parent mingles”
- Quarterly Training Plan (Attachment 9) included. Uncertain if many of the modules described constitute ‘Trainings’ as opposed to groups and events

**F. Staffing Requirements**

- Unclear how the Bidder will employ and/or subcontract sufficient staff with Lived Experience
- Narrative response includes reference to satellite location in 4 towns for the first time in this proposal. Unclear how these location factor into proposal.
- Proposes the Recovery Coordinator to deploy coaches throughout the community, which is outside of the scope of this RFP
- Response to ensuring Recovery Coach Coordination lacks detail
- Preference for hiring/volunteering to those that have already completed requirements for Certified Peer Recovery Coach designation is a potential barrier to adequate staffing.

**G. Reporting/Site Review Requirements**

- Met requirement

**H. Performance Measures**

- Agrees to meet requirements but does not address how the requirements will be met

**I. Reports**

- Agrees to meet requirements but does not address how the requirements will be met

**2. Staffing**

- Did not describe Programs Assistant position that has oversight of RC requirements. Lived experience requirement for RC role only.
- The subcontractor’s role is not clear as to what they are providing the center for service therefore oversight is also unclear.
- Staffing plan is not adequate to cover the stated hours of operation.

**3. Implementation - Work Plan**

- Implementation work plan was not labeled correctly and lacked details
- Provides cursory work plan, does not describe particular implementation tasks to be completed

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** Commonsense

**DATE:** June 2, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 20.70                 |
| b. Budget Narrative                            | 5.00                    | 2.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>22.70</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$468,606.00</b>            | ÷ | <b>\$565,924.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>20.70</b> |

**Evaluation Team Comments:**

- Total bid is for \$565k, 20% of total budget
- This includes \$324k for salary, with 22% fringe
- Budget narrative does not include reference to the proposed subcontractor Studio B
- Does reference CPA, Technology services, and other services not referenced elsewhere in proposal and generally included in indirect
- \$91k allocated for indirect, 16% of overall program request

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** VOA Northern New England

**DATE:** June 2, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>14.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>10.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 25.00               |
| b. Budget Narrative                                    | 5.00               | 3.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>28.00</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>52.00</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER:** VOA Northern New England

**DATE:** June 2, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

**\*\*Delete if N/A**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 3

**BIDDER:** VOA Northern New England

**DATE:** June 2, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>14.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• 30 experience serving Maine and NH, with 18 programs and 13 affordable housing projects</li><li>• Project Connect Recovery Center served 1400 individuals in 2024, offering groups, outings, and recovery coaching to 37 individuals</li><li>• Response includes relevant partnerships</li><li>• Indicates programming grounded in DEI principles with staff trained in cultural humility and trauma-informed care with specific hiring practices that prioritize lived experience</li><li>• Provided relevant projects:<ul style="list-style-type: none"><li>○ Project 1 – Providing exit kits for people leaving carceral settings</li><li>○ Project 2 – Supported recovery house in Scarborough, ME</li><li>○ Project 3 – Prison re-entry center</li></ul></li><li>• Experience with behavioral health, substance use and justice system programs providing case mgt, recovery coaching, SU counseling, transportation services, peer mentoring, restorative arts and housing.</li><li>• Partnerships with two additional recovery centers for coordination and referrals</li><li>• Robust data tracking measures</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Unclear if subcontractors will be utilized as the Appendix D was not provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Audited financial statements provided for four years</li><li>• Moderate losses in two fiscal years presented, but substantial current assets, and offset by moderate gains in most recent fiscal year</li><li>• No concerns regarding financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER:** VOA Northern New England

**DATE:** June 2, 2025

- |                                                                              |
|------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided, expired 4/1/2025</li></ul> |
|------------------------------------------------------------------------------|

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>10.00</b>              |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• 147 Waldo Avenue, Suite 108, Belfast is open Monday-Friday from 8am-4pm (40 hrs./week), peer support staff drop-in hours are from 10am-12pm.</li><li>• Indicates funding will allow Center to maintain operations and expand into weekend availability.</li><li>• Maintains a smaller satellite office in Rockland.</li><li>• Hosts events on evenings and weekends</li><li>• By fostering culture, and respecting all journeys, cross collaborating for those who self-identify</li><li>• Recovery Coaches and Intentional Peer Support (IPS) trained peers available.</li><li>• Listed many clinical partners for referrals.</li><li>• Notes prioritizing harm reduction strategies and holistic support but did not give details for what these broad categories may include.</li><li>• Personalized goal setting by participants, with staff support, and regular check-ins, plan reviews, informal conversations that help track progress, celebrate successes, and navigate challenges noted.</li><li>• Will establish a governing board to serve as an advisory council for the community center but did not commit to the required 51% lived experience composition. Currently facilitate the Waldo County Recovery Committee which would be utilized for recruitment of the advisory board and notes lived experience on that committee but did not mention composition.</li><li>• The use of Sequential Intercept Model and the unnamed process used by Coordinator to assess participants' needs prior to recovery coach matching raises concerns around peer support fidelity.</li><li>• Orientation process is minimally described</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**STATE OF MAINE  
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**DATE:** June 2, 2025

- Description of how recovery support services provided includes a narrow range of groups/circles and recovery coaching/CIPPS. If additional services/approaches are offered they are not indicated in this response.
- Provides detailed outreach and engagement plan (attachment 7) including specific goals and strategies as well as specific engagement activities, target audiences, and frequency
- Emphasis on justice-involved participants and clinical partnerships that may limit outreach and engagement of the broader recovery community.
- AC-OK Screen for Co-Occurring Disorders is outside of peer fidelity and scope of this RFP.
- Response lacked details for specific programming and coordination and did not address affected others.
- Notes a prioritization of meeting basic needs first for participants.
- Lacks detail on how they will provide employment services at the center to include volunteer support for resume development, job searches, and mock hiring interview
- Computer access and resource list of second chance businesses
- Partnership with Goodwill
- Strong internal capabilities for housing support and external referrals for basic needs.
- Did not address support for CPS involved participants or case management.
- Transportation support appears limited to justice-involved or Medicaid-eligible participants.
- Crisis Intervention training provided by PayCom may be outside of peer fidelity.
- Provides staff and volunteer training and orientation plan including topics covered and timeframe, as well as the trainer where known. Does not meaningfully integrate DEI or cultural humility into plan.

**C. Record Management Requirements**

- Provides detailed description of how risk assessment and vulnerability scanning procedures are met, including robust support from their client and data management system and the parent organization. This includes an Agency Emergency Response Plan that outlines procedures in the event of a data-related emergency.
- Provides in-depth description of how Bidder will comply with relevant laws regarding protection of confidential and/or sensitive information. This includes Business Associate Agreements and formal incident response plans, as well as regular review and updating of policies.

**D. Center Website Requirements**

- Bidder agrees to comply with MaineIT TikTok requirement, but the response lacked details on policy or procedure ensuring compliance.

**E. Services to be Provided to Participants**

- Did not describe how they would offer 1:1 RCS, only what the CCAR model is.



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- Did not describe how staff and volunteers other than their current RC would support participants in setting Recovery goals, developing a Recovery Action Plan, and solving problems directly related to Recovery.
- Response predominantly addresses individuals engaged in recovery coaching services and does not address other participants.
- Response discusses process of building recovery capital broadly, but lacks specificity. Indicates that a sole recovery coach has elected to use an online Recovery Capital Assessment, it is unclear what processes are in place to ensure that this extends beyond an individual coach's particular practice.
- Bidder indicates they will provide four types of groups. Such limited options does not allow for sufficient choice in groups, and does not appear to epitomize All Pathways to Recovery. Response lacks detail on how they will provide aforementioned groups outside of 'weekly'.
- References the four types of groups Bidder provides, and does not elaborate on how bidder will support community inclusion.
- Response was minimal and does not describe how the bidder will provide Peer-led guidance, feedback, and social support for the domains listed or what mechanism would be used to determine group types or topics or gather feedback.
- Does not address how Participants will be informed of Rights of Recipients
- Will provide information folder but unclear if the contents will be discussed/explained to Participants
- Overall Quarterly Training Plan (Attachment 9) is unclear

**F. Staffing Requirements**

- Provides detailed description of how Bidder will fill roles with people with Lived Experience, including in-depth discussion of targeted recruitment practices.
- Plan includes appropriate recruitment and retention tactics
- Background checks do not disqualify applicants
- Grant funding will allow to expand staff, and by offering benefits
- Did not describe a plan or procedure to ensure that coaches maintain registered/certified designation. Response implies that they are not familiar with the Registered/Certified Peer Recovery Coach process as they stated "new coaches complete certification within six months of onboarding" which is not the Certification process and also stated they would verify the coach's status through the CCAR website but verification of credentials is provided through the Maine Recovery Coach Certification Board website, not CCAR.
- Response lacks detail. Bidder delegates this to Recovery Coach Coordinator without discussion of how registration/certification will be assured.

**G. Reporting/Site Review Requirements**

- Did not describe how they will participate in site reviews only that they are familiar with the process and will comply

**H. Performance Measures**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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|                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Met Requirement</li></ul>                                                                                                                                                            |
| <b>I. Reports</b>                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Met Requirement</li></ul>                                                                                                                                                            |
| <b>2. Staffing</b>                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• Unclear the number of hired staff vs volunteers who will be providing recovery coach services</li></ul>                                                                              |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Work plan covers broad tasks in chart format. Does not appear to include some tasks including outreach and engagement. Response lacks specificity beyond broad categories.</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 25.00                 |
| b. Budget Narrative                            | 5.00                    | 3.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>28.00</b>          |

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| Lowest Submitted<br>Cost Proposal | ÷ | Cost Proposal<br>Being Scored | x        | Score<br>Weight  | =        | Score        |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|--------------|
| <b>\$468,606.00</b>               | ÷ | <b>\$468,606.00</b>           | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>25.00</b> |

**Evaluation Team Comments:**

- Total project request is \$468,606
- \$233,978 requested in salary for two coordinator roles, 26% fringe included health and dental
- \$78k for rent, no indication of square footage to ascertain reasonability
- \$12k for supplies, including leased printer
- 15% indirect indicated, no indication if this is a federally approved rate
- Budget has inconsistencies compared to the proposed services
- All other expenses appear reasonable

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

*Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)*

|                                                                                  |                                       |                                                          |                           |
|----------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|---------------------------|
| <b>Proposed Target Area (Select one (1) Target Area per proposal submission)</b> | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |                           |
|                                                                                  | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |                           |
|                                                                                  | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |                           |
|                                                                                  | <input checked="" type="checkbox"/> 4 | Somerset, Kennebec, Penobscot, and Piscataquis           |                           |
|                                                                                  | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                       |                           |
| <b>Physical Location of the Proposed Center</b>                                  |                                       | 142 Center St. Brewer, Maine 04412                       |                           |
| <b>Bidder's Organization Name:</b>                                               |                                       | Bangor Area Recovery Network                             |                           |
| <b>Chief Executive - Name/Title:</b>                                             |                                       | Robert Fickett, Executive Director                       |                           |
| <b>Tel:</b>                                                                      | (207) 561-9444                        | <b>E-mail:</b>                                           | robert@bangorrecovery.org |
| <b>Headquarters Street Address:</b>                                              |                                       | 142 Center St.                                           |                           |
| <b>Headquarters City/State/Zip:</b>                                              |                                       | Brewer, Maine 04412                                      |                           |
| <i>(Provide information requested below if different from above)</i>             |                                       |                                                          |                           |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                          |                                       |                                                          |                           |
| <b>Tel:</b>                                                                      |                                       | <b>E-mail:</b>                                           |                           |
| <b>Street Address:</b>                                                           |                                       |                                                          |                           |
| <b>City/State/Zip:</b>                                                           |                                       |                                                          |                           |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Established in 2008, the Bangor Area Recovery Network is Maine's oldest, and largest Recovery Community Center. With its core values grounded in best practices for Recovery Community Organizations and the belief that recovery is a broad spectrum and holistic approach to wellness that should be available to anyone, the BARN has paved the way for the meaningful implementation of Peer-Based Recovery Support Services in the State of Maine. This experience, partnered with a dedicated and competent staff has successfully delivered, expanded, and brought to scale those services within the Maine Recovery Hub and Spoke model for the past six years. The BARN looks forward to continuing that good work in service to its communities.



| Signature of person authorized to enter into the contract with the Department:                                    |                                  |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Name (Print):</b> Robert M. Fickett                                                                            | <b>Title:</b> Executive Director |
| <b>Authorized Signature:</b><br> | <b>Date:</b> 03-20-2025          |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Bangor Area Recovery Network

**DATE:** June 10 and 13, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>22.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>18.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>12.58</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>5.00</i>         |
| Section IV Total                                       | <b>30.00</b>       | <b>17.58</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>57.58</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Bangor Area Recovery Network

**DATE:** June 10 and 13, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

**\*\*Delete if N/A**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Bangor Area Recovery Network

**DATE:** June 10 and 13, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>22.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• 15-year history supporting recovery, through collaborations in the community and managing grants. 3 projects included</li><li>• Incumbent provider</li><li>• Indicates strong local partnership in support of participant's needs</li><li>• Indicates successful grant management experiences with multiple funders</li><li>• Indicates commitment to DEI as evidenced by support groups specifically for BIPOC and LGBTQA community members, diverse staff, and outreach activities</li><li>• Provided 3 relevant projects:<ul style="list-style-type: none"><li>○ Project 1 – two (2) separate project providing Recovery Coaches and training/infrastructure to public health initiatives, including Overdose Response Team</li><li>○ Project 2 – DHHS/OBH funded Recovery Community Center</li><li>○ Project 3 – Recovery Justice Program – Peer Recovery supports for Justice involved individuals</li></ul></li><li>• Technology-driven resources for virtual support options and data-informed evaluations for both programming and participant progress.</li><li>• Recovery Community Center features peer support, educational workshops, job training pro-social and wellness activities</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Met requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Indicate none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided 3 years of accounts, reviewed and prepared by a CPA</li><li>• Appears financially viable</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Bangor Area Recovery Network

**DATE:** June 10 and 13, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>18.00</b>              |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Located at 142 Center St, Brewer, and currently maintains 7 days a week, for 73 hours, with 4.5 FTE and 40-50 volunteer</li><li>• Utilizes kiosk sign in, and new participant on-boarding</li><li>• Broad spectrum of facilitated groups/meetings and staff trained and experienced in all these resources</li><li>• Notes that supporting All Pathways is deeply engrained in overall culture of the center that was developed over time. Program development is a participatory process.</li><li>• Notes a variety of groups, treatment referral types, diverse lived experiences of staff, and listed key components of All Pathways philosophy.</li><li>• Currently in compliance with standards of federal, State, and local laws and has a plan to remain in compliance, lacks detail on how</li><li>• Use a multi-layer approach to Recovery Center Coordination with all staff cross-trained in center procedure and manuals available, with Executive Director having oversight. Notes that this approach is efficient and effective.</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Supports participants in person by providing recovery coaches, peer support, peer led recovery meetings (also hybrid) – response lacked detailed on how they will deliver the Recovery Support Services that they described.</li><li>• Offers robust peer-led group offerings with 120 groups per month.</li><li>• Employs a Community Outreach Specialist whose functions including Outreach and Engagement</li><li>• Provided a detailed Outreach and Engagement plan (Attachment 7) including weekly, monthly, quarterly, and annual outreach opportunities</li><li>• Provides Narcan training to local businesses</li><li>• All staff participate in outreach and community activities</li></ul>                                                                                                                                                                                                                                                                                                                                                     |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

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**DATE:** June 10 and 13, 2025

- Minimally described staff and program coordination for SUD/Co-occurring/undiagnosed support, did not address Affected Others.
- Will assist participants with employment services by sharing close partnerships, collaborating with peer navigators, and recovery friendly workplace education.
- Maintains partnerships with a number of relevant organizations to provide vocational programming, and has engaged in recovery friendly workforce and workforce mobility programming.
- E-bike pilot program to support transportation for employment and recovery services.
- Provides materials on how to find resources, does not address any of the specific areas asked for in this requirement
- Provides an outline of a Center Staff and Volunteer Training and Orientation Plan (attachment 8) which includes mentorship/shadowing, trauma informed care, reflective cycle training, and de-escalation training among others, but overall plan provides minimal detail on what training entails.
- No DEI training identified.

**C. Record Management Requirements**

- Will utilize Recovery Data Platform
- Does not discuss the information that will be tracked including referrals, active Recoverees, Recovery plans, progress notes, and discharges.
- Indicates their data system is compliant but does not indicate how this is ensured on the front end, or how compliance is ensured, will hold Recovery Data Platform responsible for implementing risk assessment and vulnerability scanning policies and procedures
- Did not describe how the Bidder will comply beyond “policies for the maintenance of records and protection of information”

**D. Center Website Requirements**

- Provided a link to the current website but response did not describe in detail how the website would be maintained
- “ACR” is not defined for review team. Indicates having a social media policy which complies with MaineIT but doesn’t provide detail/information related to the policy

**E. Services to be Provided to Participants**

- Provides detailed response of how recovery coaching services will be offered, including multiple avenues by which individuals will be engaged and how volunteer coaches and interns will be utilized.
- Does not address how Participants outside of Recovery Coaching program will be assisted around setting goals, developing a plan, and solving problems.
- Ensure staff are supporting recovery goals by training in the tools and curriculum – lacking detail
- Provided a thorough understanding and of how programs and services support Participants in building Recovery Capital, including Personal, Social, and Community Capital through a holistic approach including a variety of offerings

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

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ranging from support groups to community events to peer-services, and resource navigation.

- Lacks details on the group topics and how they relate to community and work life.
- Provides aftercare post-treatment groups.
- Provided a thorough understanding of how they will provide Peer-led guidance to support Participants in finding mutual support groups, community inclusion, community contributions, Spiritual/cultural considerations, and dignity and purpose. Support ranging from accompaniment, workshops, connections to resources, events, and volunteer opportunities among others.
- Response does not address 30-day time limit for providing new Participants with an orientation
- Provided detailed education plan including monthly and quarterly training in all identified areas
- Provided a detailed list of pro-social activities and events that are open to all people in various stages of recovery and their families, trauma-informed, peer-led.
- Leadership development opportunities provided to participants.

**F. Staffing Requirements**

- Identified staffing to fulfill functions related to Center and Coach Coordination, their responsibilities, and why lived experience matters.
- Intends to employ a Volunteer Coordinator and Community Outreach worker.
- Notes strategy for maintaining peer integrity in peer roles
- Provides a detailed description of how Coaching services will be Coordinated by the Recovery Coach Coordinator. Response includes and emphasis on trauma-informed and strengths-based principles, developing systems, assessment of mutual compatibility between coach and participant, and ongoing training, development and CoacherVision.
- Detailed process of RCS monitoring and managing, framework to ensure staff are managed, and ethically deliver services
- Will utilize both volunteer and paid intern recovery coaches, but does not indicate how volunteers or paid interns will be coordinated.
- Indicates use of Eastern Maine Development Corps paid work experience placement
- Partner with Maine Recovery Core program
- Does not indicate how it will ensure Recovery Coaches receive certification outside of requiring it.
- Newly onboarded coaches receive CoacherVision weekly for 3 months

**G. Reporting/Site Review Requirements**

- Provided a detailed response concerning how it will support site visits, including follow up for quality assurance purposes.

**H. Performance Measures**

- Did not address how Performance Measures would be met.

**I. Reports**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Bangor Area Recovery Network

**DATE:** June 10 and 13, 2025

- |                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Did not address how Reports would be submitted timely</li></ul> |
|---------------------------------------------------------------------------------------------------------|

|                    |
|--------------------|
| <b>2. Staffing</b> |
|--------------------|

- |                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Did not provide a job description for Recovery Coach</li><li>• FTEs not included in staffing plan for all positions</li><li>• Volunteer and intern Recovery Coaches not included in staffing plan</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
|--------------------------------------|

- |                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Did not address, work plan does not include a timeline chart or description of program developments and implementation tasks.</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Bangor Area Recovery Network

**DATE:** June 10 and 13, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 12.58                 |
| b. Budget Narrative                            | 5.00                    | 5.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>17.58</b>          |

---

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$345,178.00</b>            | ÷ | <b>\$685,699.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>12.58</b> |

**Evaluation Team Comments:**

- Requests \$685k, close to 100% of revenue in 2023
- Proposal includes \$373k in salary and 27% fringe, including health and dental benefits
- Utilities total \$45,400 over the 2-year contract period
- Maintenance costs are indicated at \$22k
- Consultant fees are indicated at \$12k

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

*Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)*

|                                                                                  |                                       |                                                                     |                                                            |
|----------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------|
| <b>Proposed Target Area</b> (Select one (1) Target Area per proposal submission) | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                            |                                                            |
|                                                                                  | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                                  |                                                            |
|                                                                                  | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick            |                                                            |
|                                                                                  | <input checked="" type="checkbox"/> 4 | Somerset, Kennebec, Penobscot, and Piscataquis                      |                                                            |
|                                                                                  | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                                  |                                                            |
| <b>Physical Location of the Proposed Center</b>                                  |                                       | <b>34 High Street, Skowhegan, ME 04976</b>                          |                                                            |
| <b>Bidder's Organization Name:</b>                                               |                                       | Kennebec Valley Mental Health Center dba Kennebec Behavioral Health |                                                            |
| <b>Chief Executive - Name/Title:</b>                                             |                                       | Thomas McAdam                                                       |                                                            |
| <b>Tel:</b>                                                                      | (207) 873-2136 ext. 1600              | <b>Tel:</b>                                                         | (207) 873-2136 ext. 1600                                   |
| <b>Headquarters Street Address:</b>                                              |                                       | 67 Eustis Parkway                                                   |                                                            |
| <b>Headquarters City/State/Zip:</b>                                              |                                       | Waterville, ME 04901                                                |                                                            |
| <i>(Provide information requested below if different from above)</i>             |                                       |                                                                     |                                                            |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                          |                                       | Amber Kruk, Director of Development & Community Engagement          |                                                            |
| <b>Tel:</b>                                                                      | (207) 873-2136 ext. 1035              | <b>E-mail:</b>                                                      | <a href="mailto:AKruk@kbhmaine.org">AKruk@kbhmaine.org</a> |
| <b>Street Address:</b>                                                           |                                       | 10 Caldwell Road                                                    |                                                            |
| <b>City/State/Zip:</b>                                                           |                                       | Augusta, ME 04330                                                   |                                                            |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Kennebec Behavioral Health (KBH) is a CARF-accredited, 501(c)(3) nonprofit organization founded in 1960, with a long-standing commitment to delivering comprehensive behavioral health services throughout Central Maine. As the largest mental health provider in the region, KBH serves more than 18,000 individuals annually, including low-income, underserved, and disadvantaged populations. The organization has built a robust and diverse portfolio of services, including community-based prevention, education, treatment, medication management, emergency shelter, outreach, rehabilitation, crisis services, and substance use and mental health programs.

**Substance Use Prevention and Treatment Experience:**

KBH has a strong track record of successful program implementation and management in the field of

substance use prevention and treatment. Over the past decade, KBH has worked closely with the Maine Centers for Disease Control and Prevention (CDC), the Office of Behavioral Health (OBH), and various community organizations to develop and expand services aimed at reducing substance use and supporting recovery.

One of the most significant initiatives led by KBH is the Somerset County Recovery Support Center, which provides Peer Recovery Coaching Services, support groups, vocational services, educational training opportunities, and pro-social events. This center is the only recovery community center in Somerset County, Maine, and has served as a critical resource for individuals seeking recovery from substance use disorders (SUD) and co-occurring mental health conditions. The center follows the All Pathways Towards Recovery philosophy, which ensures inclusivity and diversity of recovery approaches.

KBH's experience includes managing both state and federal grants to support substance use recovery initiatives. For instance:

- KBH has served as a subcontractor on the Maine Substance Use Prevention Services Grant, which focuses on primary prevention and harm reduction strategies to address substance use in local communities.
- In collaboration with Somerset Public Health, KBH participated in the Drug-Free Communities Grant to promote healthy lifestyles and reduce substance use through community mobilization and education.
- KBH has partnered with Healthy Acadia on the Substance Abuse Recovery Coach Training Grant, training peer recovery coaches to enhance the capacity of community-based support services.
- As part of the Health Resources and Services Administration's Rural Health Care Services Outreach Program, KBH collaborated with medical centers and community health organizations to deliver integrated care and support to rural populations affected by substance use.

**Certified Community Behavioral Health Clinic (CCBHC) Model:** KBH was recently designated as one of the five Certified Community Behavioral Health Clinics (CCBHC) in Maine. This designation highlights KBH's capacity to deliver high-quality, patient-centered care through integrated services, including mental health, substance use treatment, crisis services, and peer support. The CCBHC model emphasizes holistic care and strong community partnerships, allowing KBH to address the multifaceted needs of individuals experiencing both substance use and mental health challenges.

**Collaborative and Community-Based Approach:** KBH has built strong partnerships with healthcare providers, law enforcement agencies, and community organizations to create a continuum of care that is both comprehensive and accessible. The Project Recovery Initiative exemplifies this collaborative approach, leveraging partnerships with local hospitals and community stakeholders to build a Recovery Ready Community and deliver direct services to those affected by opioid use disorder (OUD) and other substance use challenges.

Additionally, KBH has been a vital partner in initiatives such as the Rural Communities Opioid Response Program (RCORP), which addresses opioid use in rural and underserved areas by increasing access to recovery support services and integrating harm reduction practices.

**Demonstrated Impact and Commitment to Quality:** Over the past five years, KBH has managed 18 direct state contracts and 5 federal contracts, maintaining a high standard of compliance and quality assurance. KBH's rigorous data collection and program evaluation practices ensure that services are continually assessed and refined to maximize effectiveness and efficiency. The Somerset County Recovery Support Center, for instance, collects participant feedback through quarterly listening sessions, attendance records, post-workshop evaluations, and satisfaction surveys.



to continuously improve programming and responsiveness to community needs.

Moreover, KBH has consistently demonstrated operational stability and fiscal responsibility through careful management of public funds, leveraging both state and federal funding streams to sustain and expand services. The organization has also been recognized for its commitment to equity and inclusivity, fostering a culture that honors Diversity, Equity, and Inclusion (DEI) in both service delivery and organizational practice.

**Workforce and Training Excellence:** The agency's workforce is composed of highly skilled medical professionals, including psychiatric providers, nurse practitioners, peer recovery coaches, and other behavioral health specialists. Staff members are trained in trauma-informed care, culturally responsive practices, and strengths-based approaches, ensuring that individuals receive supportive and respectful care that aligns with best practices.

Since 2018, KBH has led CCAR Recovery Coach Training in Somerset County, producing dozens of certified coaches who deliver one-on-one coaching, group facilitation, and peer mentoring to individuals in recovery.

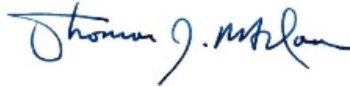
Kennebec Behavioral Health has the qualifications, experience, and proven capacity to operate a Recovery Support Center in alignment with the RFP 202501002 requirements. Through a combination of evidence-based practices, robust community partnerships, and comprehensive service delivery, KBH is well-positioned to continue making a positive impact in the lives of individuals affected by substance use and co-occurring mental health disorders.

**Signature of person authorized to enter into the contract with the Department:**

**Name (Print):** Thomas McAdam

**Title:** CEO

**Authorized Signature:**



**Date:** 03/25/2025

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** June 10 and 13, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>22.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>38.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 25.00               |
| b. Budget Narrative                                    | 5.00               | 2.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>27.00</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>87.00</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** June 10 and 13, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
| **Delete if N/A                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** June 10 and 13, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>22.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Began operation in 1960</li><li>• Serves more than 18,000 individuals annually</li><li>• Provides outpatient mental health and substance use treatment, crisis stabilization, case management, peer and recovery support, housing assistance, psychiatric medication management, prevention education, and community outreach</li><li>• Is a Certified Community Behavioral Health Clinic</li><li>• Currently operates a Recovery Community Center in Skowhegan, with plans to open satellite Centers in Augusta and Waterville</li><li>• Indicates agency had led CCAR recovery coach training since 2018</li><li>• Indicates current Recovery Support Center Advisory Council which had a minimum of 51% members with lived experience</li><li>• Indicates all staff and volunteers complete training in trauma-informed practices, cultural competency, and inclusive service delivery</li><li>• Indicates participation in region 4 Recovery Support Center Network serving Somerset, Kennebec, Penobscot, and Piscataquis Counties</li><li>• Provided 3 relevant projects<ul style="list-style-type: none"><li>○ Project 1 – Recovery and Opioid Addiction Resource</li><li>○ Project 2 – Project Recovery</li><li>○ Project 3 – KBH Prescription Drug Overdose grant</li></ul></li><li>• Focus on underserved, low-income, and rural communities providing a comprehensive continuum of care that includes peer and recovery support.</li><li>• Notes robust peer workforce and trauma-informed recovery coaching infrastructure.</li><li>• Listed five initiatives that support recovery, grant experience, peer workforce and development experience, recovery friendly workplace, and a center governance board with lived experience.</li><li>• Many regional, multicounty, community partnerships.</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** June 10 and 13, 2025

|                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• No subcontractors are anticipated</li></ul>                                                                                                                                     |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• Project level organizational chart provided, includes Advisory Council</li></ul>                                                                                                |
| <b>4. Litigation</b>                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                        |
| <b>5. Financial Viability</b>                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• Three years of financial statements provided by a CPA included</li><li>• Shows strong assets and significant positive net income</li><li>• Appears financially viable</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                              |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** June 10 and 13, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>38.00</b>              |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• 34 High Street, Skowhegan. Plans to be open a minimum of 40 hours per week, Monday to Friday. Will use flex hours to support participants' needs, proposes being open Wednesdays from 11am-7pm.</li><li>• Ring camera offers a resource connection or call back for after-hours visitors.</li><li>• Provided a detailed contingency/sustainability plan collaborating with other providers within the area.</li><li>• Provides a detailed response including comprehensive summation of insurance policies and system of oversight.</li><li>• Provides a detailed description of "open door" approach allowing for Participant self-identification of having a SUD and/or co-occurring disorder, or undiagnosed challenge, including how approach will be implemented through staff training and protocols</li><li>• Reinforces self-id, low barrier access and stigma reduction by displaying "No referral or diagnosis required. If you feel you belong, you do."</li><li>• Welcome packet includes an explanation of what it means to self-identify.</li><li>• Provides a detailed response concerning how they will utilize an All Pathways Towards Recovery Approach, including staff training, orientation and cultural norms, program diversity, establishing an inclusive environment, and empowering the advisory council.</li><li>• Provides a tiered oversight model to ensure compliance with relevant laws</li><li>• Discusses in detail how Bidder will coordinate recovery groups and peer recovery resource connections, peer support services, and orientations including staffing roles and responsibilities and how expectations and outcomes will be ensured through supervision structures, coach support, training and orientation, and quality improvement processes</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**DATE:** June 10 and 13, 2025

- Notes person-centered, trauma-informed, and non-clinical model built on the principles of Peer Support and Multiple Pathways to Recovery available through telephone and secure web-based platforms.
- Technology-enabled private meeting spaces and resource libraries.
- After hours peer support available via secure technology.
- Provides a robust plan for outreach and engagement, including community-based engagement and education, volunteer-led annual events, recovery educational workshops, mobile outreach, marketing and communications, and provider engagement. Bidder included outreach and engagement plan, including detailed table with phases for infrastructure and community awareness and expansion and evaluation.
- Community Engagement Plan reviewed monthly by the Advisory Council. Youth and family focus includes community baby shower events and workshops for caregivers of youth.
- Provides a robust menu of programming and services that address the various dimensions of wellness, various facilitated groups and family education offerings, and adapting recovery coaching to support affected others.
- Programs for intellectual wellness including book clubs
- Staff are coordinated by dedicated mgmt. structure, programming model, collaborative planning
- Demonstrated recognition that Affected Others require distinct support and so offers dedicated services for that population that may include being matched with coaches trained in family recovery dynamics and includes creating a family wellness plan
- Will offer quiet workspace for participants to complete work related activities
- One-on-one support, dedicated computer stations, and recovery friendly workplace directory
- Partnerships with Adult Ed and local Career Center, guest speakers and employment experts
- Employment services are offered aligned with DOL; include resume development, job searches, mock interviews.
- Lacks detail on how each of the areas required for community supports will be addressed
- Utilizes the Relias platform
- Some of the trainings listed as “New CCBHC trainings” in Attachment 8 are not appropriate for peer roles as they are based in clinically-informed assessments and outside of peer fidelity.
- Provides a detailed understanding of how staff and volunteers will receive training around trauma-informed care, strengths-based and reflective practice, and DEI, as well as other trainings.

**C. Record Management Requirements**

- Will utilize Recovery Data Platform

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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- Provides a thorough discussion of compliance of state and federal confidentiality laws including established policies, risk assessments, business associate requirements, and exceptions.

**D. Center Website Requirements**

- Calendar will be searchable, filterable by topic and location, as well as color coded for delivery modality.
- Will maintain dedicated SRSC website, display understanding of all criteria
- Accessibility feature settings will be locked at the admin level to avoid accidental changes
- Will utilize a Social Media Manager

**E. Services to be Provided to Participants**

- Response appears to focus on Recovery Coaching, as opposed to addressing these supports for all Participants in the center.
- Included a detailed and structured plan for service delivery
- Participant satisfaction surveys and post-service evaluations are reviewed weekly at team meetings and quarterly with the Advisory Council.
- Rural barriers addressed through mobile outreach and hybrid virtual services.
- Description of data collection and evaluation may impact peer fidelity
- Full range of tools and programming detailed
- Staff and volunteers will be trained on supporting people at any literacy level and preferred learning style
- Orientation will be available in multiple formats- virtual, phone, in-person for accessibility.
- Includes Quarterly Training Plan (attachment 9), but lacks reference to Understanding Prevention and possibly Recovery Education.
- Most of the groups/trainings that are listed are support groups and not community-based trainings as required.
- Provided examples of recreational and social events, volunteer and community engagement opportunities, and family engagement opportunities, as well as a concise description of planning, promotion, staffing, and evaluation of events.
- Included Recreational and Social events plan, including robust list of offerings.

**F. Staffing Requirements**

- KBH is a designated Recovery Friendly Workplace.
- Recruitment model to ensure sufficient staffing lacks detail.
- Encourages CEUs be completed on paid time and provides stipends for training

**G. Reporting/Site Review Requirements**

- Provides a concise description of how they will ensure reports are submitted appropriately, including quality assurance tools.

**H. Performance Measures**

- Provided a detailed plan on how to meet this requirement

**I. Reports**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**DATE:** June 10 and 13, 2025

|                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided a detailed plan on how to meet this requirement</li></ul>                                                                                                                                                                                                                  |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Provided detailed job descriptions</li><li>• Staffing plan indicates 5.5 FTEs paid – Center Director, Program Coordinator, 2 FT Recovery Coaches, 3 PT (0.5 FTE each) recovery coaches</li><li>• Staffing plan indicates 2.5 FTE volunteer recovery coaches (5 x 0.5 FTE)</li></ul> |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided a detailed work plan in chart format, including specific tasks within broad categories of objectives for three distinct phases of operation.</li></ul>                                                                                                                     |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** June 10 and 13, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 25.00                 |
| b. Budget Narrative                            | 5.00                    | 2.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>27.00</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$345,178.00</b>            | ÷ | <b>\$345,178.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>25.00</b> |

**Evaluation Team Comments:**

- \$885,178 reported total program costs, with \$345,178 requested from the Department for this contract if awarded; and \$500k from the Maine Recovery Counsel and an additional \$40k from another funding source (Tab 1 on the Cost spreadsheet); it was difficult to determine the amount of expenditures requested based on the level of detail provided in the budget for and narrative
- FICA/Medicare listed as 7.40% in budget narrative and 6.27% in budget form - should be 7.65%
- Budget request indicates rent and utilities at one location, although proposal indicated satellite services. Unclear if/how this would be achieved
- Client-related travel reported as 20,800 miles per year, which seems excessive for the service delivery
- Indirect rate reported as 7.21%
- Includes 120 \$50 gas cards listed as volunteer travel stipends
- It is unclear what is included in the costs for EMR chargeback – Electronic Medical Records system, incongruent with peer fidelity, and duplicative of Recovery Data Platform

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                                                              |
| <b>Proposed Target Area</b><br>(Select one (1) Target Area per proposal submission)                                                                                                                                               | <input type="checkbox"/> <b>1</b> York and Cumberland, excluding Brunswick<br><input type="checkbox"/> <b>2</b> Androscoggin, Franklin, and Oxford<br><input type="checkbox"/> <b>3</b> Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick<br><input checked="" type="checkbox"/> <b>4</b> Somerset, Kennebec, Penobscot, and Piscataquis<br><input type="checkbox"/> <b>5</b> Washington, Hancock, and Aroostook |                                        |                                                              |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   | <b>53 Water St, Augusta, Maine 04330</b>                                                                                                                                                                                                                                                                                                                                                                                |                                        |                                                              |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                         | Maine Recovery Access Project (ME-RAP) |                                                              |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                         | Courtney Gary-Allen                    |                                                              |
| <b>Tel:</b>                                                                                                                                                                                                                       | (207) 593-6251                                                                                                                                                                                                                                                                                                                                                                                                          | <b>E-mail:</b>                         | <a href="mailto:courtney@me-rap.org">courtney@me-rap.org</a> |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                         | 59 Bangor St, #2                       |                                                              |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                         | Augusta, Maine, 04330                  |                                                              |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                                                              |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                                                              |
| <b>Tel:</b>                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>E-mail:</b>                         |                                                              |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                                                              |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                                                              |

|                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                    |
| <p><b>Background</b></p> <p>Maine Recovery Access Project (ME-RAP) is an independent 501(c)(3) grassroots Recovery Community Organization (RCO) led by individuals with lived and living experience of substance use, including family</p> |

members, young people, and allies. ME-RAP has a statewide reputation for supporting all pathways. This is the hallmark of our organization and the Access Center. **All are welcome.**

ME-RAP provides a comprehensive range of recovery support services, including facilitated recovery groups, harm reduction education, employment support, transportation assistance, and other wrap-around services designed to promote sustained recovery and reintegration into the community. Our programs also focus on youth prevention, advocacy, and linkage to essential services such as primary and specialty healthcare, behavioral health support, housing assistance, and harm reduction resources.

As the sister organization to the Maine Recovery Action Project, an recovery advocacy-focused organization, ME-RAP serves a complementary role in directly supporting individuals through non-clinical peer-led recovery support, resource coordination, and community engagement. Together, these organizations work hand-in-hand to address both systemic change and immediate recovery needs.

ME-RAP was recently awarded a Maine Recovery Council grant to establish the Access Center, a hybrid recovery community center (Center) in Augusta, Maine. This Center will provide critical recovery services five days per week, operating Thursday through Monday from 7 AM to 5 PM in winter and 12 PM to 8 PM in summer. Through this Recovery Support Center RFP application, ME-RAP seeks to expand operations to seven days a week, year-round, ensuring enhanced access to Recovery Coaching, pro-social activities, workforce development, and coordination of recovery services. Our goal is to establish a sustainable funding model by integrating multiple funding sources, reducing reliance on any single revenue stream.

### **Core Services at the Access Center**

The Access Center is designed and informed by individuals with lived/living experience to provide a full spectrum of wrap-around support services, including but not limited to:

- **Recovery Meetings & Peer Support Services:** Facilitated recovery groups, one-on-one peer coaching, and recovery action planning.
- **Employment & Vocational Support:** Resume-building assistance, mock interviews, job search support, and computer access.
- **Basic Needs & Hygiene Support:** Clothing closet (including business attire and weather-appropriate outerwear), showers, hygiene supplies, a secure belongings storage area, and mailbox services for participants.
- **Harm Reduction Services:** Syringe service program, overdose prevention tools and training, wound care clinics, rapid and confirmatory testing for HIV, community syringe pick-up program.
- **Transportation Assistance:** Support for individuals traveling to treatment, employment, or essential services.
- **Community Engagement & Pro-Social Events:** Structured activities fostering community inclusion, peer connection, and positive social interaction.
- **Volunteer Program:** Structured and supportive volunteer engagement program.

### **Facility & Location**

The Access Center will be located in the Edwards Inn basement at 53 Water Street, Augusta, with operations launching on or around June 1, 2025. Spanning approximately 5,000 square feet, the Center will feature:

- Staff offices
- A community day room for group meetings and events
- A conference room for training and workforce development activities
- Two bathrooms with showers
- Secure storage for participant belongings
- A dedicated space for confidential services and materials
- Multiple entrances/exits to ensure accessibility

The location is centrally situated near other essential services, ensuring accessibility for individuals with and without transportation. The facility has received all necessary approvals from the City of Augusta, including zoning, occupancy, and a building permit, and is currently undergoing renovations in preparation for its opening.

Through this proposal, ME-RAP aims to ensure that Recovery Support Services are available, sustainable, and tailored to the needs of individuals in recovery. By combining peer-led engagement, structured support services, and a holistic recovery approach, the Access Center will serve as a critical resource for Kennebec County's recovery community, fostering long-term success and community integration.

**Signature of person authorized to enter into the contract with the Department:**

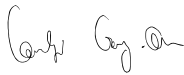
**Name (Print):**

Courtney Gary-Allen

**Title:**

Executive Director

**Authorized Signature:**



**Date:**

March 18th, 2025

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>22.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>42.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 15.69               |
| b. Budget Narrative                                    | 5.00               | 4.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>19.69</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>83.69</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

**\*\*Delete if N/A**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>22.00</b>          |

**Evaluation Team Comments:**

**Part IV. Section II. Organizational Qualification and Experience**

**1. Overview of the Organization**

- Org founded in 2020 under fiscal sponsorship with Mobilize Recovery, becoming independent nonprofit in 2025
- Org led by individuals with lived and living experience including affected others and allies
- Services include harm reduction education and support, recovery support programming, youth prevention initiatives, linkage to essential services such as healthcare and housing, and advocacy.
- Indicates 2 similar entities: Maine Recovery Access Project (proposal for this RFP) and Maine Recovery Action Project that performs legislative advocacy
- Indicates commitment to DEI, reporting partnerships with marginalized communities and board and leadership representation from these same communities
- Indicates staff and volunteers receive training in trauma-informed practices and culturally responsive approaches
- Indicates listening first approach, citing 33 listening sessions including over 600 participants, to direct person-centered programming
- Outreach and events include door-to-door canvassing with over 10,000 doors visited, 5,589 doses of naloxone distributed, 3,827 people trained in overdose response, and 183 events hosted
- Describes staff, volunteer, and participant development and community organizing framework as one that centers participants and communities as best able to define and respond to their needs, demonstrating a deep commitment to community and person-centered operations
- Response includes reference to leadership experience and fundraising
- Provides three highly relevant projects:
  - Door-to-door naloxone distribution and community engagement
  - Youth caucuses in partnership with Youth development organization
  - Listening sessions in partnership with workforce organization

**2. Subcontractors**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

|                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Indicates none</li></ul>                                                                                                                                                                                                                                          |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>Met requirement</li></ul>                                                                                                                                                                                                                                         |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>Indicated none</li></ul>                                                                                                                                                                                                                                          |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>Unable to determine financial viability due to being incorporated in 2025, provided a letter explaining the absence of financial documentation and the organization's financial policies, committed to sharing financial information as time progresses</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>Provided</li></ul>                                                                                                                                                                                                                                                |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>42.00</b>              |

**Evaluation Team Comments:** Overall provided a detailed response which included fidelity, nuance, community driven services, personal and professional development, and a deep understanding of the requirements outlined in the RFP.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• In the process of renovating and opening a center at 53 Water St, Augusta</li><li>• Notes the location is highly accessible to the population that the center aims to serve and strategically located near community resources</li><li>• Expected to open June 2025</li><li>• Drop-in center Thursday-Monday 12pm-8pm during summer months and 7am-5pm during winter months</li><li>• Proposes to expand to 7 days a week, 8 hours per day beginning January 1, 2026</li><li>• Self-identification is captured via Recovery Data Platform (RDP) kiosk at entry.</li><li>• Staff engagement will be used to determine eligibility and support and education provided to those that are unsure of their eligibility.</li><li>• Individuals have the option to participate anonymously.</li><li>• Referral linkage to more appropriate support/opportunities is noted for those that are determined to not be eligible.</li><li>• Demonstrates commitment to All Pathways Towards Recovery. Emphasis on All Pathways approach begins during hiring and proceeds through orientation and is exhibited in deep integration with provision of harm reduction services.</li><li>• Provided a detailed discussion of compliance, including ongoing compliance monitoring and accountability.</li><li>• Provided an overarching plan, followed by a detail discussion of how they will coordinate recovery groups, peers, and provide orientation to participants.</li><li>• Listed several facilitation groups, and discusses expanding groups based on participant needs, as well as pro-social activities.</li><li>• Participant orientation is discussed in depth, including a stepwise description of how Participants will be engaged and oriented.</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

- Staff and volunteer orientation is thorough, including discussion of varied knowledge areas central to the RFP.
- Will provide Community Reinforcement and Family Training (CRAFT) family support group

**B. Recovery Support Services**

- Detailed response indicates provision of in person and virtual/phone-based supports including recovery coaching, groups, and check-ins
- Will operate an informal “warm line” for participants to call in to check in outside of a scheduled time.
- Outreach and Engagement Plan (Attachment 7) indicates dedicated Volunteer Coordinator, responsible for outreach and engagement efforts
  - Currently has 68 registered volunteers
  - Plan includes multi-faceted outreach and engagement strategy related to appropriate entities including local government, local providers, and participants – includes photos from prior activities
  - Plan was developed with input from listening sessions which included staff, volunteers, and participants
- Describes a team-based approach to center activities, including collaboration between the Center Director and Organizing Director, and team-based relational systems. Further, describes a community-driven program development process to determine community needs. This section lacks concrete details on offerings provided to Participants.
- Low-barrier, All Pathways access to workforce development services without the requirement of immediate engagement in recovery.
- Plan to host quarterly Employment Workshops and have 4 computer stations with high-speed internet and technical support and digital literacy training.
- Will partner with other local business to create a pipeline to employment opportunities
- Detailed response indicates plan for providing support in each category related to accessing community supports
- Center will offer participants with secure storage and showers – includes harm reduction supplies in list of basic needs offered by center
- The center will also operate as a licensed syringe exchange service location
- Center Staff and Volunteer Training and Orientation Plan (attachment 8) included an in-depth description of training and orientation processes, including relevant areas of concern. Plan emphasizes shadowing and mentorship, as well as SSP training. Will provides a volunteer manual, including detailed breakdown of various volunteer roles and processes for filling those roles, including ‘Harm Reduction and Recovery-Oriented Principles & Practices’.

**C. Record Management Requirements**

- Will enter data into RDP

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

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**DATE:** June 12 and 13, 2025

- Detail description of how it will comply with State and Federal laws including secure collection and access controls, incident response, corrective actions, and ongoing compliance audits.

**D. Center Website Requirements**

- Mobile friendly format, accessibility addressed via screen reader compatibility, high-contrast options, and text resizing. Live chat function, multilingual support, step-by-step instructions on how to participate, including technology requirements for virtual events and any necessary pre-registration steps.
- Assures that no data will be released and indicates that it will implement a comprehensive data governance strategy including data access and security controls, data usage restrictions, and compliance with data privacy laws.
- Provides a thorough description of how Tiktok and Bytedance content will not be integrated into their website

**E. Services to be Provided to Participants**

- Plan to enhance CCAR coaching model with harm reduction principles and Intentional peer support trainings
- Harm reduction practices guided by training from a Department approved course
- Provided a comprehensive plan and noted measures to ensure that coaching services remain person-centered and non-judgmental. Will provide support with problem solving when invited to do so by participants
- Detailed plan on how participants will be assisted with building Recovery Capital
- Discussed a focus on holistic and strength-based support
- Group facilitation opportunities will also be extended to community members and participants. RCs may co-facilitate to support participants in skill development.
- Recognizing the contributions of volunteers with certificates of appreciation, leadership development opportunities, and pathways to paid roles within the recovery field
- Staff and volunteers will be trained on what to expect when accessing community resources and independent supports
- Notifications via email or text with consent. Part of the RC matching process includes a follow up meeting to ensure that the pair are a good fit.
- Included Quarterly Training Plan (attachment 9), but does not address understanding prevention, recovery education, family and relationship dynamics, and creating recovery allies.
- Youth led Narcan training utilizing a youth focused curriculum, outreach specifically to schools, trade schools, higher education settings not addressed
- Provided a detailed plan of celebrations, events, and clubs with a description of what they are and why they are important, plan to offer 30 activities per quarter
- Pro-Social Committee (comprising staff, participants, and community volunteers) will direct future offerings with participant and community input and feedback.

**F. Staffing Requirements**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

- Will utilize a peer-review hiring committee composed of staff with lived experience to ensure hiring decisions align with the center’s mission and participant-driven values.
- Upon hiring, each Recovery Coach will be enrolled into a Certification Advancement Plan (CAP) that outlines a clear two-year pathway to achieve Certified Recovery Coach status
- Provided a concise discussion of registration/certification supports, including structured onboarding and registration process, compliance tracking and monitoring, and systems to maintain certification.
- Will provide financial assistance for external training opportunities in addition to internal trainings

**G. Reporting/Site Review Requirements**

- Met Requirements

**H. Performance Measures**

- Detailed response includes steps for meeting, tracking, and reporting performance measures

**I. Reports**

- Provided detailed response to tracking data and submitting reports

**2. Staffing**

- Met Requirements

**3. Implementation - Work Plan**

- Provided a detailed work plan

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Maine Recovery Access Project (ME-RAP)

**DATE:** June 12 and 13, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 15.69                 |
| b. Budget Narrative                            | 5.00                    | 4.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>19.69</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$345,178.00</b>            | ÷ | <b>\$550,071.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>15.69</b> |

**Evaluation Team Comments:**

- Requesting \$550,071, cannot determine request as compared against budget; indicates Maine Recovery Council commitment to program in the amount of \$281,729 during the initial 24-month period of performance, for a total program cost of \$831,800
- \$350k in salaries, 12.4% fringe without health/dental
- \$18k requested for supplies including
- \$24k requested in other, including \$11k for food and \$3k for bonding and insurance, bonding and insurance would normally be included in indirect costs
- Narrative indicates braided funds applied to various costs
- Funds requested for Recovery Coach certification costs and other necessary training courses
- Includes client travel to support participants initial transportation to external services
- Identifies funds to support prosocial activities under the 2% limit
- Uses de minimus indirect rate of 15%
- FICA and Medicaid rate is listed as 8%, should be 7.65%

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Pir2Peer

**DATE:** June 12, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b> |
|--------------------------------------------------------|--------------------|--------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>         |
|                                                        |                    |                    |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>XX</b>          |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>XX</b>          |
| Section IV. Cost Proposal and Budget Narrative         |                    |                    |
| a. Cost Proposal                                       | 25.00              | XX                 |
| b. Budget Narrative                                    | 5.00               | XX                 |
| Section IV Total                                       | <b>30.00</b>       | <b>XX</b>          |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>XX</u></b>   |

The Bidder did not submit a timely Notice of Intent to Bid as required in Part III, D. of the RFP. In addition, the Bidder's proposal did not follow the requirement outlined in Part I, B.3. or Part IV of the RFP. Therefore, the Bidder's proposal is disqualified from the evaluation process.



## APPENDIX J

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                         |                                       |                                                          |
|-----------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>Proposed Target Area</b> <i>(Select one (1) Target Area per proposal submission)</i> | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |
|                                                                                         | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |
|                                                                                         | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                         | <input checked="" type="checkbox"/> 4 | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                         | <input type="checkbox"/> 5            | Washington, Hancock, and Aroostook                       |

|                                                                      |               |                            |                                      |
|----------------------------------------------------------------------|---------------|----------------------------|--------------------------------------|
| <b>Bidder's Organization Name:</b>                                   |               | Save A Life, Inc.          |                                      |
| <b>Chief Executive - Name/Title:</b>                                 |               | Laura Sanborn, Board Chair |                                      |
| <b>Tel:</b>                                                          | (207)745-8151 | <b>E-mail:</b>             | laura.sanborn@salrecoverynetwork.org |
| <b>Headquarters Street Address:</b>                                  |               | 19 VFW Rd.                 |                                      |
| <b>Headquarters City/State/Zip:</b>                                  |               | Lincoln, ME 04457          |                                      |
| <i>(Provide information requested below if different from above)</i> |               |                            |                                      |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>              |               | Jody Stevenson             |                                      |
| <b>Tel:</b>                                                          | (207)469-8587 | <b>E-mail:</b>             | stevensongrantmanagement@gmail.com   |
| <b>Street Address:</b>                                               |               | 487 Gilpin Rd.             |                                      |
| <b>City/State/Zip:</b>                                               |               | Orland, ME 04472           |                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b></p> <p>Save a Life, Inc. (SAL) has been making inroads in raising awareness in the Greater Lincoln area through community education about substance use disorders for the past ten years – a feat accomplished through the dedication of individuals who would eventually become Board Members of the corporation which formed as a 501(c)(3) in 2018. SAL has expanded their service delivery to include the provision of recovery support services including recovery coaching for people affected by substance use disorders in the 15 communities of the Greater Lincoln Area - Lincoln, Lee, Winn, Woodville, Carroll Plantation, Springfield, Mattawamkeag, Enfield, Howland, Burlington, Seboeis, Chester, Lakeville, Lowell, and Prentiss. SAL operates a Peer Recovery Center located in Lincoln, providing a wide array of recovery oriented support services including groups aimed at promoting and maintaining recovery for individuals with substance use disorder, support groups for affected others, individual recovery coaching, and day-to-day support to assist individuals in recovery in pursuing their goals.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

| <b>Signature of person authorized to enter into the contract with the Department:</b>                          |                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Name (Print):</b> Christy Daggett                                                                           | <b>Title:</b> Interim CEO |
| <b>Authorized Signature:</b>  | <b>Date:</b> 3/19/2025    |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

---

| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>10.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>12.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 15.42               |
| b. Budget Narrative                                    | 5.00               | 2.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>17.42</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>39.42</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
| **Delete if N/A                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>10.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• 11-year history of SUD community education, became 501(c)(3) in 2018</li><li>• Programming in 2022 had 4100 attendees.</li><li>• Three staff and ten volunteers provide Recovery Coaching/ support services and harm reduction initiatives</li><li>• Notes highly involved contractors for IT and Development.</li><li>• Recovery coaching provided weekly at a local school is not clearly outlined.</li><li>• Has hosted hundreds of informational events geared towards meeting the needs of residents, raised awareness about services offered and gained the trust of community members.</li><li>• Conducted outreach at community events including multi-cultural events, events geared towards celebrating LGBTQIA2S+</li><li>• Adopted the National Standards on Culturally and Linguistically Appropriate Services.</li><li>• Includes three relevant projects, including:<ul style="list-style-type: none"><li>○ Prescription Drug Overdose community-based work</li><li>○ Recovery Support Services</li><li>○ Outreach around substance use and recovery</li></ul></li><li>• The team is concerned with the disclosure of confidential information in the response</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Based on size, no audits performed, or required, tax returns for 2021, 2022, 2023 included</li><li>• Appear financially viable</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

|                                                            |
|------------------------------------------------------------|
| <b>6. Certificate of Insurance</b>                         |
| <ul style="list-style-type: none"><li>• Provided</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>12.00</b>              |

**Evaluation Team Comments:** Multiple areas of the response direct the reader to review a different section of the response, making it difficult for the evaluation team to determine if the requirement was responded to.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• 19 VFW St. Lincoln, ME. Open 40 hours per week from 10am-6pm Monday through Friday. May open outside of these hours for coordinated events or activities.</li><li>• Provided concise description of the hiring and supervisory process to maintain an All Pathways Towards Recovery approach. Response does not touch on programs and service offerings.</li><li>• Bidder states that services are free of charge but did not describe how they will ensure that continues.</li><li>• Board of Directors is currently below 51% of individual with Lived Experience, does have a plan to fill the vacant seats.</li><li>• Response lacks detail regarding oversight with respects to ongoing compliance with state and federal laws.</li><li>• Demonstrated understanding of rural access to support services and will develop virtual options to meet this need.</li><li>• Provision of orientations to Center staff, volunteers, and Participants lacked details.</li><li>• Does not discuss in-person groups provided or how it will coordinate offerings.</li><li>• Will collaborate with the Region 4 Regional Recovery Support Center Network</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Response primarily described staff availability at the center but did not describe services provided in-person for participants.</li><li>• Virtual Recovery Support Services are minimally described.</li><li>• Provides a Community Greenhouse</li><li>• Does outreach through a weekly article in the local newspaper</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

- Discusses screening Participants for mental health disorders, which raises questions about fidelity.
- Programming to support participant's needs, related primarily to SUD and/or Co-Occurring Disorder, or an undiagnosed challenge with either, or as an Affected Other, is not addressed adequately.
- Transportation support is minimally addressed.
- Justice system navigation not addressed.
- Providing a resource list would not be sufficient support for these services
- Harm Reduction Partner listed was no longer in operation prior to submission
- It is unclear if partnership with child protective and adult protective aligns with peer fidelity
- Center Staff and Volunteer Training and Orientation Plan (attachment 8) lacks sufficient detail
  - Previous response stated that RCs would be hired for 10 hours weekly yet in this response orientation is offered once monthly over two weeks, totaling 30 hours. The frequency and length of this initial orientation potentially delays a part time RC from being able to deliver RCS to participants.
  - Training listed that reference topics such as risk indicators, safety or crisis may be outside of peer fidelity.
  - One Cultural Competency training only minimally addresses required DEI training.

**C. Record Management Requirements**

- Lacks detail beyond a commitment to adhere to requirements of providing or maintaining a client and data management system
- Will hold the IT consultant responsible for implementing risk assessment and vulnerability scanning policies and procedures for collecting sensitive electronic information and confidentiality requirements

**D. Center Website Requirements**

- Will hold the IT consultant responsible for ensuring website adheres to MaineIT Policies
- Will adapt current policies and have staff review them, but does not address compliance with policies.
- IT consultant to be charged with responsibility for developing policy and practices related to data sharing and deidentification

**E. Services to be Provided to Participants**

- Discusses training around Recovery capital but does not discuss how they will support Participants in building Recovery Capital
- Diverse selection of groups available, to be expanded if awarded
- RCs participate in training/groups with center participants to reduce initial overwhelm.
- Community contribution support and feedback mechanisms were minimally described.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

- Response does not address Peer Support Line or 988
- Will develop a participant handbook that will be used for orientation, includes what to do if they are not feeling as though their Recovery Coach is a good match for them and how to file grievance
- Participants will be asked to sign a confidential service agreement; purpose of this form is unclear and may be seen as a barrier to non-clinical service, and impact peer fidelity.
- Quarterly Training Plan (attachment 9), does not adequately address outreach to Participants, families, and Affected Others in schools, trade schools, higher education settings, and within the broader local community or prevention and creating recovery allies; and appears to be for staff and not participants and community members
- Recreational and social events plan (attachment 10) included an example of a monthly calendar that includes at least 2 events per week.
  - Will have a suggestion box for recreation activity ideas from participants that will be review when creating the monthly calendars for each quarter
  - Plan does not include opportunities for positive contributions to the community.

**F. Staffing Requirements**

- Application and interview question requesting that a candidate describe their lived experience raises concerns around ethics and hiring legalities.
- Briefly discusses hiring process without discussing retention or staffing levels.
- Supervision will entail a detailed case review of each participant receiving RCS- this could impact peer fidelity.
- Tracking tool not addressed.
- Plans to monitor compliance during supervision sessions, lacks detail on how they will support staff through the process beyond stating that it is required to provide RCS
- Response indicates accountability and compliance, but does not offer strategies for offering coaches support
- Does not address how the Bidder will ensure that coaches maintain certification
- Coaches may be terminated for failure to comply – does not offer support to coaches for achieving this requirement
- Provides a plan for tracking, does not provide a plan for providing CoacherVision to their coaches

**G. Reporting/Site Review Requirements**

- Will submit via the File Transfer Portal but lacks detail on password protection or how they will accomplish this requirement
- Staff member is responsible for each requirement but lacks detail on how they will accomplish
- Does not mention coaches or participants in the people that will be available to interview with Department staff during visits

**H. Performance Measures**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

|                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Response focuses on data collection, but does not address how performance measures will be met</li></ul>                                                                                                                                          |
| <b>1. Reports</b>                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Does not address how data will be collected</li></ul>                                                                                                                                                                                             |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Met Requirements</li></ul>                                                                                                                                                                                                                        |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Plans does not appear to include the implementation of coaching services, outreach activities, or other center operations</li><li>• Work plan includes minimal activities during the first 3 months of operation and then jumps to 2030</li></ul> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 4

**BIDDER:** Save A Life, Inc.

**DATE:** June 12 and 13, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 15.42                 |
| b. Budget Narrative                            | 5.00                    | 2.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>17.42</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$345,178.00</b>            | ÷ | <b>\$559,636.00</b>        | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>15.42</b> |

**Evaluation Team Comments:**

- Bidder proposal totals \$559,636 based on the revenue form of the cost proposal and narrative, 500% of current budget
- Includes \$272k in personnel salary, including 8.55% fringe, not including health and dental
- Total utilities exceed \$21k, double the occupancy for the space
- Maintenance costs are estimated at \$8k
- Includes \$13k in supplies
- Other costs estimated at \$43k, including payroll processing, software and data tracking services, independent audit (which would be under consultants)
- Budget form is incomplete, does not include indirect
- Indicates indirect of 41%, which is high, for a total of \$151,819. Indirect costs are not reflected in the expense form, which throws off the total expenses indicated in the budget forms. Calculations of indirect seem to be represented 2x, provides no justification for indirect rate

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

*Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)*

|                                                                                  |                                       |                                                          |
|----------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>Proposed Target Area</b> (Select one (1) Target Area per proposal submission) | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |
|                                                                                  | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |
|                                                                                  | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                  | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                  | <input checked="" type="checkbox"/> 5 | Washington, Hancock, and Aroostook                       |
| <b>Physical Location of the Proposed Center</b>                                  |                                       | 311 Main Street, Calais, Maine (Washington)              |
| <b>Bidder's Organization Name:</b>                                               |                                       | Aroostook Mental Health Services, Inc.                   |
| <b>Chief Executive - Name/Title:</b>                                             |                                       | Christy Daggett, Interim CEO                             |
| <b>Tel:</b>                                                                      | 207-554-2352                          | <b>E-mail:</b> cdaggett@amhc.org                         |
| <b>Headquarters Street Address:</b>                                              |                                       | 180 Academy Street, Suite 3                              |
| <b>Headquarters City/State/Zip:</b>                                              |                                       | Presque Isle, ME 04769                                   |
| <i>(Provide information requested below if different from above)</i>             |                                       |                                                          |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                          |                                       | Debra Jacques, Director of Marketing and Development     |
| <b>Tel:</b>                                                                      | 207-554-2352                          | <b>E-mail:</b> djacques@amhc.org                         |
| <b>Street Address:</b>                                                           |                                       | 180 Academy Street, Suite 3                              |
| <b>City/State/Zip:</b>                                                           |                                       | Presque Isle, ME 04769                                   |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.

Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a

substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

| <b>Signature of person authorized to enter into the contract with the Department:</b>                          |                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Name (Print):</b> Christy Daggett                                                                           | <b>Title:</b> Interim CEO |
| <b>Authorized Signature:</b>  | <b>Date:</b> 3/19/2025    |

**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** June 23,2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>18.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>15.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>25.00</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>1.00</i>         |
| Section IV Total                                       | <b>30.00</b>       | <b>26.00</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>59.00</u></b> |

**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** June 23,2025

**OVERVIEW OF SECTION I**  
**Preliminary Information**

\*\*Delete if N/A

Section I. Preliminary Information

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**Evaluation Team Comments:**

STATE OF MAINE

TEAM CONSENSUS EVALUATION NOTES

RFP #: 202501002

RFP TITLE: Recovery Support Center – Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: June 23, 2025

EVALUATION OF SECTION II  
Organization Qualifications and Experience

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | 25.00                   | 18.00                 |

Evaluation Team Comments:

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided description of three (3) projects- Projects 1 &amp; 2 are relevant to this RFP. Project 3 describes clinical capabilities in offering Medications for Opioid Use Disorder (MOUD) which is somewhat relevant</li><li>• Current incumbent for Project 1 - Recovery Center</li><li>• The Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout multiple regions and supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services, but largely focuses on clinical services. Description of qualification and experience lacks depth with respect to peer services.</li><li>• Their Board is comprised of over 61% of people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency training by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by their Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, spoken language, and other areas of diversity within its Electronic Health Record (EHR)</li><li>• Recovery Friendly Workplace designee, with a history of hiring current and former consumers of services</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Indicated none will be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## STATE OF MAINE

### TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** June 23,2025

|                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided a legible organizational chart</li></ul>                                               |
| <b>4. Litigation</b>                                                                                                                    |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                  |
| <b>5. Financial Viability</b>                                                                                                           |
| <ul style="list-style-type: none"><li>• Provided three (3) years of financial statements</li><li>• Appears financially viable</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                      |
| <ul style="list-style-type: none"><li>• Provided a valid COI</li></ul>                                                                  |



STATE OF MAINE

TEAM CONSENSUS EVALUATION NOTES

RFP #: 202501002

RFP TITLE: Recovery Support Center – Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Calais)

DATE: June 23,2025

EVALUATION OF SECTION III  
Proposed Services

|                                | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | 45.00                   | 15.00                 |

**Evaluation Team Comments:**

Multiple areas of the response direct the reader to review a different section of the response, making it difficult for the evaluation team to determine if the requirement was responded to. The Proposal relies heavily on staff training and outside referrals but lacks detail on how they will implement peer recovery services.

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Services to be Provided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Part II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| A. Recovery Support Center (Center)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• The Center located at 311 Main St. Calais, Maine and currently open 40 hours per week, Mon-Friday 9am-5pm; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants</li><li>• The Center is centrally located among a number of related community entities including provider locations, college campus, and local amenities</li><li>• Provided minimal details to obtaining and maintaining insurance outlined in the State of Maine IT-Service Contract</li><li>• Participants eligibility via self-identification, established by warm introduction to staff, focusing on relationship building and building open dialogue</li><li>• New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach. OPTIONS Liaisons are on-site two (2) days per week for harm reduction education and distribution of supplies.</li><li>• Overall response to Recovery Center Coordination lacks detail.</li><li>• The Recovery Coach Coordinator is provided by the Center Manager, meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ul> |
| B. Recovery Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Describes utilizing referrals but does not address center services.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## STATE OF MAINE

### TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** June 23,2025

- Response lacks detail as to how staff and programming are coordinated to support Participant's needs
- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity
- Provides training to support staff and volunteers on resume writing and mock interviews
- Response indicates multiple relevant community partners provide support both at the Center and by receiving referrals for participants
- Response focuses on referrals to other community entities and only minimally addresses Center based support
- Center Staff and Volunteer Training and Orientation Plan (Attachment 8) notes that Mandt system training is part of new hire orientation. This type of training may not be appropriate for peer supporters and could impact fidelity.

#### **C. Record Management Requirements**

- Response lacks detail on what will be included in their tracking forms which may include Personal Health Information (PHI). It is unclear if the system would impact peer fidelity
- Utilizes a cyber security firm for risk assessments and vulnerability scanning but lacks detail regarding how policies and procedures will be expanded to address deficits
- Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
- Response does not address paper copies of confidential data, focusing on information stored on EHR
- Response lacks detail on how they will comply with the IT-Service Contract.

#### **D. Center Website Requirements**

- Plans to create a website by April 2026 and states that it will include all information in this requirement but lacks detail on how that will look and function

#### **E. Services to be Provided to Participants**

- Description of one-on-one (1:1) individualized Recovery Coaching Services (RCS) to be provided to Participants does not fully realize the CCAR model.
- Response seems to pertain to Recoverees but may not be inclusive of other Participants
- Appears to focus on training for staff but it is unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems
- Primary focus is on training staff and does not detail how they plan to assist Participants in building Recovery Capital
- Plans to host a monthly peer-led forum to discuss community needs which does not address the requirement as intended

## STATE OF MAINE

### TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** June 23,2025

- Orientation includes asking participants about access needs and accommodations
- Recreational and Social Events Plan (Attachment 10) included a robust list of recreational and pro-social activities.
- Response lacks detail regarding how they will ensure events utilize no more than 2% of Department funding

#### **F. Staffing Requirements**

- Lacks detail on how they will employ staff including recruitment and hiring policies
- Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
- Response details how they will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
- Indicates a close working relationship with Healthy Acadia to expand recovery coaching, but provides no detail about this will work if awarded
- Provided minimal details to ensuring Recovery Coaches are either a Registered Recovery Coach or a Certified Recovery Coach
- Did not address the requirements for Coaches to achieve or maintain certification.
- Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

#### **G. Reporting/Site Review Requirements**

- Demonstrated experience meeting this requirement for other contracts, but did not commit to reporting requirements

#### **H. Performance Measures**

- Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

#### **I. Reports**

- Met the requirements

#### **2. Staffing**

- Each position includes responsibilities and minimum qualifications
- Recovery Center Manager position does not state lived experience is a requirement.
- The staffing plan indicates 1.6 FTEs for four (4) positions. It is unclear how the hours of operations listed earlier in this proposal will be maintained with this staffing plan
- Listed the same individual as both Recovery Coach Coordinator and Recovery Coach dedicating 50% of their time to each role.

#### **3. Implementation - Work Plan**

- Implementation plan provided in time bound format and includes tasks and staff position responsible
- Plan only includes the first twelve (12) months of the initial contract period

**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** June 23,2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|------------------------------------------------|-----------------------------|---------------------------|
| Section IV. Cost Proposal and Budget Narrative |                             |                           |
| a. Cost Proposal                               | 25.00                       | 25.00                     |
| b. Budget Narrative                            | 5.00                        | 1.00                      |
| Section IV Total                               | <b>30.00</b>                | <b>26.00</b>              |

---

| Lowest Submitted<br>Cost Proposal | ÷ | Cost Proposal<br>Being Scored | x        | Score<br>Weight  | =        | Score        |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|--------------|
| <b>\$ 272,710.00</b>              | ÷ | <b>\$ 272,710.00</b>          | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>25.00</b> |

**Evaluation Team Comments:**

- Cost proposal for \$272k, 1% of agency budget
- \$153k in salaries, with 25% fringe rate including health and dental
- \$6.6 k in supplies, \$2.5k for website development
- \$33k in indirect, approved by federal DHHS
- Personnel included in budget appears to be insufficient to provide adequate coverage for the services requested in this RFP
- Narrative indicates that a single person will fill two 0.5 FTE roles. In the budget, each role is listed with a different salary.
- 'Client travel' described as manager travel and program promotion; should be moved to 'travel other'.

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

*Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)*

|                                                                                  |                                            |                                                          |
|----------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------|
| <b>Proposed Target Area</b> (Select one (1) Target Area per proposal submission) | <input type="checkbox"/> 1                 | York and Cumberland, excluding Brunswick                 |
|                                                                                  | <input type="checkbox"/> 2                 | Androscoggin, Franklin, and Oxford                       |
|                                                                                  | <input type="checkbox"/> 3                 | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                  | <input type="checkbox"/> 4                 | Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                  | <input checked="" type="checkbox"/> 5      | Washington, Hancock, and Aroostook                       |
| <b>Physical Location of the Proposed Center</b>                                  | 1 Water Street, Caribou, Maine (Aroostook) |                                                          |
| <b>Bidder's Organization Name:</b>                                               |                                            | Aroostook Mental Health Services, Inc.                   |
| <b>Chief Executive - Name/Title:</b>                                             |                                            | Christy Daggett, Interim CEO                             |
| <b>Tel:</b>                                                                      | 207-554-2352                               | <b>E-mail:</b> cdaggett@amhc.org                         |
| <b>Headquarters Street Address:</b>                                              |                                            | 180 Academy Street, Suite 3                              |
| <b>Headquarters City/State/Zip:</b>                                              |                                            | Presque Isle, ME 04769                                   |
| <i>(Provide information requested below if different from above)</i>             |                                            |                                                          |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                          |                                            | Debra Jacques, Director of Marketing and Development     |
| <b>Tel:</b>                                                                      | 207-554-2352                               | <b>E-mail:</b> djacques@amhc.org                         |
| <b>Street Address:</b>                                                           |                                            | 180 Academy Street, Suite 3                              |
| <b>City/State/Zip:</b>                                                           |                                            | Presque Isle, ME 04769                                   |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.

Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a

substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

| Signature of person authorized to enter into the contract with the Department:                                 |                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Name (Print):</b> Christy Daggett                                                                           | <b>Title:</b> Interim CEO |
| <b>Authorized Signature:</b>  | <b>Date:</b> 3/19/2025    |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** June 23, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>18.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>15.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | 25.00              | 20.63               |
| b. Budget Narrative                                    | 5.00               | 1.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>21.63</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>54.63</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** June 23, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
| **Delete if N/A                    |
| Section I. Preliminary Information |

---

**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** June 23, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>18.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided description of three (3) projects- Projects 1 &amp; 2 are relevant to this RFP. Project 3 describes clinical capabilities in offering Medications for Opioid Use Disorder (MOUD) which is somewhat relevant</li><li>• Current incumbent for Project 1 - Recovery Center</li><li>• The Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout multiple regions and supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services, but largely focuses on clinical services. Description of qualification and experience lacks depth with respect to peer services.</li><li>• Their Board is comprised of over 61% of people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency training by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by their Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, spoken language, and other areas of diversity within its Electronic Health Record (EHR)</li><li>• Recovery Friendly Workplace designee, with a history of hiring current and former consumers of services</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Indicated none will be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Provided a legible organizational chart</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** June 23, 2025

|                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Litigation</b>                                                                                                                    |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                  |
| <b>5. Financial Viability</b>                                                                                                           |
| <ul style="list-style-type: none"><li>• Provided three (3) years of financial statements</li><li>• Appears financially viable</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                      |
| <ul style="list-style-type: none"><li>• Provided a valid COI</li></ul>                                                                  |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** June 23, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>15.00</b>              |

**Evaluation Team Comments:**

Multiple areas of the response direct the reader to review a different section of the response, making it difficult for the evaluation team to determine if the requirement was responded to. The Proposal relies heavily on staff training and outside referrals but lacks detail on how they will implement peer recovery services.

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• The Center located at 1 Water St. Caribou, Maine and currently open 40 hours per week, Mon-Friday 8am-4pm; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants</li><li>• The Center is centrally located among several related community entities including provider locations, pharmacy, MAT provider, local sober houses, and local amenities</li><li>• Provided minimal details to obtaining and maintaining insurance outlined in the State of Maine IT-Service Contract</li><li>• Participants eligibility via self-identification, established by warm introduction to staff, focusing on relationship building and building open dialogue</li><li>• New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach.</li><li>• Overall response to Recovery Center Coordination lacks detail.</li><li>• The Recovery Coach Coordinator is provided by the Center Manager, meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Describes utilizing referrals but does not address center services.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**DATE:** June 23, 2025

- Response lacks detail as to how staff and programming are coordinated to support Participant's needs
- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity
- Provides training to support staff and volunteers on resume writing and mock interviews
- Response indicates multiple relevant community partners provide support both at the Center and by receiving referrals for participants
- Response focuses on referrals to other community entities and only minimally addresses Center based support
- Center Staff and Volunteer Training and Orientation Plan (Attachment 8) notes that Mandt system training is part of new hire orientation. This type of training may not be appropriate for peer supporters and could impact fidelity.

**C. Record Management Requirements**

- Response lacks detail on what will be included in their tracking forms which may include Personal Health Information (PHI). It is unclear if the system would impact peer fidelity
- Utilizes a cyber security firm for risk assessments and vulnerability scanning but lacks detail regarding how policies and procedures will be expanded to address deficits
- Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
- Response does not address paper copies of confidential data, focusing on information stored on EHR
- Response lacks detail on how they will comply with the IT-Service Contract.

**D. Center Website Requirements**

- Plans to create a website by April 2026 and states that it will include all information in this requirement but lacks detail on how that will look and function

**E. Services to be Provided to Participants**

- Description of one-on-one (1:1) individualized Recovery Coaching Services (RCS) to be provided to Participants does not fully realize the CCAR model.
- Response seems to pertain to Recoverees but may not be inclusive of other Participants
- Appears to focus on training for staff but it is unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems
- Primary focus is on training staff and does not detail how they plan to assist Participants in building Recovery Capital
- Plans to host a monthly peer-led forum to discuss community needs which does not address the requirement as intended

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** June 23, 2025

- Orientation includes asking participants about access needs and accommodations
- Recreational and Social Events Plan (Attachment 10) included a robust list of recreational and pro-social activities.
- Response lacks detail regarding how they will ensure events utilize no more than 2% of Department funding

**F. Staffing Requirements**

- Lacks detail on how they will employ staff including recruitment and hiring policies
- Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
- Response details how they will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
- Provided minimal details to ensuring Recovery Coaches are either a Registered Recovery Coach or a Certified Recovery Coach
- Did not address the requirements for Coaches to achieve or maintain certification.
- Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

**G. Reporting/Site Review Requirements**

- Demonstrated experience meeting this requirement for other contracts, but did not commit to reporting requirements

**H. Performance Measures**

- Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

**I. Reports**

- Met the requirements

**2. Staffing**

- Each position includes responsibilities and minimum qualifications
- Recovery Center Manager position does not state lived experience is a requirement.
- Staffing plan indicates 2.10 FTEs for four (4) positions.

**3. Implementation - Work Plan**

- Implementation plan provided in time bound format and includes tasks and staff position responsible
- Plan only includes the first twelve (12) months of the initial contract period

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**DATE:** June 23, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 20.63                 |
| b. Budget Narrative                            | 5.00                    | 1.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>21.63</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$ 272,710.00</b>           | ÷ | <b>\$ 330,521.00</b>       | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>20.63</b> |

**Evaluation Team Comments:**

- Cost proposal for \$330k, 1% of agency budget
- \$187k in salaries, with 25% fringe rate including health and dental
- \$6.6 k in supplies, \$2.5k for website development
- \$40k in indirect, approved by federal DHHS
- Client travel' described as manager travel and program promotion; should be moved to 'travel other'.
- Personnel section of budget narrative does not match personnel tabs on budget forms. Budget forms indicate two (2) Recovery Coaches and no Recovery Coach Coordinator.
- Discrepancy in Yr 1 and Yr 2 Recovery Coach/Recovery Coach Coordinator salary appears in both budget form and budget narrative - off by roughly \$7k meaning amount requested is off

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                                        |                                                          |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|-------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                                        |                                                          |                   |
| <b>Proposed Target Area (Select one (1) Target Area per proposal submission)</b>                                                                                                                                                  | <input type="checkbox"/> 1                             | York and Cumberland, excluding Brunswick                 |                   |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 2                             | Androscoggin, Franklin, and Oxford                       |                   |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 3                             | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |                   |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 4                             | Somerset, Kennebec, Penobscot, and Piscataquis           |                   |
|                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> 5                  | Washington, Hancock, and Aroostook                       |                   |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   | 106 Maine Street, Suite 13, Houlton, Maine (Aroostook) |                                                          |                   |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                                        | Aroostook Mental Health Services, Inc.                   |                   |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                                        | Christy Daggett, Interim CEO                             |                   |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-554-2352                                           | <b>E-mail:</b>                                           | cdaggett@amhc.org |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                                        | 180 Academy Street, Suite 3                              |                   |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                                        | Presque Isle, ME 04769                                   |                   |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                                        |                                                          |                   |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                                        | Debra Jacques, Director of Marketing and Development     |                   |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-554-2352                                           | <b>E-mail:</b>                                           | djacques@amhc.org |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                                        | 180 Academy Street, Suite 3                              |                   |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                                        | Presque Isle, ME 04769                                   |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

| <b>Signature of person authorized to enter into the contract with the Department:</b>                          |                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Name (Print):</b> Christy Daggett                                                                           | <b>Title:</b> Interim CEO |
| <b>Authorized Signature:</b>  | <b>Date:</b> 3/19/2025    |



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
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| Section III. Proposed Services                         | <b>45.00</b>       | <b>15.00</b>        |
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| a. Cost Proposal                                       | 25.00              | 20.78               |
| b. Budget Narrative                                    | 5.00               | 1.00                |
| Section IV Total                                       | <b>30.00</b>       | <b>21.78</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>54.78</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
| **Delete if N/A                    |
| Section I. Preliminary Information |

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>18.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Litigation</b>                                                                                                                    |
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| <b>6. Certificate of Insurance</b>                                                                                                      |
| <ul style="list-style-type: none"><li>• Provided a valid COI</li></ul>                                                                  |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>15.00</b>              |

**Evaluation Team Comments:**

Multiple areas of the response direct the reader to review a different section of the response, making it difficult for the evaluation team to determine if the requirement was responded to. The Proposal relies heavily on staff training and outside referrals but lacks detail on how they will implement peer recovery services.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• The Center located at 106 Main St, Suite 13 Houlton, Maine, currently open 40 hours per week; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants</li><li>• The Center is centrally located among several related community entities including provider locations, pharmacy, MAT provider, local sober houses, and local amenities</li><li>• Provided minimal details to obtaining and maintaining insurance outlined in the State of Maine IT-Service Contract</li><li>• Participants eligibility via self-identification, established by warm introduction to staff, focusing on relationship building and building open dialogue</li><li>• New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach.</li><li>• Overall response to Recovery Center Coordination lacks detail.</li><li>• The Recovery Coach Coordinator is provided by the Center Manager, meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Describes utilizing referrals but does not address center services.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

- Response lacks detail as to how staff and programming are coordinated to support Participant's needs
- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity
- Provides training to support staff and volunteers on resume writing and mock interviews
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- Center Staff and Volunteer Training and Orientation Plan (Attachment 8) notes that Mandt system training is part of new hire orientation. This type of training may not be appropriate for peer supporters and could impact fidelity.

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- Response lacks detail on what will be included in their tracking forms which may include Personal Health Information (PHI). It is unclear if the system would impact peer fidelity
- Utilizes a cyber security firm for risk assessments and vulnerability scanning but lacks detail regarding how policies and procedures will be expanded to address deficits
- Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
- Response does not address paper copies of confidential data, focusing on information stored on EHR
- Response lacks detail on how they will comply with the IT-Service Contract.

**D. Center Website Requirements**

- Plans to create a website by April 2026 and states that it will include all information in this requirement but lacks detail on how that will look and function

**E. Services to be Provided to Participants**

- Description of one-on-one (1:1) individualized Recovery Coaching Services (RCS) to be provided to Participants does not fully realize the CCAR model.
- Response seems to pertain to Recoverees but may not be inclusive of other Participants
- Appears to focus on training for staff but it is unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems
- Primary focus is on training staff and does not detail how they plan to assist Participants in building Recovery Capital
- Plans to host a monthly peer-led forum to discuss community needs which does not address the requirement as intended

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

- Orientation includes asking participants about access needs and accommodations
- Recreational and Social Events Plan (Attachment 10) included a robust list of recreational and pro-social activities.
- Response lacks detail regarding how they will ensure events utilize no more than 2% of Department funding

**F. Staffing Requirements**

- Lacks detail on how they will employ staff including recruitment and hiring policies
- Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
- Response details how they will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
- Indicates a close working relationship with Healthy Acadia to expand recovery coaching, but provides no detail about this will work if awarded
- Provided minimal details to ensuring Recovery Coaches are either a Registered Recovery Coach or a Certified Recovery Coach
- Did not address the requirements for Coaches to achieve or maintain certification.
- Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

**G. Reporting/Site Review Requirements**

- Demonstrated experience meeting this requirement for other contracts, but did not commit to reporting requirements

**H. Performance Measures**

- Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

**I. Reports**

- Met the requirements

**2. Staffing**

- Each position includes responsibilities and minimum qualifications
- Recovery Center Manager position does not state lived experience is a requirement.
- Staffing plan indicates 2.10 FTEs for four (4) positions.

**3. Implementation - Work Plan**

- Implementation plan provided in time bound format and includes tasks and staff position responsible
- Plan only includes the first twelve (12) months of the initial contract period

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** June 23, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 20.78                 |
| b. Budget Narrative                            | 5.00                    | 1.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>21.78</b>          |

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x        | Score Weight     | =        | Score        |
|--------------------------------|---|----------------------------|----------|------------------|----------|--------------|
| <b>\$ 272,710.00</b>           | ÷ | <b>\$ 328,119.00</b>       | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>20.78</b> |

**Evaluation Team Comments:**

- Cost proposal for \$328k, 1% of agency budget
- \$187k in salaries, with 25% fringe rate including health and dental
- \$6.6 k in supplies, \$2.5k for website development
- \$40k in indirect, approved by federal DHHS
- Client travel' described as manager travel and program promotion; should be moved to 'travel other'.
- Personnel section of budget narrative does not match personnel tabs on budget forms. Budget forms indicate two (2) Recovery Coaches and no Recovery Coach Coordinator.
- Discrepancy in Yr 1 and Yr 2 Recovery Coach/Recovery Coach Coordinator salary appears in both budget form and budget narrative - off by roughly \$7k meaning amount requested is off



**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                       |                                                          |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|-------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                       |                                                          |                   |
| <b>Proposed Target Area</b> (Select one (1) Target Area per proposal submission)                                                                                                                                                  | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |                   |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |                   |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |                   |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |                   |
|                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> 5 | Washington, Hancock, and Aroostook                       |                   |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   |                                       | 11 Free Street, Machias, Maine (Washington)              |                   |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                       | Aroostook Mental Health Services, Inc.                   |                   |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                       | Christy Daggett, Interim CEO                             |                   |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-554-2352                          | <b>E-mail:</b>                                           | cdaggett@amhc.org |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                       | 180 Academy Street, Suite 3                              |                   |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                       | Presque Isle, ME 04769                                   |                   |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                       |                                                          |                   |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                       | Debra Jacques, Director of Marketing and Development     |                   |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-554-2352                          | <b>E-mail:</b>                                           | djacques@amhc.org |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                       | 180 Academy Street, Suite 3                              |                   |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                       | Presque Isle, ME 04769                                   |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>Aroostook Mental Health Services, Inc. (AMHC) has been a continuous provider of behavioral health (BH) and related services to adults, children, and families in rural Maine since 1964. The agency has more than 30 years' experience providing peer recovery center services and currently oversees four substance use recovery centers and two mental health support centers. The agency's first peer recovery center was originally called The Drop-In Center. It was created in 1985 by the Valley Alliance for the Mentally Ill in Madawaska. In 1994, at the organization's request, AMHC assumed management of The Drop-In Center and renamed Valley Social Club; in 2016 it was renamed Valley Peer Center. In 2000, AMHC opened Harvest Inn Social Club in Caribou. In 2016, the center was renamed Harvest Inn Peer Center.</p> <p>Since 2019, AMHC has offered four substance use peer recovery centers: two in Aroostook and two in Washington County. The centers are open for any individual who self-identified as a person with a</p> |

substance use challenge and for affected others. Center staff support all pathways to recovery and believe that connection to others in recovery is one of the most important aspects in one's recovery journey. All services offered are free; and the centers are open at a minimum Monday – Friday, for 40 hours each week with additional hours for evening and/or weekend activities.

As demonstrated above, due to its long history of offering an array of behavioral health services, including substance use recovery centers, AMHC is uniquely qualified to offer recovery support center services in Area 5.

| Signature of person authorized to enter into the contract with the Department:                                 |                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Name (Print):</b> Christy Daggett                                                                           | <b>Title:</b> Interim CEO |
| <b>Authorized Signature:</b>  | <b>Date:</b> 3/19/2025    |

**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** June 23,2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

---

| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>18.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>15.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>24.25</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>1.00</i>         |
| Section IV Total                                       | <b>30.00</b>       | <b>25.25</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>58.25</u></b> |

**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** June 23,2025

**OVERVIEW OF SECTION I**  
**Preliminary Information**

\*\*Delete if N/A

Section I. Preliminary Information

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**Evaluation Team Comments:**

STATE OF MAINE

TEAM CONSENSUS EVALUATION NOTES

RFP #: 202501002

RFP TITLE: Recovery Support Center – Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: June 23, 2025

EVALUATION OF SECTION II  
Organization Qualifications and Experience

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | 25.00                   | 18.00                 |

Evaluation Team Comments:

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Provided description of three (3) projects- Projects 1 &amp; 2 are relevant to this RFP. Project 3 describes clinical capabilities in offering Medications for Opioid Use Disorder (MOUD) which is somewhat relevant</li><li>• Current incumbent for Project 1 - Recovery Center</li><li>• The Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout multiple regions and supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services, but largely focuses on clinical services. Description of qualification and experience lacks depth with respect to peer services.</li><li>• Their Board is comprised of over 61% of people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency training by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by their Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, spoken language, and other areas of diversity within its Electronic Health Record (EHR)</li><li>• Recovery Friendly Workplace designee, with a history of hiring current and former consumers of services</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Indicated none will be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3. Projected Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

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**DATE:** June 23,2025

|                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Provided a legible organizational chart</li></ul>                                               |
| <b>4. Litigation</b>                                                                                                                    |
| <ul style="list-style-type: none"><li>• Provided as required</li></ul>                                                                  |
| <b>5. Financial Viability</b>                                                                                                           |
| <ul style="list-style-type: none"><li>• Provided three (3) years of financial statements</li><li>• Appears financially viable</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                      |
| <ul style="list-style-type: none"><li>• Provided a valid COI</li></ul>                                                                  |

STATE OF MAINE

TEAM CONSENSUS EVALUATION NOTES

RFP #: 202501002

RFP TITLE: Recovery Support Center – Area 5

BIDDER: Aroostook Mental Health Services, Inc. (Machias)

DATE: June 23,2025

EVALUATION OF SECTION III  
Proposed Services

|                                | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | 45.00                   | 15.00                 |

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Multiple areas of the response direct the reader to review a different section of the response, making it difficult for the evaluation team to determine if the requirement was responded to. The Proposal relies heavily on staff training and outside referrals but lacks detail on how they will implement peer recovery services.

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Services to be Provided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| B. Recovery Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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## STATE OF MAINE

### TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** June 23,2025

- Response lacks detail as to how staff and programming are coordinated to support Participant's needs
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## STATE OF MAINE

### TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** June 23,2025

- Orientation includes asking participants about access needs and accommodations
- Recreational and Social Events Plan (Attachment 10) included a robust list of recreational and pro-social activities.
- Response lacks detail regarding how they will ensure events utilize no more than 2% of Department funding

#### **F. Staffing Requirements**

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- Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

#### **G. Reporting/Site Review Requirements**

- Demonstrated experience meeting this requirement for other contracts, but did not commit to reporting requirements

#### **H. Performance Measures**

- Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

#### **I. Reports**

- Met the requirements

#### **2. Staffing**

- Each position includes responsibilities and minimum qualifications
- Recovery Center Manager position does not state lived experience is a requirement.
- The staffing plan indicates 1.6 FTEs for four (4) positions. It is unclear how they will maintain hours of operations listed earlier in this proposal with this staffing plan
- Listed the same individual as both Recovery Coach Coordinator and Recovery Coach dedicating 50% of their time to each role.

#### **3. Implementation - Work Plan**

- Implementation plan provided in time bound format and includes tasks and staff position responsible
- Plan only includes the first twelve (12) months of the initial contract period

# STATE OF MAINE

## TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** June 23,2025

### EVALUATION OF SECTION IV Cost Proposal

|                                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|------------------------------------------------|-----------------------------|---------------------------|
| Section IV. Cost Proposal and Budget Narrative |                             |                           |
| a. Cost Proposal                               | 25.00                       | 24.25                     |
| b. Budget Narrative                            | 5.00                        | 1.00                      |
| Section IV Total                               | <b>30.00</b>                | <b>25.25</b>              |

| Lowest Submitted<br>Cost Proposal | ÷ | Cost Proposal<br>Being Scored | x        | Score<br>Weight  | =        | Score        |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|--------------|
| <b>\$ 272,710.00</b>              | ÷ | <b>\$ 281,107.00</b>          | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>24.25</b> |

### Evaluation Team Comments:

- Cost proposal for \$281k, 1% of agency budget
- \$153k in salaries, with 25% fringe rate including health and dental
- \$6.6 k in supplies, \$2.5k for website development
- \$33k in indirect, approved by federal DHHS
- Personnel included in budget appears to be insufficient to provide adequate coverage for the services requested in this RFP
- Narrative indicates that a single person will fill two 0.5 FTE roles. In the budget, each role is listed with a different salary.
- 'Client travel' described as manager travel and program promotion; should be moved to 'travel other'.

APPENDIX J – Revised 3/7/2025

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                                                                                                                                                                   |                                       |                                                          |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|-------------------------|
| <i>Bidder must select one (1) Target Area and identify the physical location. Bidders who wish to provide services at multiple Recovery Support Center locations, must submit a separate proposal for each physical location)</i> |                                       |                                                          |                         |
| <b>Proposed Target Area</b><br>(Select one (1) Target Area per proposal submission)                                                                                                                                               | <input type="checkbox"/> 1            | York and Cumberland, excluding Brunswick                 |                         |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 2            | Androscoggin, Franklin, and Oxford                       |                         |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 3            | Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |                         |
|                                                                                                                                                                                                                                   | <input type="checkbox"/> 4            | Somerset, Kennebec, Penobscot, and Piscataquis           |                         |
|                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> 5 | Washington, Hancock, and Aroostook                       |                         |
| <b>Physical Location of the Proposed Center</b>                                                                                                                                                                                   | 24 Church Street, Ellsworth ME 04605  |                                                          |                         |
| <b>Bidder's Organization Name:</b>                                                                                                                                                                                                |                                       | Healthy Acadia                                           |                         |
| <b>Chief Executive - Name/Title:</b>                                                                                                                                                                                              |                                       | Elspeth Flemings                                         |                         |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-669-2073                          | <b>E-mail:</b>                                           | elsie@healthyacadia.org |
| <b>Headquarters Street Address:</b>                                                                                                                                                                                               |                                       | 77 Beechland Road (physical)<br>P.O. Box 1710 (mailing)  |                         |
| <b>Headquarters City/State/Zip:</b>                                                                                                                                                                                               |                                       | Ellsworth, ME 04605                                      |                         |
| <i>(Provide information requested below if different from above)</i>                                                                                                                                                              |                                       |                                                          |                         |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>                                                                                                                                                                           |                                       | Paige Johnston<br>Community Health and Supports Director |                         |
| <b>Tel:</b>                                                                                                                                                                                                                       | 207-610-3277                          | <b>E-mail:</b>                                           | paige@healthyacadia.org |
| <b>Street Address:</b>                                                                                                                                                                                                            |                                       | 24 Church Street                                         |                         |
| <b>City/State/Zip:</b>                                                                                                                                                                                                            |                                       | Ellsworth, ME 04605                                      |                         |

**Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.**

Healthy Acadia is a 501(c)(3) nonprofit organization, dedicated to our mission to empower people and organizations as we build healthy communities together. We are a community health coalition, working since 2001 with hundreds of partners and thousands of individuals to address a wide range of public health needs. We build partnerships, coordinate programs, provide education, and improve policies and environments to create lasting positive changes to the health of our communities. Our current focus areas are: Substance Prevention and Recovery, Basic Needs, Health Equity, Strong Beginnings, Healthy Aging, Active and Healthy Environments, Healthy Food for All, and Health Promotion and Management.

Our programs are available to everyone, while focusing on our most vulnerable and at-risk community members. Our approach is collaborative, creative, and community-based. We have a strong track record of success in engaging community members and partners to identify and take action on community health challenges in order to improve the health of individuals and families across the region.

INSPIRE Community Recovery Center is one of the many recovery-focused offerings of Healthy Acadia, which has been the home of Maine Alliance for Recovery Coaching and Maine Recovery Core since 2018. Healthy Acadia holds the contract with the Office of Behavioral Health for Coordination of Recovery Coach and Training Services. As such, INSPIRE operates with a deep understanding for and commitment to the CCAR model of recovery coaching. Denise Black and Terri Woodruff, co-directors of Maine Alliance for Recovery Coaching, have trained hundreds of coaches in the Recovery Coach Academy, Recovery Coaching Ethics, and multiple specialty topic areas such as Recovery Coaching in the Emergency Department and others. Our Hancock County Recovery Coach Coordinator has used INSPIRE as a place to connect with recoverees and oversee the work of coaches, and that work will continue to be an integral part of the center. Further, Healthy Acadia, through the Maine Recovery Core program, is able to support a cadre of interns, all of whom are trained by our CCAR trainers, who provide coaching at INSPIRE.

INSPIRE is a welcoming and supportive space designed to help individuals improve themselves, regardless of where they are in their recovery journey. It serves as a hub for connecting people with valuable resources and fostering meaningful connections within the community. At INSPIRE, individuals can feel safe from judgment or stigma while receiving services tailored to their needs and goals. Those who are willing to work towards personal growth will find guidance and encouragement in an uplifting environment. Above all, INSPIRE is a fun and inclusive space where people can truly be themselves while striving for a better future. Participants are able to support their goals through mutual group support meetings, peer support, recovery coaching, navigation, goal setting workshops, skill

building workshops, community events, and more.

INSPIRE also houses several navigators, who broker resources and provide linkages to essential services such as housing, transportation, employment, education, healthcare, and case management. Our navigators and center manager often serve as supervisors for educational placements for students interested in the behavioral health field.

Healthy Acadia has over twenty years experience with managing grants and personnel, convening diverse partnerships, implementing programming, tracking progress, reporting on deliverables, conducting evaluation processes, and working within budgets.

|                                                                                                                 |                                  |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Signature of person authorized to enter into the contract with the Department:</b>                           |                                  |
| <b>Name (Print):</b> Elspeth Flemings                                                                           | <b>Title:</b> Executive Director |
| <b>Authorized Signature:</b>  | <b>Date:</b> 3/21/25             |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b>  |
|--------------------------------------------------------|--------------------|---------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>          |
|                                                        |                    |                     |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>24.00</b>        |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>42.00</b>        |
| Section IV. Cost Proposal and Budget Narrative         |                    |                     |
| a. Cost Proposal                                       | <i>25.00</i>       | <i>17.12</i>        |
| b. Budget Narrative                                    | <i>5.00</i>        | <i>5.00</i>         |
|                                                        | <b>30.00</b>       | <b>22.12</b>        |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>88.12</u></b> |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

**OVERVIEW OF SECTION I  
Preliminary Information**

**\*\*Delete if N/A**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|                                                        | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------------------------------|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | <b>25.00</b>            | <b>24.00</b>          |

**Evaluation Team Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Provided three (3) relevant projects:<ul style="list-style-type: none"><li>○ Warming center</li><li>○ Recovery Coach interns</li><li>○ Recovery residence for women and children</li></ul></li><li>• An established 501c3 community health coalition beginning in 2001</li><li>• Over 20 years of experience managing grants and personnel, convening partnerships, implementing programming – exceeded contract deliverables through Peer Recovery Coaching program</li><li>• Has been providing peer services since 2017 as a provider of Recovery Coaching in Downeast Maine, including Maine Recovery Corps</li><li>• Has managed multiple federally funded projects developing recovery supports and other services for people who use drugs</li><li>• Working relationship with tribal populations</li><li>• Formed an internal Health Equity Team in 2020 to examine policies, practices and programs through a DEI lens, and is finalizing health equity strategic plan</li><li>• Provides training around cultural competency, specifically surrounding tribal communities</li><li>• Recently added Community Outreach and Equity Coordinator to staff</li><li>• Opened Community Recovery center in 2021; all staff completed Recovery Coach Academy, working on CIPSS</li><li>• Areas of focus include Substance Prevention and Recovery, Basic Needs, Health Equity, Strong Beginnings, Healthy Aging, Active and Healthy Environments, Healthy Food for All, and Health Promotion and Management.</li><li>• Services are available to everyone with a focus on vulnerable and at-risk populations.</li><li>• Notes that their approach is collaborative, creative, and community based.</li><li>• Strong track record of engaging community members and partners.</li><li>• Trained 1050 recovery coaches since 2016.</li></ul> |



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

|                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Hosted two (2) trainings called "Strengthening Relationships with Cultural Competency: Increasing Understanding of the Passamaquoddy Tribe."</li><li>• Notes 200 scheduled coaching sessions annually and 4000 walk-in interactions.</li><li>• Partnership with Mano en Mano</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Indicated none</li></ul>                                                                                                                                                                                                                                                               |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Detailed org chart indicates project staff, in-kind support, and complimentary staff for proposed center</li></ul>                                                                                                                                                                     |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                               |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Three years of financial statements reviewed by a CPA provided</li><li>• Appear financially viable</li></ul>                                                                                                                                                                           |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Provided a valid COI</li></ul>                                                                                                                                                                                                                                                         |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>45.00</b>                | <b>42.00</b>              |

**Evaluation Team Comments:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>1. Services to be Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Center located at 24 Church St, Ellsworth, Maine</li><li>• Open Monday-Friday 8am-4pm</li><li>• Offers additional hours for evening and weekend programming</li><li>• New Participants are met with a brief orientation, and overview of services, then allowing those to have information to self-identify if they wish</li><li>• Provided a list of services and programming demonstrating their commitment to All Pathways philosophy.</li><li>• Described staff training that supports culture of welcoming and non-judgmental environment, emphasizing empathy, active listening, and respect.</li><li>• Inclusive messaging and signage stating: "All Are Welcome," and "Recovery Has Many Faces." Artwork, testimonials, and printed materials visually represent diversity.</li><li>• Notes continuous feedback and responsiveness through participant surveys and engaging in reflective processes with staff to identify biases, improve service delivery, and adjust programming.</li><li>• Designated INSPIRE staff member will support the Council by crafting and facilitating meeting agendas, support reaching consensus on decisions, keeping members engaged, and presenting AC decisions to Healthy Acadia/INSPIRE.</li><li>• Council will be provided with an annual activities/programs budget to oversee in support of the programs they decide to prioritize.</li><li>• Provides a concise description of how groups, resource connections, peers, and orientations will be provided</li><li>• Groups are facilitated by a combination of staff &amp; volunteers, with each group having a lead facilitator. All facilitators are trained, as are peers, volunteers and staff</li></ul> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

- Provides a richly detailed description of recovery support services, including varying modalities and accommodations to support participation.
  - The Center building is ADA-accessible and coaching rooms are a sensory-friendly environment- low stimulation.
  - Services are designed to meet people where they are at geographically, emotionally, and logistically with phone-based, virtual support and group options, technical support for devices, and cultural and language support through translation services, bilingual staff when available, and referrals to culturally specific programs.
- Convenes and participates in provider networks and community coalitions
- Provides a detailed outreach and engagement plan (attachment 7) including community and provider engagement, public communications, community-centered events, and evaluation of relationships:
  - Hosts community-based events, e.g. Marvelous Monday and Taco Tuesday
- Multiple staff members are CIPSS trained and will continue to train staff in CIPSS and other relevant models to better support participants with MH challenges and affected others.
- All team members are CCAR trained, to prepare for participant's needs.
- Did not address the coordination of staff and programming.
- Staff are available to assist with digital literacy, basic troubleshooting, and navigating online job platforms.
- Staff will be available for support to address both emotional and logistical barriers to employment.
- Support will be available through scheduled sessions and drop-in availability to meet individual readiness and need.
- Will offer food cupboards, snacks, and meals
- Plans to provide shower cards to local YMCA, hygiene products on site
- Center has access to agency van
- Bus passes and gas cards will be available and funded by donations
- Provides Naloxone, Fentanyl test strips, Xylazine test strips, Deterra Bags, overdose prevention and education materials
- Will offer on-site HIV and Hepatitis C testing
- Will provide peer-based coaching to support participants in how to advocate for themselves in service settings (demonstrates peer fidelity)
- Peer coaching will be available for navigating reentry and CPS involvement
- A comprehensive list of additional support referrals and services exceeds requirements.
- Commitment to training around DEI is clear in their narrative response.
- Orientation and training plan included a brief description of orientation and ongoing training and evaluation processes.
- Included a detailed onboarding training tracker.

**C. Record Management Requirements**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

- Will utilize Recovery Data Platform

**D. Center Website Requirements**

- States that the website will be mobile-responsive and ADA-compliant and staff will provide technical assistance to ensure access to virtual options for Participants.
- States that new features will include training registration portals, virtual resource libraries, and Participant feedback forms

**E. Services to be Provided to Participants**

- Provides a richly detailed description of how they will assist Participants with setting recovery goals, developing an action plan, and solving problems.
- Indicates foundation of these tasks in relationship and utilization of motivational interviewing and CCAR model.
- States that coaches may participate in case consultation in addition to supervision and Coachervision potentially impacting peer fidelity.
- Provides a richly detailed description of how they will assist participants in building Recovery Capital, including recovery coaching, access to resources, building social connections, expanding vocational capital, encouraging volunteerism, promoting strengths, progress tracking and ongoing reflection.
- Described a robust list of facilitated groups offered to Participants. Groups offered specifically for Affected Others.
- Notes staff support Participants to attend their first meetings, understand group expectations, and reflect on their experience to determine the best fit for their needs.
- Demonstrates peer fidelity with informal encouragement, help navigating social anxiety or stigma, and modeling positive social interaction and boundary setting.
- Promotes meaningful participation with opportunities to train as recovery coaches or peer leaders, low barrier internship opportunities, and recognition and appreciation of contributions that reinforce self-efficacy and purpose.
- Peer led guidance consists of mutual support group navigation, community inclusion, volunteerism and participation
- Orientation includes a conversation about the Rights of Recipients
- Participant orientation includes a description of what to expect from the coaching relationship and the matching process is based on individual goals, lived experience preferences, language needs, and availability.
- Described orientation process as flexible in format and delivery with the participant's preferences, comfort level, and communication needs prioritized. Printed and digital materials available.
- Participants are encouraged to bring supportive people with them. Follow-up check-ins ensure confidence and accessibility in orientation information and resources.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

- Provides a detailed plan for how they will provide education and outreach to Participants, including delivery methods, geographic scope and accessibility, and coordination and collaboration.
- Provided a Quarterly Training Plan (Attachment 9) including an array of training topics that touch on required focus areas, with a frequency ranging from annually to monthly and various locations
- Some training include CEU's, others are peer-facilitated, and some are a series (i.e. 3-6 weeks)
- Response provides a Recreational and Social Events Plan (Attachment 10) including a wide array of recreational and social events at different intervals, and indicates whether the purpose of each event is a prosocial activity, community connection, or otherwise. Activities include minimal explicit opportunities for community contribution
- Safer sex resources and testing events provided by local partnership

**F. Staffing Requirements**

- Plans to utilize Maine Recovery Council (MRC) grant funds, committed to hiring staff with lived experience. Provided a comprehensive and well supported staffing model that includes internships, collaboration and partnerships with integrated coaching services, and is guided by experienced leadership
- Provided a plan for how to find and recruit new coaches aided by the Healthy Acadia umbrella, including paid internship program
- Have CCAR trainers on staff
- Lacks detail on how they will ensure coaches maintain registration/certification including obtaining required CEUs

**G. Reporting/Site Review Requirements**

- Met the requirements

**H. Performance Measures**

- Address report submission but does not address how they will meet performance measures

**I. Reports**

- Met the requirement

**2. Staffing**

- Met the requirement

**3. Implementation - Work Plan**

- Provided a richly detailed work plan including benchmarks and specific tasks to be completed in facilities and operational standards; recovery support services; website, outreach and social media; and staff and volunteer training.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Healthy Acadia

**DATE:** June 23, 2025

**EVALUATION OF SECTION IV  
Cost Proposal**

|                                                | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------------------------|-------------------------|-----------------------|
| Section IV. Cost Proposal and Budget Narrative |                         |                       |
| a. Cost Proposal                               | 25.00                   | 17.12                 |
| b. Budget Narrative                            | 5.00                    | 5.00                  |
| Section IV Total                               | <b>30.00</b>            | <b>22.12</b>          |

---

| Lowest Submitted<br>Cost Proposal | ÷ | Cost Proposal<br>Being Scored | x        | Score<br>Weight  | =        | Score        |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|--------------|
| <b>\$ 272,710.00</b>              | ÷ | <b>\$398,236.00</b>           | <b>x</b> | <b>25 points</b> | <b>=</b> | <b>17.12</b> |

**Evaluation Team Comments:**

- Provided proposal totaling \$398k, roughly 5% of annual budget
- Proposes \$235k in salaries, 44.6% fringe rate for staff.
- Incorporates occupancy, utilities, and maintenance into indirect allocation
- Travel seems low at \$1.4k given geographic breadth of service area, indicates use of Maine Recovery Funds to explain
- \$15k for supplies, including less than 2% for pro-social activities.
- Indirect rate of 19% totally \$63k

## APPENDIX J

**State of Maine**  
**Department of Health and Human Services**  
*Office of Behavioral Health*  
**NOTICE OF INTENT TO BID**  
**RFP# 202501002**  
**Recovery Support Centers**

|                                                                                         |                                                                                            |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Proposed Target Area</b> <i>(Select one (1) Target Area per proposal submission)</i> | <input type="checkbox"/> <b>1</b> York and Cumberland, excluding Brunswick                 |
|                                                                                         | <input type="checkbox"/> <b>2</b> Androscoggin, Franklin, and Oxford                       |
|                                                                                         | <input type="checkbox"/> <b>3</b> Waldo, Lincoln, Knox, and Sagadahoc, including Brunswick |
|                                                                                         | <input type="checkbox"/> <b>4</b> Somerset, Kennebec, Penobscot, and Piscataquis           |
|                                                                                         | <input checked="" type="checkbox"/> <b>5</b> Washington, Hancock, and Aroostook            |

|                                                                      |              |                             |                                 |
|----------------------------------------------------------------------|--------------|-----------------------------|---------------------------------|
| <b>Bidder's Organization Name:</b>                                   |              | Michael's Active Recovery   |                                 |
| <b>Chief Executive - Name/Title:</b>                                 |              | Danielle Forino             |                                 |
| <b>Tel:</b>                                                          | 207.231.1318 | <b>E-mail:</b>              | michaelsactivercovery@gmail.com |
| <b>Headquarters Street Address:</b>                                  |              | 229 West Main St, Suite 104 |                                 |
| <b>Headquarters City/State/Zip:</b>                                  |              | Fort Kent, ME 04743         |                                 |
| <i>(Provide information requested below if different from above)</i> |              |                             |                                 |
| <b>Lead Point of Contact for Proposal - Name/Title:</b>              |              | Danielle Forino- President  |                                 |
| <b>Tel:</b>                                                          | 207.436.5191 | <b>email</b>                | dforino01@icloud.com            |
| <b>Street Address:</b>                                               |              | 229 West Main St, Suite 104 |                                 |
| <b>City/State/Zip:</b>                                               |              | Fort Kent, ME 04743         |                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Michael's Active Recovery is a non-profit that was founded in 2023 by Danielle Forino, the mom of Michael who lost his battle with addiction in August 2023 at the age of 22. Throughout learning how to manage and/ or handle Mike's addiction through adolescence into young adulthood, Danielle learned quickly how many roadblocks there are along with the lack of resources in the Northern Maine border town of Fort Kent; for example the closest Methadone Clinic is over an hour drive one way away and MAT clinic is half an hour away. What Danielle learned while trying to help her son was of the many barriers often associated with recovery; such as three week waiting lists for services, limited detox centers (and limited beds), limited inpatient options, and limited recovery residences. As for finding resources, Danielle made it her part-time job scouring the internet, talking to people, reaching out in every direction while also trying to keep the confidentiality Michael wanted due to the embarrassment and stigma around the disease, all in an effort to help him.</p> |

Through Mike's journey seeking recovery, it was made apparent to Danielle and her support system that the answer wasn't a possibility in St. John Valley at this time. This reality created a movement to change.

1st Mile Active Recovery Community Center was the first project born from this movement and the doors have been open for 14 months running solely on volunteer time and funds. This has not been a detriment to the center's success. The center has been an integral part of a variety of outreach and educational services; including, but not limited to, recovery coaching, wellness workshops, music/ art / writing workshops, recovery meetings, music festivals, memorial events, and a variety of community meals. There is an active, volunteer run coaching program with 6 coaches who've obtained the CCAR Recovery Coach Certification, 1 being a youth recovery coach. Since we opened, we've served hundreds of individuals with a variety of needs through the pathway of their choice. The center offers walk-in hours 5 days a week and is open an average of 30 hours a week without any paid staff. We recently have secured funds through the Aroostook County Task Force to contract a center manager for one year. This manager will be responsible for growing the center reach and offerings as well as managing the volunteers. The recovery center has been a place for people to go when they just need to be in a safe space, want to talk to someone about their recovery, find resources to help them build their recovery capital, and meet others to build healthy connections. One member stated; "because of the recovery center I had somewhere to go and someone to talk to when I felt like I was going to relapse". Another member stated that the friends he's made at the recovery center and the meetings he can attend at the center have been a vital part of his recovery". The center offers, Smart Recovery and Smart Recovery for family and friends, 12 step meetings such as N.A. and ACA, faith based groups, and for those without access to a computer, internet or just simply a safe space to do an online meeting, the ability to use the centers computer or phone to log into a meeting online, and even the ability to watch a recovery based podcast in an accepting environment. Every Friday evening the center offers a "community meal" free to members to eat in or take out. Anyone joining this meal will find a healthy sober environment. Members have stated "this is one of the few places you can come on a Friday evening and not be around others consuming alcohol". The center has proved to be a much needed resource in the St John Valley.

The board of Michael's Active Recovery is well established and currently has 7 people; but will be onboarding 2 more individuals at the April meeting. The board includes a combination of people with a variety of vocations; including, but not limited to, a mental health professional, a teacher, 2 full time recovery coaches, and a psychiatric nurse practitioner, and a local business owner. Of the entire board, 5 are in sustained recovery and 2 have experience as affected others. Three of the board members actively run recovery groups from the center and are all actively involved in a variety of pathways to recovery. The board's focus has been on opening the center and organizing fundraising; however their goal is to focus on prevention and more education services.

It would be an ideal situation to receive funding from this application process as we could build a strong youth & family recovery program. A few board members have been working with local educational entities to incorporate a variety of prevention services; including vaping resources, youth recovery coach services, education on substance use disorders, advocacy, and other family based services. The goal of the center is to serve the community



of Fort Kent, and we plan to do so continuously, building off the foundation that's been built since our first event in October 2023.

**Signature of person authorized to enter into the contract with the Department:**

**Name (Print):**Danielle Forino

**Title:** President

**Authorized Signature:**

  
B293AC7451E947A...

**Date:**

3/20/2025

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Center – Area 5

**BIDDER:** Michael's Active Recovery

**DATE:** June 23, 2025

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Amanda Chamberlain, Richard Freund, Michael Freysinger, Kenney Miller, Amanda Thompson

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| <b><u>Pass/Fail Criteria</u></b>                       | <b><u>Pass</u></b> | <b><u>Fail</u></b> |
|--------------------------------------------------------|--------------------|--------------------|
| Section I. Preliminary Information (Eligibility)       | <b>N/A</b>         | <b>N/A</b>         |
|                                                        |                    |                    |
| Section II. Organization Qualifications and Experience | <b>25.00</b>       | <b>XX</b>          |
| Section III. Proposed Services                         | <b>45.00</b>       | <b>XX</b>          |
| Section IV. Cost Proposal and Budget Narrative         |                    |                    |
| a. Cost Proposal                                       | 25.00              | XX                 |
| b. Budget Narrative                                    | 5.00               | XX                 |
| Section IV Total                                       | <b>30.00</b>       | <b>XX</b>          |
| <b><u>Total Points</u></b>                             | <b><u>100</u></b>  | <b><u>XX</u></b>   |

The Bidder's proposal did not follow the requirement outlined in Part I, B.3. or Part IV of the RFP. Therefore, the Bidder's proposal is disqualified from the evaluation process.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• P- Been providing Substance Use Disorder treatment since 2005</li><li>• P- Been providing Co-Occurring treatment since 2014</li><li>• P- Opened Recovery Center in 2018</li><li>• P- Open 40 hours per week plus offers groups on nights and weekends</li><li>• I- Recovery Coach providing Smart Recovery at two local high schools</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Consultants for legal, accounting, human resources/payroll, technology, and policy/quality assurance.</li></ul>                                                                                                                                                                                                                                |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Org chart does not include the names of who is in each position</li></ul>                                                                                                                                                                                                                                                                      |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Reports no litigation</li></ul>                                                                                                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Included taxes for 2021 and 2022</li><li>• Included a letter stating they account is still working on taxes for 2023</li></ul>                                                                                                                                                                                                                 |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Included proof of Worker's Comp and Employers Liability Insurance</li></ul>                                                                                                                                                                                                                                                                    |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                               | <ol style="list-style-type: none"><li>1. P- Program runs 40 hours per week, plans to extend hours to include Saturdays<br/>I- Building is open on evenings and weekends for members to run groups without staff present<br/>I- Included services to be provided: 1:1 coaching, volunteer opportunities, facilitated groups for members and Affected Others, telephone recovery services, and employment services<br/>P- Includes a computer lab for member use<br/>P- Community outreach events including a table at the local Farmer's Market and NARCAN trainings</li><li>2. P- Mentions having Commercial General Liability Insurance meeting requirements<br/>P- Mentions having Professional Liability Insurance<br/>P- Mentions having Worker's Compensation Insurance (proof provided)</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

I- Mentions they will obtain Automobile Insurance if they begin using vehicles for business purposes

3. P- People that enter the building are asked to complete a membership form that requires the person to acknowledge that their own substance use disorder, are an affected other, or have a desire for recovery

P- New members attend an orientation after signing the membership form

I- Mentions that this form and orientation are used as the beginning steps to forming a relationship with each new member

4. P- Has policies that ensure a space that is safe and free from harassment

N- Does not mention All Pathways Towards Recovery

5. P- States that all services are always free of charge

P- Mentions that they meet the 51% requirement and that 100% of their board has lived experience or identifies as an affected other

6. Meets requirements

7. P- Provides a network of trained peer recovery coaches

P- Working on creating a comprehensive list of community resources

P- Includes groups, workshops, and social events with a focus on creating a sense of community

P- Includes showers and shower bags

P- Provides job and housing postings, mentions checking that they are up to date

P- Mentions providing groups and classes to members

P- Includes manuals for members and volunteers

Members are provided with information of resources and support available to them

Volunteers are trained in roles and responsibilities for their position

I- Provides a calendar of events offered

**B. Recovery Support Services**

1. P- Uses CCAR model

P- Provides The Telephone Recovery Support Program which receives inbound and calls and makes outgoing calls

I- Includes the use of workbooks to support diverse populations including trauma informed care, powerful asking skills, CBT, and how to talk about thoughts and feelings

I- All staff are trained in WRAP (wellness recovery action plan)

Q- Are the workbooks and WRAP evidence-based practices?

Providing in person and telephone services

2. P- Will host and participate in many community activities

P- Will collaborate with adult ed to provide college prep class once a month

I- Will have an information table to local Farmer's Market

3. P- Will send out meeting reminders through social media, flyers, and other forms of communication to ensure attendance levels

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

- P- Plan to offer 90-11 groups per month
- I&Q- Groups will include Teen Talk, not sure what Teen Talk is
- P- They will assist members with creating new groups to support unmet needs that arise
- 4. P- Will partner with Maine Can Work to provide individual and group employment support
  - P- Will provide a job posting board at the center
  - P- Computer lab access for members
  - P- Will provide referrals to employment services as needed
  - P- Will provide Maine Department of Labor Supported programs
- 5. P- Housing board will be posted
  - P- Computer lab access to find housing and complete applications
  - P- Will post food bank information at the center
  - I- Members may use the kitchen to cook themselves meals
  - I- Center will provide shower facilities
  - P- Will provide referrals and resources available for clinical services
  - P- Will partner to provide free Hep C and HIV testing at the center
  - P- Will provide NARCAN and appropriate training
  - I- Will provide bus passes and information on transportation programs
  - I- Will accept calls from the jail to assist those who are incarcerated with resources
  - P- Provides recovery worksheets to the local jail for those who are incarcerated
- 6. P- Will provide initial and ongoing training in the areas of trauma informed case and Diversity, Equity, and Inclusion.
  - N- Does not provide details on training on strength-based reflective approaches

**C. Record Management Requirements**

- 1. Will be utilizing Recovery Data Platform, statewide platform
- 2. Reports that they will comply with all State IT policies
  - Will contract with an IT firm specializing in cyber security
- 3. Lists several Federal and State laws protecting financial, protected health information, and personally identifiable information that they comply with
  - P- Notification plan includes what notifications will include, a risk assessment after a breach, and maintaining detailed documentation of all breaches
- 4. Reports that Recovery Data Platform is compliant with State IT policies
  - P- Includes using encryption and access controls along with regular audits
  - I- Will require a non-discloser agreement from anyone that has access to confidential or protected information

**D. Center Website Requirements**

- 1. P- Website has a services tab that is updated with all services available at the center
  - I- Includes a searchable monthly calendar

Meets requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

2. Meets Requirement
  - I- Will conduct accessibility testing of website
  - P- Will have a Social Media Officer to ensure compliance with the State's IT policies
3. P- Will use role-based access to information
  - P- Will use multi-factor authentication
  - P- Will encrypt all website usage data
  - P- Will require written approval from the Department before any data is released
4. P- De-identification process will include removing identifiers, aggregation, data masking, generalization, and suppression
5. Meets requirements

**E. Services to be Provided to Participants**

1. Meets requirement- will be using CCAR
2. P- Recovery Coach coordinator will meet with coaches to ensure CCAR model is being met
  - P- Will complete Brief Addiction Recovery Capital form with members on a monthly basis
3. P- Will utilize the Recovery Workbook weekly to assist members with setting goals
4. P- Will facilitate a vast array of groups
  - I- Will allow members to volunteer and facilitate additions groups on nights and weekends
5. P- Recover Coaches will provide members with support finding mutual support groups and volunteering options based on the member's skills, interests, and need
  - P- Will encourage participants to engage in community events
6. Meets requirements- Will provide all required information to new members during an in-person orientation
7. P- Will provide Family Life Enrichment Programs that include conflict resolution and preparing for major life stages
  - P- Will provide Prevention education in community workshops and at educational settings
  - Meets requirements
8. Meets requirements- will offer many types of events to support members and families
  - I- Will provide free haircuts to members and family 1x per month
9. Will be mostly funded/supported by donations and volunteers
  - P- Will apply for grants

**F. Staffing Requirements**

1. 2 .5 FTE Center Coordinators with lived experience
  - Recovery Coach Coordinator
2. 1 FTE Recovery Coach Coordinator with lived experience

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>P- Recovery Coach Coordinator will provide coordination of all services and supervision for coaches<br/>Recovery Coach Coordinator will focus on recruiting staff and volunteers<br/>Recovery Coach Coordinator will train coaches on how to use tracking tool</p> <ol style="list-style-type: none"><li>Will recruit coaches and train them in the CCAR model<br/>Will provide CoacherVision and check ins with coaches</li><li>Showed evidence that they understand the Registered and Certified Recovery Coach processes</li><li>Showed evidence that they understand the timeframes for completion of the Certified Recovery Coach<br/>P- Will provide regular check ins to monitor progress</li><li>Showed evidence that they understand the requirements for continuing education and certification<br/>P- Will provide regular check ins to monitor progress</li><li>Meets requirements- plans for onboarding, scheduled CoacherVision, feedback, and monitoring</li></ol> |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>Meets requirements</li><li>Meets requirements<br/>P- Will conduct regular reviews to ensure compliance and identify areas that need improvement before site review</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ol style="list-style-type: none"><li>Meets requirements<br/>Each Performance Measure has strategies for how they will be achieved</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ol style="list-style-type: none"><li>Meets requirements<br/>Each report has strategies for how the data will be collected</li><li>Meets requirements</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ol style="list-style-type: none"><li>Meets requirements</li><li>Did not include</li><li>Meets requirements</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ol style="list-style-type: none"><li>Meets requirements</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/2/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD programs / OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                |
|--------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                 |
| <ul style="list-style-type: none"><li>• P-IOP and Co-Occurring Disorder treatment since 2005</li></ul> |
| <b>2. Subcontractors</b>                                                                               |
| <ul style="list-style-type: none"><li>• included</li></ul>                                             |
| <b>3. Project Team Organizational Chart</b>                                                            |
| <ul style="list-style-type: none"><li>• included</li></ul>                                             |
| <b>4. Litigation</b>                                                                                   |
| <ul style="list-style-type: none"><li>• none</li></ul>                                                 |
| <b>5. Financial Viability</b>                                                                          |
| <ul style="list-style-type: none"><li>• I-tax returns indicate profit</li></ul>                        |
| <b>6. Certificate of Insurance</b>                                                                     |
| <ul style="list-style-type: none"><li>• included</li></ul>                                             |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ol style="list-style-type: none"><li>1. P-open Mon-Fri 9-5, Sat 11-5</li><li>2. N-too general on examples to ensure All Pathways</li><li>3. P-Welcome letter includes comprehensive info</li><li>4. I-compliance strategy very detailed</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ol style="list-style-type: none"><li>1. P-daily staffing includes Exec. Dir, certified recovery coaches</li><li>2. P-utilizes CCAR model, utilizing various workbooks</li><li>3. P-telephone support offered, Mon-Fri, 9 to 5</li><li>4. P-provides group facilitation, accompany to mutual aid meetings, active calendar events</li><li>5. P-staff will establish meeting times and materials, 90 to 100 per month</li><li>6. P-computer lab, posting support available</li><li>7. P-personalized support, volunteer groups every Monday</li><li>8. I-provides meals and full access to kitchen, teamed with 3 local food banks</li><li>9. P-disease testing once per month</li></ol> |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/2/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD programs / OBH

**C. Record Management Requirements**

1. P-RDP platform has robust features
2. P-contracted with IT firm for cyber security

**D. Center Website Requirements**

1. P-includes the welcome packet info
2. P-includes the monthly calendar, as posted on white board
3. P-6 step plan to protect data
4. P-designated social media officer, with rigorous content approval and review
5. P-content filtering

**E. Services to be Provided to Participants**

1. P-recovery coaches utilize Recovery Workbook, conducted weekly, weekly goal setting
2. P-conduct BARC assessment to discuss recovery capital
3. P-each recoveree given welcome packet
4. P-orientation every Wed., 3 to 4pm
5. P-white board maintained with calendar dates
6. P-NARCAN training conducted
7. P-Adult education college prep offered, comprehensive list of offerings available
8. N-support for recovery allies not specific
9. P-community outreach events, and advertising on social media

**F. Staffing Requirements**

1. P-in compliance

**G. Reporting/Site Review Requirements**

1. P-in compliance

**H. Performance Measures**

1. P-in compliance

**I. Reports**

1. P-in compliance

**2. Staffing**

- a. P-in compliance

**3.**

- a. P-in compliance

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- P-in compliance

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Provider reports they are a licensed substance use disorder services provider, delivering Opioid Health Home (OHH), Intensive Outpatient (IOP), DEEP, individual and group counseling services</li><li>• Provider reports becoming licensed as Mental Health treatment provider in 2014, and offering co-occurring treatment medication assisted treatment</li><li>• Indicates provider is a tier-2 Narcan distributor, with a Narcan vending machine making the overdose reversal drug available to individuals outside of operating hours</li><li>• Indicates provider is incumbent service provider following an award to RFP 201704088, beginning operation of peer recovery community center in 2018</li><li>• Indicates current provision of many of the services requested in this RFP</li><li>• Indicates working relationship with local school department including Narcan distribution and SMART recovery for teens</li><li>• Project 1 – Bridgton Hospital Emergency Department – Narcan and recovery coaching for patients presenting to ED for opioid related concerns – relevant</li><li>• Project 2 – food pantry(s) collaboration – collaborations with multiple food pantries to provide meals and food take-home for participants, and to host several events – relevant</li><li>• Project 3 - Loon Echo Land Trust – outdoor activities for participants, outreach and engagement - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>A. Perkins and Thompson – legal consultant</li><li>B. Austin &amp; Associates – accounting consultants</li><li>C. Paychex – payroll</li><li>D. Ion Networking – networking/cybersecurity</li><li>E. C&amp;G Consultants – Gary Bell, provider relations, reporting, budget development</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Org chart includes both Crooked River Counseling and Lakes Region Recovery Center</li><li>• Center org chart includes board, leadership staff, recovery coaches, and volunteers</li><li>• Attachment includes 2 paged of unrelated material, which appears to be Org chart template</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• None listed</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

- Submission includes copy of tax filings from 2021 and 2022, which appear to show filings as a s-corp
- Tax filings from 2021 appear to have been filed late/as part of an extension, as letter from accounting firm to provider dated 1/30/24
- Documentation for 2023 appears to be an email from an accounting firm indicating the firm is actively working on 2023 tax filing and financial report with anticipated due date of 5/15/25

**6. Certificate of Insurance**

- Included and current until 10/24/25

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Reported address 2 Elm St, Bridgton ME  
Operating hours currently M-F 9a-5p, with occasional weekend use by outside groups  
Plan to expand center hours to include Sat 11a-5p  
Response includes variety of services offered at the Center
2. Met requirement  
Indicates types of insurance coverage, policy requirements, and compliance and documentation of coverage(s)  
Indicate ION Networks will conduct regular cyber security risk assessments and advise on appropriate coverage
3. Met requirement  
Includes sample language of membership doc, which participants sign attesting to conduct  
Includes membership form for the collection of demographic information of participants
4. Includes Center mission statement which appears in line with non-judgmental center services  
Includes other center policies related to safety  
Response does not directly address all pathways approach to recovery
5. Indicates participants and other agencies are informed Center services are free  
Indicates advisory council comprised of 51% members in recovery from SUD, with the remaining members identified as affected others and recovery allies  
Indicates advisory council meets quarterly to address governance, strategic planning, and other actional outcomes
6. Met requirements  
Provides list of applicable laws and regulations, and a brief summary of compliance plans

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** DHHS/OBH

7. Plan to deliver services through network of peer recovery supports, groups and activities, and network of organizations and service providers  
Plan to offer resources to participants and support their navigating access to these  
Plan for network of peer recovery support to stay current on best practices lacks detail  
Plan to support participants' family and friends  
Plan to orient staff and volunteers using existing orientation process and manual

**B. Recovery Support Services**

1. Plan to use Connecticut Community for Addiction Recovery model for both staff and volunteer coaches, develop personalized recovery plans  
Response provides a list of workbooks/practices to be used in supporting participants, covering topics such as trauma-informed care, cognitive behavioral therapy, and Wellness Recovery Action Plan  
Staff will accompany participants to mutual aid groups such as AA, NA, Smart recovery  
Plan to use Brief Addiction Recovery Capital (BARC) scale to track participants' recovery progress through goal setting and recovery planning  
Plan to facilitate peer support groups focused on transitioning out of residential care settings, community inclusion, resource development  
Employment support such as promoting local resources and opportunities and connection to state agencies  
Phone support consisting of daily outgoing calls to interested participants (66 participants currently participating in this support)
2. Narrative response and attachment 7 include a number of outreach and engagement opportunities designed to reach a wide range of community members to deliver recovery education such as Narcan administration to making referrals to Center for services and volunteer opportunities.  
Met requirement
3. Plan to offer 90-100 groups per month on topics relevant to recovery  
Staff will plan schedule of Center activities, groups, provide materials, encourage participants to suggest new groups/supports, and develop opportunities for volunteer and community engagement  
Meets requirements
4. Plan for center staff and volunteers to support participants in resume writing, job search skills, accessing community-based resources, and mock interviews  
Plan to have weekly access to Maine Can Work facilitator  
Participant access to computers for resume development and job searches  
Referral to employment services, DOL,
5. Detailed response offers plans to support participants in each category  
Computer lab for searching/connecting to resources  
Housing resources posted on board in center

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** DHHS/OBH

Hygiene and food resources posted in center  
Partnership with local food pantries  
Nutrition classes through SNAP partnership  
Shower available for participants  
Clothing closet  
Referrals to clinical services and partnerships in place  
Franny Peabody visits Center once per month for testing/support  
Narcan available

6. Response site plan to utilize several relevant trainings to meet this requirement  
Plan to train twice annually with the New England Arab American Association, and to display LGBTQA/safe space images  
Training initially delivered during staff/volunteer orientation, then periodically thereafter  
Attachment 8 – training plan – detailed and comprehensive

**C. Record Management Requirements**

1. Plan to continue using Recovery Data Platform, which is reported to meet State IT compliance standards
2. Indicates plan to consult with ION Networking to meet this requirement
3. Met requirement
4. Plan includes confidentiality training, access controls, risk assessments, and compliance monitoring, with support from ION Networking.

**D. Center Website Requirements**

1. Met all requirements
2. Indicates plan to develop website to meet Web Content Accessibility Guidelines 2.1 level AA standards  
Response additionally includes details of some of the features of these standards, and plan for testing and compliance
3. Met requirement
4. Detailed response – met requirement
5. Commits to meeting requirement

**E. Services to be Provided to Participants**

1. Response includes plans to provide one-on-one support using CCAR recovery coach model, develop recovery plans with participants, and monitor progress using Brief Assessment of Recovery Capital assessment tool  
Plan includes facilitation of groups, which staff or volunteers may attend with participants if requested  
Plan to connect participants to clinical services, basic needs, employment support  
Plan includes telephone and online support

**STATE OF MAINE  
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**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Plan indicates Recovery Coach Coordinator will support staff and volunteers in developing recovery planning with participants in alignment with CCAR model<br>Recovery planning, developing goals attending groups all part of plan to develop recovery capital<br>Response includes improvement plan to evaluate these efforts, but lacks detail                                                                                                                                                                                      |
| 3. Response indicates plans to provide one-on-one support to participants using The Recovery Workbook for goal planning and using the BARC10 monthly to monitor progress.<br>Indicates all coaches will be Certified under the CCAR model                                                                                                                                                                                                                                                                                                 |
| 4. Response lists numerous groups to be offered at the center<br>Response indicates some night and weekend groups facilitated but volunteers<br>Response indicates center staff updating calendars, coordinating cadence of groups, and subjects designed to address support for participants, affected others, and addressing both SUD and MH along with multiple pathways                                                                                                                                                               |
| 5. Response indicates recovery coaches will direct peer-led support, both through one-on-one support and through introduction to groups<br>Center staff and volunteers will host and connect participants to activities, resources, and peer networks<br>Coaches will support participants in connection to volunteer opportunities and skill building<br>Response includes process for collaborative meetings between staff, volunteers, and participants for providing feedback on Center services, although this section lacks details |
| 6. Met all requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7. Narrative response and attachment 9 met requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8. Attachment 10 indicates audience, frequency, and goal over numerous events<br>Indicates all staff/volunteers for each event – unsure if event takes place off-site if center closes                                                                                                                                                                                                                                                                                                                                                    |
| 9. Detailed response indicates a number of appropriate methods to meet this requirement, including requisition of additional funds to off-set limitations of contract dollars                                                                                                                                                                                                                                                                                                                                                             |
| <b>F. Staffing Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1. Plan to split two (2) 0.5 FTE to deliver center coordinator responsibilities<br>Indicates possibility of subcontracting with staff for additional support – unsure why this structure would be necessary<br>Response indicates Center Coordinator responsible for orienting new staff and volunteers, coordinating/facilitating groups, supporting peer volunteers, and conducting community education and engagement<br>Indicates positions to be filled by individuals with lived experience                                         |

**STATE OF MAINE  
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**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Response does not indicate Recovery Coach Coordinator position will be filled by a person with lived experience</p> <p>2. Met requiring<br/>Some of the activities of the Recovery Coach Coordinator are duplicative of those listed for the Recovery Center Coordinator in the previous section – unsure if this is intentional or not</p> <p>3. Met requirement</p> <p>4. Response demonstrates commitment to monitoring Recovery Coach training and practice activities to ensure compliance with this requirement</p> <p>5. Response includes appropriate plan for Center staff to monitor and support the completing of necessary tasks for Certification of coaches</p>                                                                 |
| <p>6. Meets requirement</p> <p>7. Response includes adequate planning and controls to meet this requirement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>1. Met requirement<br/>Plan to provide training and technical support to staff responsible for submissions<br/>Plan to conduct regular security audits to ensure process complies with requirements</p> <p>2. Detailed response meets all requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>1. Response offers action steps planned to achieve each performance measure<br/>Met requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>1. Detailed response address tracking of information required for reporting and site visits</p> <p>2. Response addresses timely submissions of reporting and site visits</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>a. The narrative section directs the evaluator to attachment 11<br/>Job description for Center Director states PT 0.5 FTE in one place, and FT 1.0 FTE in another<br/>All job descriptions state the position can be filled by a person in recovery OR an Ally, which means the entire Center could be staffed by individuals who do not have lived experience<br/>Center Coordinator position listed as PT 0.5 FTE, whereas early in this proposal it had been listed as a shared position – 2 PT 0.5 FTE – this evaluator is unsure if the job description is used for both roles<br/>Section includes job description for<br/>-Center Executive Director<br/>-Center Coordinator<br/>-Recovery Coach Coordinator<br/>-Recovery Coaches</p> |

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**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

-President/CEO

Each job description includes minimum qualification and job responsibilities

- b. This section is blank
- c. Staffing plan in attachment 12 details total staffing of 4.125 FTE. However the job description for the President/CEO position which listed 0.25 FTE in attachment 11 is listed as 0.125 FTE in this attachment. This evaluator is unsure what the actual total staffing for this proposal is

**3. Implementation - Work Plan**

- a. The implementation plan identifies staff responsible for each activity, however some activities id responsible parties as 'all staff/volunteers'. Unsure who would be responsible for ensuring task completion when listed this way.  
Timeframe for activities listed as 'Phase I – first 3 months' and Phase II – 3-6 months' and does not include completion dates, unsure if activities will take the entire 3-month timeframe to complete  
As an incumbent provider, some of the activities described in the implementation plan were previously mentioned as being in place currently throughout the proposal. Unsure if this plan refers to updates or revisions of those current activities.  
Final timeframe for activities listed as 'Phase 4: month 9-24' and provides little detail



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/5/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Designated OHH, State Licensed SUD Treatment Agency since 2005</li><li>• Granted MH License in 2014, offers co-occurring and MAT, employs addiction medicine specialists</li><li>• Opened peer support recovery center in Bridgton in 2017</li><li>• Staff all CCAR trained, offers over 40 hours of programming and activities, including numerous services for people experiencing housing insecurity</li><li>• Actively collaborates with their local High School and offers recovery programming there</li><li>• 3 Projects listed – highly relevant<ul style="list-style-type: none"><li>○ Naloxone distribution program</li><li>○ Food security programming including pro-social activities</li><li>○ Nature-based mental health program</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• List attached, meets specifications</li><li>• List includes legal services, accounting services, IT services, payroll services, and reporting and adherence consultant</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Org chart attached, meets specifications</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• No current litigation indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Did not meet requirement - 2 years of tax filings prepared by a CPA provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

| <b>Part IV, Section III Proposed Services</b> |  |
|-----------------------------------------------|--|
| <b>Part II</b>                                |  |
| <b>A. Recovery Support Center (Center)</b>    |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 5/5/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

1. Met and surpassed requirement – P - Center will be open beyond 40 hours, including weekend programming
2. Met requirement
3. Met requirement
4. N - Bidder's mission includes emphasis on "non-judgmental environment" and "sense of belonging" but narrative does not speak to how this is accomplished. No reference of multiple pathways, all pathways, harm reduction or other indicators of All Pathways to Recovery philosophy or indication of how this is achieved.
5. Met requirement
6. Met requirement
7. Met requirement

**B. Recovery Support Services**

1. Met requirement
2. Met requirement – Attachment 7 submitted
3. N - References numerous groups and how they will be supported by the Center, but does not reference other programming to support Participants' needs
4. Met requirement
5. Met requirement
6. N - Discusses ongoing training for staff, but does not provide detail regarding DEI and strengths-based reflective approaches or discuss training for volunteers. N – attachment 8 is Participant focused as opposed to focused on training and orientation for staff and volunteers

**C. Record Management Requirements**

1. Met requirement
2. Met requirement
3. Met requirement
4. N - Bidder's response does not fully address IT-Service Contract Rider B-IT Confidentiality

**D. Center Website Requirements**

1. Met and surpassed requirement – P - References Web Content Accessibility Guidelines and other resources to be made available
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Met requirement – RCC supports staff and volunteers working with Participants

**STATE OF MAINE  
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**EVALUATOR DEPARTMENT:** OBH - DHHS

3. Met requirement – Predominantly through recovery coaching supports, does not address Participants not involved in Recovery Coaching, does not reference other supports indicated above in proposal including employment supports, mutual aid groups, pro-social activities and numerous others. Q - Monthly completion of BARC may be excessive?
4. Met and surpassed requirement – P – Bidder indicates it will offer 90-100 groups per month covering a broad range of topics
5. Met Requirement – Bidder indicates that Recovery Coaches will support Participants in accessing peer-led guidance. Does not address Participants not engaged in Recovery Coaching. Previous responses have indicated numerous mutual aid groups, community inclusion and other activities available at the center.
6. Met requirement
7. Met requirement – Quarterly training plan attached
8. Met and surpassed requirement – Recreational and social events plan attached. P – includes robust list of planned recreational and social events.
9. Met requirement

**F. Staffing Requirements**

1. Response unclear. Uncertain how many staffing they are proposing
2. Met requirement
3. Met requirement
4. Response does not clearly capture both options.
5. Met requirement
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Met requirement

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

- a. Met requirement
- b. N – Subcontractors listed in previous response and in budget narrative, no response here
- c. Staffing plan attached. Administrative positions seems excessive compared to front-line services

**STATE OF MAINE  
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**EVALUATOR DEPARTMENT:** OBH - DHHS

**3. Implementation - Work Plan**

- a. Met requirement – Workplan attached. Includes realistic benchmarks and activities for a new program

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Reasonable cost proposal services provided - \$720,394
- Fringe rate is %10.77 and includes no health insurance
- Proportion of Participant-facing (Recovery coaches) to administrative (ED, CEO, Center Coordinator, RCC) seems low
- Cost proposal indicates that CRCC receives no funding from award, but CEO of CRCC is listed in the budget forms
- Includes \$54k for consultants – including payroll, legal, IT, CPA

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/1/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Described 20 years of clinical substance use treatment experience, including co-occurring treatment services since 2014 and experience with providing recovery center services since 2018.</li><li>• Did not describe experience related to DEI or culturally competent and responsive services.</li><li>• Three projects described were in the last five years and are relevant to center services including Naloxone distribution, basic needs and community engagement.</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Listed all requested information for five subcontractors that support the legal, financial, HR/payroll, IT/cyber security, provider relations and quality assurance aspects of the center</li></ul>                                                                                                                                                                                                                                                                                  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Submitted organizational chart Power Point Presentation included what appears to be two template pages that made the actual org chart unclear.</li></ul>                                                                                                                                                                                                                                                                                                                             |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Bidder provided 2021 and 2022 S-Corp Income Tax Return prepared by Austin Associates P.A. CPA, and an email confirming that their 2023 return is in process with the same CPA. Appears to demonstrate financial viability.</li></ul>                                                                                                                                                                                                                                                 |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• Bidder submitted Worker's Compensation and Employer's Liability policy in effect until 10/24/2025 and a Businessowner's policy effective until 10/19/2025</li></ul>                                                                                                                                                                                                                                                                                                                  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"><li>1. Bidder stated the center location is 2 Elm street, Bridgton, in Cumberland County, Maine. Hours of operation are Monday – Friday 9am to 5pm. The center space is available for Member use, unstaffed, on weekends. Additional staffed hours for Saturdays, 11am to 5pm are planned.</li><li>2. Bidder answered affirmatively and appears to meet requirements for insurance as outlined in Rider B-IT, Section 19 of the State of Maine IT-Service Contract.</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**RFP TITLE:** Recovery Support Centers – Area 1

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**DATE:** 5/1/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

3. Bidder described a Membership Form that is used to determine eligibility of new visitors through the self-identification of SUD, an undiagnosed challenge or being an affected other but did not have language for identifying as having a co-occurring challenge.
4. All Pathways To Recovery approach was not described. Bidder provided a Mission Statement, Policies and Procedures, and Enforcement and Accountability statements that appear to support welcoming and non-judgmental services.
5. Bidder stated center services are free of charge and 51% of their Advisory Council has personal, relevant lived experience as required.
6. Bidder answered affirmatively.
7. A) Provided detailed description of peer network and resources available to all center participants B) further described utilization of trained peers for 1-1 support, groups, and affected other/family support C) orientation to all parties required, includes a staff/volunteer manual and member welcome packet

**B. Recovery Support Services**

1. Bidder described detailed recovery support services to be provided in the center and robust telephonic support as well as web-based support
2. Bidder provided detailed community outreach and engagement plan in attachment 7 and named multiple existing community partners and relationships.
3. Bidder described staff and program coordination in detail, including but not limited to 90 – 100 recovery relevant groups, multiple calendar types for accessibility of information,
4. Bidder described personalized support for members including a weekly group, 1-1 support, computer access, employment services connection, and DOL connection that meets requirements
5. A) provided very detailed description of basic needs support available at the center and through multiple ongoing community partnerships, ensuring access to housing, food, clothing, hygiene, warming/cooling resources. B) met requirement C) described comprehensive HR supply access, provider relationships and annual staff training D) case management description was minimal E) met requirement F) described adequate and accessible supports to justice involved members G) stated they will provide but no specific resources or support identified H) stated they will provide but no specific resources or supports mentioned
6. Referenced workshops available through ADCARE, Peer Recovery Center of Excellence, CCSME, and SAMHSA and an internal WRAP training but did not mention specific relevant training. Did not mention continuing education provided by CCAR (or other approved trainers) for Registered or Certified recovery coaches required by the Maine Recovery Coach Certification Board. Listed 4 workbooks used for training staff by the Recovery Coach Coordinator but only one, provided by SAMHSA, is relevant to the requirements. New England Arab American Organization (NEAAO) training twice a year is offered and relevant. Attachment 8 is not the required Center Staff and Volunteer

**STATE OF MAINE  
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**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

Training and Orientation Plan but instead it is a plan for trainings, programs and groups for center members. It is unclear if bidder understood what was required in this section

**C. Record Management Requirements**

1. Bidder stated that they use The Recovery Data Platform (RDP) but did not state whether that system is capable of capturing the required client activity and data.
2. Agrees to comply and notes identified subcontractor ION Networking is a full service IT firm that specializes in cyber security.
3. Agrees to comply and states LRRC will rely on consultation with the Recovery Center hub and our IT consultant to ensure the Center is meeting the requirements.
4. Agrees to comply, gave detailed plan and noted "LRRC will rely on consultation with the Recovery Center hub and our IT consultant to ensure the Center is meeting the requirements."

**D. Center Website Requirements**

1. Meets requirements, additionally has feedback mechanism for issues and improvements suggested from users
2. Meets requirements
3. Meets requirements
4. Meets requirements
5. Meets requirements

**E. Services to be Provided to Participants**

1. Bidder provided detailed plan to use the CCAR model for 1-1 recovery support with fidelity to the model
2. 1-1 and group supervision monthly to ensure CCAR model fidelity and the development of comprehensive, realistic and attainable recovery planning and goals, plans to utilize BARC tool to support member feedback into individualized recovery planning, bidder noted that they would provide problem-solving training to coaches but did not note a specific training for that purpose.
3. Bidder states they will utilize CCAR model to provide 1-1 peer support, The Recovery Workbook and BARC in building recovery capital, lacks detail
4. Listed facilitated groups that were mentioned in other sections, good variety of topics with many offerings
5. Provided detailed plan of supports and services also noted in other sections, meets requirements
6. Weekly orientation scheduled and welcome packet available, meets requirements
7. Provided Attachment 9 and detailed descriptions that meets the requirements, will use feedback and evaluation mechanism to enhance trainings with participant input
8. Provided Attachment 10, very detailed, extensive community and recovery oriented offerings

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Crooked River Counseling / Lakes Region Recovery

**DATE:** 5/1/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

- |                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Bidder provided very detailed plan to engage community partnerships and donations to adequately fund activities, and listed strategies with attention to budgeting, planning and tracking. |
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| <b>F. Staffing Requirements</b> |
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| <ul style="list-style-type: none"><li>1. Stated that staff would have lived experience, meets requirements</li><li>2. Meets requirements</li><li>3. Gave detailed plan for training and employment but not specific to volunteers</li><li>4. Meets requirements</li><li>5. Meets requirements</li><li>6. Meets requirements</li><li>7. P- Coachervision begins with orientation, meets requirements</li></ul> |
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| <b>G. Reporting/Site Review Requirements</b> |
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|-----------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>1. Meets requirements</li><li>2. Meets requirements</li></ul> |
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| <b>H. Performance Measures</b> |
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|-----------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>1. Meets requirements</li></ul> |
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| <b>I. Reports</b> |
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- |                                                                                                     |
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| <ul style="list-style-type: none"><li>1. Meets requirements</li><li>2. Meets requirements</li></ul> |
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| <b>2. Staffing</b> |
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| <ul style="list-style-type: none"><li>a. Provided Attachment 11, very detailed</li><li>b. Bidder did not respond</li><li>c. Provided Attachment 12, meets requirements</li></ul> |
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| <b>3. Implementation - Work Plan</b> |
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- |                                                                                                                       |
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| <ul style="list-style-type: none"><li>a. Provided Attachment 13, very detailed plan that meets requirements</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------|



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/2025 and 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• P- Started providing recovery services in 2011</li><li>• I- Only nationally accredited recovery community center in Maine</li><li>• I- Has approximately 150 volunteers each month</li><li>• Provides coaching for an average of 57 people per month</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• None listed</li></ul>                                                                                                                                                                                                                                          |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Provided an organizational chart included names of people in each role</li></ul>                                                                                                                                                                               |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• None listed</li></ul>                                                                                                                                                                                                                                          |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Provided an Independent Auditor Report</li><li>• Provided financial statements from 2022-June 30, 2024</li></ul>                                                                                                                                               |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                        |
|                                                                         | <ul style="list-style-type: none"><li>• Provided a Certificate of Liability Insurance</li></ul>                                                                                                                                                                                                        |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                               | <ol style="list-style-type: none"><li>1. P- Open 7 days per work for over 80 hours per week<ul style="list-style-type: none"><li>I- Open early mornings (7am) and late evenings (8pm)</li><li>I- Will provide groups to York County programs</li></ul></li><li>2. Meets requirements</li><li>3. I- Sign in kiosk that allows visitors to voluntarily identify their recovery status<ul style="list-style-type: none"><li>I- Reports that in the last year 92% of visitors identified as being in recovery or as an affected other</li></ul></li><li>4. P- Core principles includes respecting, honoring, and supporting many pathways of recovery<ul style="list-style-type: none"><li>P- Provides training to all volunteers and staff on their values including self-determination and respect</li><li>P- Provides a wide range of services for participants to choose from</li></ul></li><li>5. P- Reports that all services are always free<ul style="list-style-type: none"><li>I- 10 out of 12 board members report being in recovery, 100% report having lived experience in one form</li></ul></li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/2025 and 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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6. I- Trains their board on fiduciary responsibilities and state and federal compliance  
P- Reviews policies with legal counsel on a regular basis  
P- Reports that the building meets all local code regulations
7. P- Has an up-to-date calendar posted at the building, on their website, and on social media  
I- Has a process for signing up for meetings and a process for members to get approval to start new programs  
P- Peer Recovery Coach Coordinator meets with each new member to determine needs, schedule, and goals to match them with the best coach and programming options  
P- Orientation processes set up for staff, volunteers, and new members  
I- Volunteers complete an application to connect them with the best volunteer opportunity for them  
P- New members are given a welcome packet with information about the center, schedule, and local resources.

**B. Recovery Support Services**

1. P- Offers in person, virtual, and hybrid programs  
I- Offers over 55 peer-facilitated groups  
I- Provides 1:1 coaching with matched pairs along with in the moment coaching  
P- Provides telephone services which averages 74 participants monthly
2. P- Sends newsletters and other correspondence to around 7000 people  
P- Runs several social media platforms to provide information to the community  
I- Provides programming at local facilities including substance use treatment, corrections, and hospitals  
I- Puts on Rally4Recovery every year  
P- Participates in local advisory boards
3. P- Offer a wide range of programs  
P- Provides referral for treatment, therapy, and transitional support when needed  
P- Trains staff and volunteers in CCAR model  
I- 16 out of 19 paid staff report being in recovery  
I- Offers groups for family members/affected others
4. I- Awarded the Recovery Friendly Workplace funding  
P- Makes referral to Maine Works  
P- Keeps an up-to-date job board  
P- Provides space for career counselors from the CareerCenter and Maine Department of Labor  
P- Members can participate in mock interviews with CareerCenter  
I- Site has a library with computer access
5. P- Has a Resource Navigator position

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/2025 and 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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P- Has relationships with many local resources to assist with housing, basic needs, transportation, and support for those who are incarcerated

I- Has referral sources in York and Cumberland County for those in need of harm reduction

I- Has referral sources in York and Cumberland County for those in need of case management

6. P- Bi-weekly staff meetings

P- Provides training and encourages outside training and conferences

P- Provides CoacherVision

P- Provides training in trauma informed care, strength based reflective approaches, and diversity, equity, and inclusion

I- Provides training in self-care, restorative justice, and several other topic areas

**C. Record Management Requirements**

1. P- Uses the Recovery Data Platform

I- Recovery Data Platform kiosks are set up at the entrance for sign in and data collection

P- Information is stores in a confidential and secure manner

2. P- Contracts with Implied Networks

I- Implied Network does staff and volunteer training on encryption, and confidentiality

I- Implied Network does risk assessment and vulnerability scanning

3. P- Multifactor authenticator is used

I- Board of Directors ensure that they are up-to-date on laws

4. Meets requirements

**D. Center Website Requirements**

1. P- Website includes center resources along with recovery news, local resources, and referral info

Meets requirements for calendar of events and modality of programs

2. P- Social media content is managed by the Program Director, communications and Outreach Coordinator

3. Does not share data and stores all data in confidential manner

4. Policies in place to make sure that all data released is TLP White

5. Website does not include TikTok and content is reviewed by the Program Director

**E. Services to be Provided to Participants**

1. P- Provides matched 1:1 coaching

I- Provides real time 1:1 coaching for people at the center

I- Provides 1:1 in the community including hospitals and correctional facilities

P- Coaches are training in CCAR's Recovery Coach Academy and Ethics

P- Coaches are required to attend monthly CoacherVision

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/2025 and 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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2. P- Members who are receive matched coaching do a Brief Assessment of Recovery Capital every 30 days and create a recovery plan  
P- Recovery plans are kept in Recovery Data Platform  
I- Assist people at the center who do not receive formal coaching with goal setting
3. P- Provides access through community building, multiple recovery pathways, and prosocial activities  
P- Tracks recovery capital through the Brief Assessment of Recovery Capital  
I- Historical data shows that 76% of members experience an increase in their Brief Assessment of Recovery Capital scores
4. P- Provides over 55 groups  
I- Provides groups for many different groups of people including families, veterans, fathers, and women
5. P- Uses a participatory process to determine groups that will be offered  
I- Monitors attendance to determine when groups need to be swapped out  
P- Uses focus groups and listening sessions  
I- Volunteers can assist at the center and during community events
6. Meets requirements  
P- Greets each new member and provides a welcome packet with all required information
7. I- Developed a Recovery Ambassador curriculum that covers all required topics  
P- Provides education to law enforcement, healthcare workers, substance use disorder providers, and state agencies  
P- Provides education at many educational facilities ranging from middle school through higher education  
I- Training schedule is on their website
8. I- Offers art groups, an open mic/karaoke night, dances, and community meals  
I- Offers a Young People's group that participates in field days, cornhole tournaments, cookouts, and other activities  
P- Hosts Rally4Recovery, which is family friendly
9. Meets requirements  
P- Utilizes volunteers and other funding sources

**F. Staffing Requirements**

1. P- Center Manager, Peer Support Coordinator and Recovery Coach coordinator report being in long term recovery  
I- Prioritizes candidates who report they are in long term recovery
2. Meets requirements
3. P- Maintains an average of 30-35 active coaches  
P- All active coaches are training in CCAR model and provided monthly CoacherVision
4. P- Uses Recovery Data Platform to track volunteer hours

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/2025 and 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>P- Provides education on the Registration and Certification process during the Recovery Coach Academy</p> <p>I- Volunteers are informed at the start of training that they need to be registered within 3 months</p> <p>5. P- All coaches are informed of the 2 year requirement for certification</p> <p>I- Coaches are provided with programs to track their certification requirements</p> <p>I- Coaches are provided with continuing education to complete recertification every 2 years</p> <p>6. P- Offers required trainings several times per year</p> <p>P- Provides all new coaches with information on how to apply for registration</p> <p>I- Requires all coaches to be registered within 3 months</p> <p>P- Offers an average of 53 hours of CoacherVision per quarter</p> |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>1. Meets Requirements</p> <p>2. Meets Requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>1. Will meet minimum requirements and collect all data in Recovery Data Platform</p> <p>I- Recovery Data Platform insure all data in unduplicated</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>1. Meets Requirements</p> <p>2. Will conduct monthly reviews of data to ensure accuracy of quarterly reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>a. Meets requirements</p> <p>b. Will not be hiring subcontractors</p> <p>c. Meets Requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>a. Meets Requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>•</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DATE:** 5/2/25

**DEPARTMENT:** SUD Programs / OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                               |
|                                                                         | <ul style="list-style-type: none"><li>• P-open since 2011; nationally accredited recovery community center</li><li>• I-known as “the mecca for recovery”</li><li>• P-501c3 since 2017</li><li>• I-In 2024, offered 2880 groups with 37,538 sign ins</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                               |
|                                                                         | <ul style="list-style-type: none"><li>• none</li></ul>                                                                                                                                                                                                        |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                               |
|                                                                         | <ul style="list-style-type: none"><li>• included</li></ul>                                                                                                                                                                                                    |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                               |
|                                                                         | <ul style="list-style-type: none"><li>• none</li></ul>                                                                                                                                                                                                        |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                               |
|                                                                         | <ul style="list-style-type: none"><li>• P- P&amp;L included, cash down, but very comprehensive report</li></ul>                                                                                                                                               |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                               |
|                                                                         | <ul style="list-style-type: none"><li>• included</li></ul>                                                                                                                                                                                                    |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A.</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                               | <ol style="list-style-type: none"><li>1. P-open 7 days, over 80 hours</li><li>2. I-membership includes over 8000, serving over 3000 individuals in 2024</li><li>3. P-21 staff members</li><li>4. P-self disclosure questions at sign in kiosk</li><li>5. P-all pathways supported by SOP manual and facility signage; variety of peer led groups</li><li>6. P-all pillars of recovery supported</li><li>7. P-all services free</li><li>8. P-100% of board have lived experience</li><li>9. P-30 recovery coaches each matched with a recoveree; the recovery coordinator too</li><li>10. P-there is an onboarding program, discussing SOP, all CCAR trained</li><li>11. P-over 150 volunteers each receiving 2 sets of training</li></ol> |
| <b>B. Recovery Support Services</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DATE:** 5/2/25

**DEPARTMENT:** SUD Programs / OBH

1. P-wide variety of mutual aid groups offered
2. P-wide variety of social activities; and social media use
3. I-home to Pathways of Hope
4. P-Regular newsletters sent, and email blasts, to a list of 7000+
5. P-staff attend variety of collaborative coalition meetings
6. I-regularly survey participants
7. P-wide spectrum of peer led groups; staff and volunteer consist of people in recovery
8. I-awarded Recovery Friendly Workplace funding
9. P-trained staff in referrals to Maine Works; Career Center counselors made available
10. P-collaborate with over 20 local organizations
11. P-disease testing, HIV and HEP C; collaborates with Maine Needs for hygiene supplies
12. P-Pathways of Hope offered for those with criminal justice needs
13. P-staff selected from recovery community, receive comprehensive orientation

**C. Record Management Requirements**

1. P-utilizing RDP Recovery Data Platform to capture data
2. P-utilize comprehensive guide on how to enter data
3. P-focus on training
4. P-3<sup>rd</sup> party IT vendor for cyber security

**D. Center Website Requirements**

1. P-the active website serves as central hub for services
2. P-website features robust event calendar

**E. Services to be Provided to Participants**

1. P-recovery coaches work individually with recoverees
2. P-recovery coaches receive monthly supervision
3. P-BARC10 conducted to assess recovery capital; and recovery plan
4. I-utilize participatory process and Diversity Café model
5. P-each visitor given tour and introduced to facility staff
6. P-each new member given resource bag and member packet
7. P-the center schedule maintained on website
8. P-developed Recovery Ambassador curriculum

**F. Staffing Requirements**

1. I-staff serve 530 individuals, in 80 hour weekly period
2. I-open positions are posted on website career page

**G. Reporting/Site Review Requirements**

1. included

**H. Performance Measures**

1. included

**I. Reports**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DATE:** 5/2/25

**DEPARTMENT:** SUD Programs / OBH

|             |
|-------------|
| 1. included |
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| <b>2. Staffing</b> |
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| <b>3. Implementation - Work Plan</b> |
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| a. included |
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|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
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| • included |
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Began operations as a Recovery Community Center in 2011 as a project of Maine Alliance of Addiction and Mental Health Services – gaining independence and 501 © 3 status in 2017 – incumbent provider</li><li>• 18 of 21 staff identify as being in recovery</li><li>• Currently offering a multitude of services in alignment with peer recovery services including groups, activities, recovery coaching, resource brokering, phone support, and advocacy</li><li>• Indicates collaborative projects related to MAT, tobacco cessation, Recovery Friendly Workplace, and financial literacy</li><li>• Indicates practices intended to demonstrate inclusivity and safety for community members</li><li>• Project 1 – American Roots – Rally 4 Recovery to celebrate National Recovery Month – describes activities coordinating 2024 event with 75 community partners. Relevant</li><li>• Project 2 – Faces and voices of Recovery Council on Accreditation of Peer Recovery Support Services – achieved accreditation through process of assessment and improvement – relevant</li><li>• Project 3 – City of Portland – secured American Rescue Plan Act funds to host World Recovery Café - hosted 40 events with 750 participant – inclusion and equity - relevant</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Enterprise-wide org chart demonstrates all staff, board, consultant(s), and project with roles and titles</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Included audited financial reports for 2022-2023 and 2023-2024 which appear to demonstrate financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Included</li><li>• Coverage:</li><li>• Directors and Officers – exp 2/27/26</li><li>• Commercial general liability – exp 3/7/26</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

- Workers comp – exp 7/6/25

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Location identified as 102 Bishop St, Portland ME. Hours of operation reported as 7am-8pm Mon-Sat, 8am-12pm Sunday with occasional events on Sunday afternoon, totaling 80 hours/weeks – exceeds requirement
2. Indicates provider currently holds insurance that meets this requirement, with plan to continue coverage
3. Visitors are able to select the reason for their visit using sign-in kiosk, identifying as in recovery, co-occurring, or affected other
4. Response includes language from Center manual and signage from the center demonstrating support for multiple pathways of recovery  
Additionally includes list of groups targeting various different pathways, community members, and modalities
5. Indicates all services are free of charge  
Response indicates 100% of board members either have direct lived experience or are affected others with 10 of 12 members being in recovery.
6. Response indicates provider engages a CPA for annual financial audit, with additional board oversight and support in place  
Response indicates compliance with local building codes, including fire safety
7. Response indicates plans to continue coordination of current groups, process for bringing on new groups, and system for scheduling to accommodate variety of groups and activities  
Response indicates plan to use 30 recovery coaches and 150 active volunteers  
Indicates Project Director, Center Manager, Coach Coordinator and Volunteer Coordinator share responsibility for onboarding staff and volunteers, a process that covers provider's mission and goals, policies, procedure, conduct and expectations and emergency protocols. Volunteer training plan is 2-teired, beginning on front desk and then more specific based on role

**B. Recovery Support Services**

1. Response indicates plan to continue offering 55 facilitated groups weekly  
Plan to remain open 7 days/week  
Plan to continue offering both matched recovery coaching and in-the-moment coaching  
Coaching will continue to use Brief Assessment of Recovery Capital assessment to monitor progress toward recovery goals

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Provider delivers Pathway to HOPE program in partnership with Cumberland County Public Health, offering participants in need immediate connection to treatment and recovery housing</p> <p>The provider offers telephone support, with plan to expand access by recruiting new volunteers</p> <p>Center staff encourage and support participants to develop and lead their own meetings</p>                                                                                                                                                            |
| 2. | <p>Narrative response indicates active outreach and engagement through Constant contact with more than 7,000 people receiving newsletter, more than 5,900 followers on Facebook, and a number of community-based collaborations and outreach activities. Attachment 7 details numerous outreach activities and collaborations in line with requirements of this RFP –</p> <p>Attachment 7 also includes use of media outlets including Journey Magazine, local and statewide news media (tv and print), legislative advocacy and 211</p>                  |
| 3. | <p>Plan to offer wide variety of peer-led groups to bet fit participants needs/desires, including family members and affected others</p> <p>Plan to leverage referrals to collaborators to support participants who might need clinical treatment, psychiatry, medication management, and/or health care – several appropriate providers named</p> <p>Response includes data from a recent study indicating 73% of this center’s members identify as having both SUD and MH challenges</p>                                                                |
| 4. | <p>Response indicates provider participation in Recovery Friendly Workplace initiative leading to knowledge of employers who regularly hire folks in recovery,</p> <p>Plan to continue weekly hosting of staff from Career Center, referrals to Maine Works and Goodwill</p> <p>Indicates plan for continued participant access to center based library with computers and employment resources – peer support staff and volunteers available for supports including</p>                                                                                  |
| 5. | <p>Response indicates collaborations with 20 regional social service agencies to support participants’ various needs (many named in proposal)</p> <p>Indicates programming and partnerships specific to supporting the needs of members of refugee and immigrant communities</p> <p>Indicates partnership with Cumberland County Jail to support individuals release from incarceration, when needs are high, and partnership with Maine Needs</p> <p>Detailed response addresses all requirements – appropriate partnerships named for each category</p> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

6. Response indicates established series of onboarding policies and procedures which all seem relevant and appropriate for orientation  
Additional training and professional development plans, including regular supervision, referenced in proposal provide for ongoing learning for both staff and volunteers  
Attachment 8 – orientation plan – appears detailed and extensive, covering many relevant skills and activities for both staff and volunteers  
Trauma-informed care, DEI, and reflective practices are all adequately addressed in training and orientation plan

**C. Record Management Requirements**

1. Plan to continue using Recovery Data Platform (RDP)  
RDP platform to be used for individual peer support/coaching, track recovery planning, monitor recovery capital change, and track group and activity participation
2. Provider contracts with Implied Networks to maintain compliance with cyber security across multiple platforms. Implied Networks supports staff training and provides risk assessments and solutions  
Provider has consulted with recovery management software developer, Faces and Voices of Recovery, to ensure compliance with security standards in this section
3. In addition to contracting with an IT solutions vendor, provider will continue to use multiple security features including additional software and user login with multi-factor authentication
4. Met requirement

**D. Center Website Requirements**

1. Met requirements
2. Response commits provider to meeting requirement
3. Met requirement
4. Response indicates all reported data will be deidentified
5. Indicates Center website does not include tik Tok, and that Center executive Director monitors content for compliance

**E. Services to be Provided to Participants**

1. The response indicates 3 types of one-on-one coaching available for participants. Met requirement
2. Response details recovery planning in both formal recovery coaching relationships as well as less formal peer support relationships. Met requirement
3. The provider indicates staff training and coordination of services designed to meet this requirement, using SAMHSA guidance and other national best-practice standards  
Response includes data that at this Center, 76% of participants engaged in recovery coaching showed an increase in recovery capital.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

4. Response includes a list of 39 different facilitated groups currently offered, indicating a goal of offering a variety of groups to meet the needs of a diverse population participants
5. Response states that provider uses participatory process for determining which groups to offer, but offers little detail other than the assessment of attendance  
Reference the creation of the Diversity Café Model as both an outreach tool, and for the solicitation of additional groups to meet the needs of more diverse community members  
Provider shares that there are numerous volunteer opportunities at the Center for participants  
Response mentions community activities, but does not include opportunities beyond those at the center
6. New participant orientation process is extensive, including a tour, resource bag, overview of groups/services – meets all requirements
7. Provider has developed Recovery Ambassador training, and tailors recovery training to specific audiences including law enforcement, health care professionals, etc  
Provider delivers CCAR recovery basics training a minimum of 3 times annually, Training plan attachment 9 meets all requirements
8. Narrative and attachment 10 include many activities and events ranging from large annual events to semi-annual, monthly, and weekly ongoing events – meets requirements
9. Response shares plans to leverage resources, including volunteers and other funding streams, for the facilitation of activities, but does not address limiting use of contract funds to 2% for this purpose – does state will use funding as required

**F. Staffing Requirements**

1. Indicates 3 positions to fulfil this requirement, each currently filled by people in recovery
2. Meets requirements – indicates up to 25 active volunteer recovery coaches at any given time
3. Meets all requirements
4. Meets all requirements
5. Response indicates commitment to meet this requirement
6. Provider delivers recovery coaching academy and ethics trainings – in-house resource for meeting this requirement
7. Response offers detailed overview of Coachervision system in place, including prompts delivered – meets requirement

**G. Reporting/Site Review Requirements**

1. Commits to meeting requirements
2. Meets requirements

**H. Performance Measures**

1. Plan to utilize RDP platform to comply with this requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>1. Plan to use existing platform for data collection and reporting</li><li>2. Meets requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>a. All positions' job descriptions include responsibilities and minimum qualifications<br/>Center manager role does not include lived experience as a qualification<br/>Peer Support Coordinator and Recovery coach Coordinator positions include lived experience as a preference, not a requirement</li><li>b. Indicates no subcontractors</li><li>c. Staffing pan attachment 12 includes positions funded by other funding sources making it difficult to understand – appears as though 7.5 total FTE's listed in support of the services in this RFP</li></ul> |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>a. Implementation plan in attachment 13 included dates and staff positions responsible for tasks – met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                         | <ul style="list-style-type: none"><li>• RCO located in Portland, began in 2011, became 501c3 in 2017</li><li>• Programs ranging from support groups, prosocial events, recovery coaching, telephone support, community trainings, advocacy, resource brokerage</li><li>• States works with vulnerable populations, including people experiencing houselessness, people with co-occurring conditions</li><li>• includes racial justice and equity as one of its five strategic advocacy goals</li><li>• 3 highly relevant projects included:<ul style="list-style-type: none"><li>○ Rally 4 Recovery</li><li>○ Sought national accreditation from Faces and Voices in Recovery</li><li>○ World Recovery cafe</li></ul></li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                         | <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                         | <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                         | <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                         | <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                         | <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                               | <ol style="list-style-type: none"><li>1. Met requirement – P – detailed discussion of how it will exceed expectations, including ample staffing</li><li>2. Met requirement</li><li>3. Met requirement</li><li>4. Met requirement</li><li>5. Met requirement</li><li>6. Met requirement</li><li>7. Met requirement – I – focuses mostly on new groups in response, additional existing groups indicated elsewhere in proposal</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**B. Recovery Support Services**

1. Met requirement
2. Met requirement – P- detailed discussion of how it will meet expectations, including recovery events, media outreach, partnerships, and public education – comprehensive outreach plan included as attachment 7
3. Met requirement
4. Met requirement – P – detailed discussion of vocational supports, including multiple collaborations
5. Met requirement – P – lists an impressive array of referral partners
6. Met requirement – P – comprehensive discussion of ongoing training regarding key trauma, strengths-based approaches, and DEI – comprehensive orientation and training plan included as attachment 8

**C. Record Management Requirements**

1. N – Does not indicated if data platform is compliant
2. States compliance with Maine OIT policies
3. States compliance with state and federal laws
4. States compliance

**D. Center Website Requirements**

1. Met requirement
2. States compliance
3. States compliance
4. States compliance
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement – P – Indicates maintains a team of 30 recovery coaches, offer varying modalities of recovery coach services
2. Met requirement
3. Met requirement – response focuses on recovery coach participants to the exclusion of other Participants, though other services that support Recovery Capital are referenced throughout the proposal
4. Met requirement – P – Bidder lists a broad array of diverse group options
5. Met requirement
6. Met requirement
7. Q – Is Recovery Ambassador training department approved? Is it public-facing or for volunteers? Are other trainings department approved? – Attachment 9 included, including select trainings that address listed needs
8. Met requirement – Attachment 10 included, including comprehensive list of pro-social programs



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

|                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Met requirement                                                                                                                                     |
| <b>F. Staffing Requirements</b>                                                                                                                        |
| 1. Met requirement<br>2. Met requirement<br>3. Met requirement<br>4. Met requirement<br>5. Met requirement<br>6. Met requirement<br>7. Met requirement |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                           |
| 1. Met requirement<br>2. Met requirement                                                                                                               |
| <b>H. Performance Measures</b>                                                                                                                         |
| 1. Indicates how data will be collected but not how services will be performed, this is covered elsewhere in the Bidder's proposal                     |
| <b>I. Reports</b>                                                                                                                                      |
| 1. Met requirement<br>2. Met requirement                                                                                                               |
| <b>2. Staffing</b>                                                                                                                                     |
| a. Met requirement – attachment 11 included with all relevant job descriptions<br>b. Indicates none<br>c. Met requirement – attachment 12 included     |
| <b>3. Implementation - Work Plan</b>                                                                                                                   |
| a. Met requirement – attachment 13 included, including reasonable activities to accomplish performance measures                                        |

|                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b>                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Overall proposal for \$1,817,483, would be almost 80% of annual revenue</li><li>• Fringe of 26.02%, salary of \$946,396</li><li>• Supply line of \$82,896 including coffee station of \$8,000/yr.</li><li>• Other expenses appear reasonable</li></ul> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                  | <ul style="list-style-type: none"><li>• Opened in 2011, 501c3 status in 2017</li><li>• 18/21 employee's self-identity as being in recovery</li><li>• Purchased property in 2021 at 102 Bishop</li><li>• Currently offers 55 support groups weekly, seven days a week. Hosts prosocial events and wellness activities including the Rally 4 Recovery</li><li>• Peer recovery coaching to an average of 57 people per month with 76% reporting an increase in recovery capital via BARC 10 tool.</li><li>• Offers community training and education, notability to medical students at Tufts and University of New England.</li><li>• Home to Pathways of Hope, partnerships with Frannie Peabody Center, Cumberland County Public Health and Portland Public Health.</li><li>• Operating budget of 1.7 million with multiple funding sources</li><li>• Notes "deliberate use of respectful and inclusive language" displayed at the physical location</li><li>• Strategic plan 2024-2025 included racial justice and equity as one of five objectives</li><li>• Working with the Center for Tobacco Independence with funding from MaineHealth</li><li>• Noted partnerships to implement Recovery Friendly Workplaces in Maine</li><li>• 4 years of recovery coaching delivered at the Cumberland County Jail</li><li>• Bidder gave detailed overview of three projects in the last five years that were relevant to this RFP</li></ul> |
| <b>2. Subcontractors</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                  | <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>3. Project Team Organizational Chart</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                  | <ul style="list-style-type: none"><li>• Provided Attachment 3, detailed org chart</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>4. Litigation</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                  | <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>5. Financial Viability</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                  | <ul style="list-style-type: none"><li>• Provided independent auditors' reports from PGM Accounting for June 30<sup>th</sup> 2024 and 2023, and June 30<sup>th</sup> 2023 and 2022 that appear to demonstrate financial viability.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>6. Certificate of Insurance</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                  | <ul style="list-style-type: none"><li>• Provided Certificate of Liability Insurance</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Operates and maintains property at 102 Bishop Street, Portland, ME 04103 in Cumberland County, center is open in excess of the required 40 hours per week.
2. Met requirements- states the Executive Director, Operations Manager and Board of Directors are the parties responsible and records are available upon request
3. Center visitors sign in at an electronic kiosk and self-identify as in recovery from substance use disorder (SUD), co-occurring mental illness, or if they are an affected other, P- trained front desk person to assist new visitors P- use of technology allows for unduplicated participant tracking
4. Bidder states programs, services, and groups are member driven, Bidder states the center is very welcoming and intentional in communicating that all are welcome through signage, posters, and colorful flyers. Bidder listed a variety of groups that encompass a range of personal experiences and recovery pathways.
5. Bidder states all services and programs are free to participants and 10 out 12 governing board members are people in SUD recovery.
6. Bidder states they will comply
7. A) Coordination of group facilitation was not addressed. Bidder states they have “defined process for applying for new groups and provides coordination and scheduling” but did not state what that process is. Bidder described B and C in extensive detail.

**B. Recovery Support Services**

1. Meets requirements. Center is open 7 days a week. Robust mutual aid groups offered (55 weekly) P- “matched coaching” and “real time coaching” offered P- groups are offered in a variety of formats, including in person, virtual, and hybrid. P- TRS (telephone recovery support) volunteers receive specialized training in providing non-judgmental support and honoring multiple pathways of recovery; active listening, validation, and acceptance skills
2. Attachment 7 provided. P- newsletters and communication to 7k people via Constant Contact. Notes partnerships with Milestone, Cumberland County Jail, York County Jail’s MAT program, Cumberland County Public Health and Portland Public Health. 12 additional community resources for engagement listed. 42 sites with established referral protocols.
3. Bidder states they offer referrals to clinical treatment, therapy and transitional support for those needing a higher level of care. Bidder states staff are trained to engage the crisis line, Spurwink Living Room or local police liaisons Q- Are there services/programs available at the center specifically for co-occurring support or just referrals or crisis resources? HR resources available. Some staff trained in IPS, all staff trained in Mental Health First Aid. Mutual aid groups for family/affected others offered.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

4. Part of Recovery Friendly Workplace Initiative, Weekly availability with Career Counselors from the CareerCenter and Maine DOL, computers available to members
5. Meets requirements. Has embedded Resource Navigator position, staff is resource knowledgeable, listed 20 partnered health and human services orgs, provides bus passes, works with five Maine DOC facilities, extensive partnerships listed
6. Meets requirements- gave detailed plan

**C. Record Management Requirements**

1. Meets requirements- Utilizes Recovery Data Platform P- tablets and kiosk available Q- is the platform also used for discharge planning, no mention of discharge.
2. Meets requirements.
3. Meets requirements.
4. Meets requirements.

**D. Center Website Requirements**

1. Meets requirement.
2. Meets requirement.
3. Lacks detail.
4. Appears to meet requirement and notes internal policy and procedure but did not provide details
5. Meets requirements.

**E. Services to be Provided to Participants**

1. Meets requirements. N- does not fully utilize community-based coaching that exists outside of a facility.
2. Meets requirements. N- heavy reliance on the BARC-10, no other formal tools/methods listed, informal tools were minimally described.
3. Lacked detailed description, N- reliant on BARC tool, no other methods listed
4. Meets requirement. P- 39 multiple-pathway mutual aid groups listed
5. A) uses attendance tracking to determine which groups have the most attendance but didn't note how members might be connected to groups outside of PRCC B) lacks detail, only mentions Diversity Café. C) lacks detail, only references volunteer opportunities at PRCC, not the wider community.
6. N- No mention of the Rights of Recipients
7. P- Developed "Recovery Ambassador" curriculum
8. A) Meets requirement B) was not addressed
9. Meets requirements

**F. Staffing Requirements**

1. Meets requirements
2. Gave detailed description
3. Gave detailed description

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 1

**BIDDER NAME:** Portland Recovery Community Center

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                  |
|------------------------------------------------------------------|
| 4. Meets requirements, P- uses RDP to track all requirements     |
| 5. Meets requirements                                            |
| 6. Meets requirements                                            |
| 7. Meets requirements, Offers 53 hrs. of CoacherVision quarterly |
| <b>G. Reporting/Site Review Requirements</b>                     |
| 1. Agrees to comply                                              |
| 2. Meets requirements                                            |
| <b>H. Performance Measures</b>                                   |
| 1. Meets requirements                                            |
| <b>I. Reports</b>                                                |
| 1. Meets requirements                                            |
| 2. Meets requirements                                            |
| <b>2. Staffing</b>                                               |
| a. Attachment 11 provided, very detailed                         |
| b. States there are none.                                        |
| c. Attachment 12 provided, very detailed                         |
| <b>3. Implementation - Work Plan</b>                             |
| a. Attachment 13 provided, very detailed                         |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• P- Operating a recovery community center for the last year</li><li>  I- Serves adults, teens, and families</li><li>  I- Offers youth programs</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Did not include</li></ul>                                                                                                                               |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Includes a chart that does not include staff names</li></ul>                                                                                            |
| <b>4. Litigation</b>                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• Did not include</li></ul>                                                                                                                               |
| <b>5. Financial Viability</b>                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Included financial forms for 2021, 2022, and 2023</li></ul>                                                                                             |
| <b>6. Certificate of Insurance</b>                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Included a Certificate of Liability Insurance</li></ul>                                                                                                 |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"><li>1. P- Open Monday to Friday from 9am-5pm with additional groups offered n nights and weekends<br/>  P- Will offer support groups, educational workshops, and recreational activities</li><li>2. Meets requirements</li><li>3. P- Initial intake forms and interviews ask about recovery status<br/>  I- Includes personal impact statements from those who identify as an affected other</li><li>4. P- Uses an All Pathways Towards Recovery approach using traditional, alternative, and holistic approaches</li><li>5. P- Utilizes grants, donation, partnerships, and volunteers to ensure all services are provided free of charge<br/>  P- Board is comprised of individuals with lived experience</li><li>6. Meets requirements<br/>  P- Shows knowledge of local, state, and federal laws<br/>  I- In a community that supports their mission and holds community meetings to discuss operations and compliance efforts</li><li>7. P- Schedules in person and virtual groups<br/>  P- Provides referrals to recovery resources</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

P- Train and coordinate peers to create a network of peer supports

**B. Recovery Support Services**

1. P- Offers peer support meetings with trained recovery coaches  
P- Offers virtual and telephone services  
I- Offers workshops on stress management, relapse prevention, and healthy lifestyle choices
2. P- Offers workshops for community members  
P- Sets up information tables at local events  
I- Has community liaisons to engage with community groups
3. P- Will have regular team meetings to discuss progress and challenges  
P- Will train staff in the Recovery Coach Academy
4. P- Will train staff in latest resume writing techniques  
P- Will offer job seeking workshops  
P- Provides computer access to members  
P- Will make referrals to employment programs supported by the Maine Department of Labor
5. P- Has partnerships with local housing authorities, shelters, and The Landlord Liaison Project  
I- Will provide laundry facilities  
P- Provides harm reduction supplies and workshops  
I- Provides i-house transportation, bus passes, ride sharing, and volunteer drivers  
Meets requirements
6. P- Will provide initial training in all required areas and continued monthly training to increase these skills

**C. Record Management Requirements**

1. P- Will utilize Recovery Data Platform  
P- Recovery Data Platform has the ability to track referrals, active recoverees, recovery plans, progress notes, and discharge information  
P- Recovery Data Platform is HHS Privacy Policies compliant  
P- Will provide training to team members
2. Meets requirements  
P- Plan includes finding risks, mitigating risks, and continues monitoring
3. P- Will inform participants on what data is collected, the purpose, and their rights regarding data  
P- Will dispose of confidential information that is no longer needed after two years  
Meets requirements
4. P- Will review and update policy on a regular basis  
P- Physical data is stored behind locks and digital data will be encrypted  
P- Staff training starts at onboarding

**D. Center Website Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

1. Meets requirements  
P- Will gather information from website users to help improve the website
2. Meets requirements  
P- Shows evidence that they are aware of accessibility requirements
3. P- Multifactor authentication  
I- Will conduct regular access review  
P- All data on website usage will be encrypted
4. P- All data will meet TLP White  
P- Will use techniques including anonymization, pseudonymization, aggregation, and noise action  
P- Initial training at orientation and continued training will be provided
5. Meets requirement

**E. Services to be Provided to Participants**

1. P- Will utilize CCAR Model for Recovery Coaching  
I- Included information on other models that could be used in addition
2. P- Staff will assist with identifying personal goals and setting SMART goals  
P- Will provide collaboration with participants and monitor progress  
Meets requirements
3. P- Will begin with assessing personal resources, social networks, and community resources  
I- Discusses skill development as a way to build recovery capital  
P- Staff will foster community connections that can act as referral sources
4. Meets requirements  
I- Offers groups for youth, families, veterans, and affected others
5. P- Peers assist with finding appropriate support groups, facilitating connection, and encouraging participation  
P- Peers assist with finding community resources, organizing events, and building social networks  
P- Peers assist with finding volunteer opportunities, encouraging participation, and sharing experiences
6. P- Calendar can be provided online and printed and reminders sent via email and text message  
P- Orientation includes information on many resources  
Meets requirements
7. Will provide quarterly education on understanding prevention, recovery, family and relationship dynamics, and creating and maintaining recovery allies
8. P- Plans many recreational activities including holidays, outdoor recreation, dances and movie night  
I- Organizes community clean up events
9. Meets requirement



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/7/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

P- Plan includes budgeting, fundraisers, grant writing, donations, and regular audits

**F. Staffing Requirements**

1. Meets requirements  
I- New staff referrals will come from community outreach, local recovery groups, and existing staff members and stakeholders
2. Meets requirements  
I- Will provide regular check-ins and performance evaluations
3. Meets requirement
4. Demonstrates knowledge of the process to become registered, certified, and for continuing recertification
5. Includes the same information as the above section, does not mention how they will ensure this happens within two years
6. P- Will begin registration process immediately upon hire with all required information given to the staff during orientation  
I- Will be paired with a mentor who is already certified  
P- Will have a tracking system to monitor progress
7. Includes the same information as part 4 and 5, does not discuss how they will ensure CoachVision happens at least one time per month

**G. Reporting/Site Review Requirements**

1. Meets requirement
2. Meets requirement

**H. Performance Measures**

1. Meets requirements  
P- Includes an implementation plan for each Performance Measure listed

**I. Reports**

1. Will track data throughout the quarter
2. Shows evidence that they are aware of when and how to report the data

**2. Staffing**

- a. Meets requirements
- b. Meets requirements  
P- Includes a plan on how to select subcontractors and how those subcontractors could interact with their agency
- c. Meets requirement

**3. Implementation - Work Plan**

- a. Plan only is through December (first year)

**Part IV, Section IV. Cost Proposal and Budget Narrative**

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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/6/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                 |
|---------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                  |
| <ul style="list-style-type: none"><li>• I-Josh Stevens Recovery Community Center founded 2017</li></ul> |
| <b>2. Subcontractors</b>                                                                                |
| <ul style="list-style-type: none"><li>• none</li></ul>                                                  |
| <b>3. Project Team Organizational Chart</b>                                                             |
| <ul style="list-style-type: none"><li>• N-included, too vague, incomplete</li></ul>                     |
| <b>4. Litigation</b>                                                                                    |
| <ul style="list-style-type: none"><li>• none</li></ul>                                                  |
| <b>5. Financial Viability</b>                                                                           |
| <ul style="list-style-type: none"><li>• N-included, revenue low, lost money</li></ul>                   |
| <b>6. Certificate of Insurance</b>                                                                      |
| <ul style="list-style-type: none"><li>• included</li></ul>                                              |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"><li>1. N-Mon to Fri, 9 to 5, not open weekends</li><li>2. N-need to obtain additional insurance</li><li>3. P-self identification process during intake, forms and interviews</li><li>4. P-wide variety of support, mutual aid groups</li><li>5. P-harm reduction supplies are available</li><li>6. P-all supplies and services free of charge</li><li>7. P-board consists entirely of those with lived experience</li><li>8. P-various recovery groups are organized and scheduled</li><li>9. P-connecting participants with peer recovery resources; including individual recovery plans</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ol style="list-style-type: none"><li>1. P-there are a variety of peer meetings and workshops</li><li>2. N-not enough specific examples of services</li><li>3. P-there is dedicated help line</li><li>4. P-they table at events, collaborate with local media</li><li>5. I-partner with Spurwink and St. Mary's detox</li><li>6. P-many activities are part of their holistic approach</li><li>7. N-general job market assistance, not enough specifics</li></ol>                                                                                                                                                                     |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/6/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| 8. P-utilize multi disciplinary teams with regular training and team meetings                |
| 9. P-assessments conducted at intake, including treatment plan                               |
| 10. P-Landlord liaison Project Partnership and MARR connections                              |
| <b>C. Record Management Requirements</b>                                                     |
| 1. P-RDP Recovery Data Platform and Voices of Recovery used                                  |
| 2. P-conduct regular risk assessment, and vulnerability scans                                |
| 3. N-commit to robust policy, but not specific examples given                                |
| 4. P-commit to ongoing training, internal audits                                             |
| <b>D. Center Website Requirements</b>                                                        |
| 1. N-stated that website will feature, unclear if already exists                             |
| 2. P-providing training in compliance                                                        |
| 3. P-data is encrypted; written approval needed to release data                              |
| <b>E. Services to be Provided to Participants</b>                                            |
| 1. P-dedicated to 1 on 1 support                                                             |
| 2. N-no timeline given for support                                                           |
| 3. N-not specific on building recovery capital                                               |
| 4. N-early recovery groups, not specific though                                              |
| 5. P-youth and veterans programs offered                                                     |
| 6. P-support thru peer led guidance, community inclusion                                     |
| 7. P-support offered for volunteers                                                          |
| 8. N-not specific how to access schedule                                                     |
| 9. P-comprehensive orientation during onboarding                                             |
| 10. N-not specific education and outreach                                                    |
| 11. P-activities include nature walks, sober dances, gardening and picnics                   |
| <b>F. Staffing Requirements</b>                                                              |
| 1. P-actively seek people in recovery; hosting events to attract those with lived experience |
| 2. P-note robust mgmt. structure, comprehensive training-                                    |
| 3. N-not specific in the ways they support participants to other RSS                         |
| 4. P-focus is on training, TA support                                                        |
| 5. N-not specific how credential requirements are met                                        |
| <b>G. Reporting/Site Review Requirements</b>                                                 |
| 1. included                                                                                  |
| <b>H. Performance Measures</b>                                                               |
| 1. included                                                                                  |
| <b>I. Reports</b>                                                                            |
| 1. included                                                                                  |
| <b>2. Staffing</b>                                                                           |
| a. included                                                                                  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/6/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
| a. included                          |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| • included                                                     |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHA/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  | <ul style="list-style-type: none"><li>• Response indicate provider has been delivering Recovery services since 2017, operating the Josh Stevens Recovery Community Center for approximately 1 year</li><li>• Indicates approach used at Center designed to address the physical, emotional, and social aspects of addiction, but offers no detail</li><li>• Indicates partnerships with Out Maine and Generational Noor as demonstration of their commitment to DEI</li><li>• Response indicates provider operates an LGBTQ+ Recovery home in Lewiston, reporting that the staff are trained in LGBTQ+ issues – unsure if this house is strictly for individuals who are part of the LGBTQ+ community, or simply that they do not discriminate against people who may be part of that community.</li><li>• Project 1 – Josh Stevens Recovery Community Center – delivers Individual Outpatient Treatment (IOP), Detox, residential and individual outpatient treatment for SUD, treatment, support groups – unclear if these services are going to be co-located in the same space – somewhat relevant</li><li>• Project 2 – Maine Association of Recovery Residences – operates recovery residence that is LGBTQ+ friendly – somewhat relevant</li><li>• Project 3 - LP Management – SUD treatment facility for women and children – somewhat relevant</li></ul> |
| <b>2. Subcontractors</b>                                                | <ul style="list-style-type: none"><li>• This evaluator did not find a response to this section</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3. Project Team Organizational Chart</b>                             | <ul style="list-style-type: none"><li>• Org chart includes positions relevant to project</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4. Litigation</b>                                                    | <ul style="list-style-type: none"><li>• This evaluator did not find a response to this section</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5. Financial Viability</b>                                           | <ul style="list-style-type: none"><li>• Submitted 2021, 2022, and 2023 tax returns reviewed by a CPA</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>6. Certificate of Insurance</b>                                      | <ul style="list-style-type: none"><li>• Certificate included seemed to contain coverage for commercial liability only</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Part IV, Section III Proposed Services</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Part II</b>                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A. Recovery Support Center (Center)</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHA/OBH

1. Monday – Friday, 9:00 AM to 5:00 PM, with events and meetings scheduled during the evenings and weekends  
No specific address included
2. Commitment to meeting this requirement, citing existing relationship with insurance broker
3. Met requirement  
Indicates intake process and forms used to solicit self-identification
4. Response includes a variety of groups, support options and approaches, including harm reduction supplies and workshops
5. Met requirement  
Indicates both the Center advisory board, and sister agency's board of directors, are comprised of individuals with lived experience and in recovery
6. Met requirement
7. Commits to meeting each requirement, but provides little detail in how it will do so

**B. Recovery Support Services**

1. In addition to activities, groups, and peer support, response includes helpline assistance and references crisis intervention – does not name training or qualification for providing crisis intervention services
2. Narrative response and attachment 7 provide overview of activities and media for outreach and engagement - does not name any specific events or partnerships
3. Response indicates participants will undergo assessment – this practice is not aligned with peer services –  
Response indicates therapeutic modalities offered at the center – this practice is not in alignment with peer services  
Peer specific responses lack detail
4. Met requirements
5. Portions of this response lack detail:  
Food – indicates participants will have access to food banks, but does not offer detail about referrals, partnerships, etc  
Other portions of this response contain appropriate details about local partnerships, program planning and delivery, and supportive programming and/or referrals  
Reference to in-house harm reduction and recovery housing operated by provider
6. Met requirements – detailed response and plan in attachment 8

**C. Record Management Requirements**

1. Plan to use RDP -
2. Response lacks detail – references using tools and software to meet this requirements, but does not offer any in response
3. Response met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHA/OBH

4. Response met requirement

**D. Center Website Requirements**

1. Response commits provider to meeting requirement
2. Met requirement
3. Plan includes multi-factor authorization and data anonymization
4. Plan meets requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Response include brief reference to Intentional Peer Support model, but it is unclear why this is included as no detail provided  
Response includes reference to CCAR recovery coaching, and also references two other models, the Comprehensive Addiction Recovery Act model that appears to be a multi-systemic approach, and the Matrix model, a clinical therapy which seems incongruent with the services requested in this RFP
2. Response met requirement
3. Plan to use RDP to support initial assessment of recovery capital and progress toward recovery planning goals
4. Response indicates plan to offer groups specific to the LGBTQ community, youth, veterans, and affected others  
Identified Youth Led Justice, Generational Noor, and PAL as programs for youth – evaluator unsure what PAL stands for  
Does not indicate any special training or partnership for veterans or LGBTQ groups
5. Met requirement
6. Response lacks detail – provider commits to meeting requirements, but offers little detail on how they will do these
7. Response does not meet requirement – attachment 9 appears to be a staff and volunteer orientation training calendar, scheduled for a series of quarterly events. The narrative response appears to address community education, but lacks detail on who is receiving training
8. Plan to hold quarterly celebration ceremonies for folks achieving recovery goals  
Both attachment 10 and narrative response lack detail
9. Indicates plan to solicit additional funds when necessary to achieve this requirement

**F. Staffing Requirements**

1. Met requirement with minimal detail
2. Met requirement with minimal details
3. I – response indicates recovery coaches will be employed, volunteer, and sub-contracted for flexibility and to scale based on need.  
Volunteer Coordinator will be employed to support volunteer coaching program  
Overall, response lack detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHA/OBH

4. Response indicates coaches much be either in recovery or an ally, where earlier in this proposal the provider indicated all coaches would be in recovery
5. Response indicates CoacherVision entail a supervisor observing a coaching session for the purpose of observation and assessment – this is incorrect  
Does not meet requirement
6. The provider will offer financial support for registration and certification of coaches  
Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Provides brief overview of activities planned to meet each performance measure

**I. Reports**

1. Response does not address table 2
2. Does not address collection of information required for performance reporting

**2. Staffing**

- a. Title/role, qualifications, and responsibilities listed for all positions shared  
Director, Volunteer Manager, and Admin/Marketing Specialist all listed as full-time positions and do not require lived experience/recovery  
Center Manager, CIPSS, Recovery Coach, and Recovery Coach Coordinator/Trainer positions hours are not identified  
Qualification for CIPSS listed as recovery from SUD, which is not a qualification for that role
- b. Response provides overview of process fro selecting/utilizing subcontractors, but none are identified. Earlier section specific to subcontractors was omitted. Unsure if provider plans to engage subcontractors.
- c. Met requirement

**3. Implementation - Work Plan**

- a. Implementation plan indicates services to begin in July 2026  
Plan includes a single activity each month January 2026-July 2026 before transitioning to quarterly assessment and reporting  
Does not meet requirement

**Part IV, Section IV. Cost Proposal and Budget Narrative**

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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 05/06/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Began delivering recovery services in 2017, opened Josh Stevens RCC in 2024</li><li>• Indicates offers holistic care and emphasizes community supports</li><li>• Indicates focuses on DEI through training, policies, and outreach<ul style="list-style-type: none"><li>○ Partners with Out Maine and Generational Noor</li><li>○ Launched LGBTQ+ friendly recovery home in Lewiston</li></ul></li><li>• 3 highly relevant projects included:<ul style="list-style-type: none"><li>○ Josh Stevens Recovery Community Center</li><li>○ Angel's Wing Recovery Home, LGBTQ+ friendly</li><li>○ Substance and alcohol treatment facility, specializing in women and children</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Form absent</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Form absent</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Included tax forms completed by a CPA for 3 FY</li><li>• Tax forms show a loss in 2023, small gains in 2022 and 2021</li><li>• Gross revenue ranges from \$169k-\$176k</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Included commercial liability certificate of insurance expired 7/24/24</li><li>• Other policies valid until 7/24/25</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                        |  |
| <ol style="list-style-type: none"><li>1. Met requirement</li><li>2. Met requirement</li><li>3. Met requirement</li><li>4. Met requirement – P – References a number of strategies that epitomize ‘all pathways to recovery’</li><li>5. Met requirement – Q - Does not expressly indicate how much of their Advisory Board and Board are comprised of people in recovery</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 05/06/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

6. Met requirement – I- indicates that a year of operation is sufficient to establish robust protocols and mechanisms to ensure compliance
7. Met requirement

**B. Recovery Support Services**

1. Met requirement
2. Met requirement – P – includes array of outreach activities including partnerships with other organizations – attachment 7 included
3. Met requirement – I – uses treatment-focused language as opposed to RSS language
4. Met requirement
5. Met requirement
6. Met requirement – P- robust description of how staff and volunteers will be trained and oriented, including specific knowledge they will gain – attachment 8 included

**C. Record Management Requirements**

1. Met requirement
2. Met requirement – P – Robust description of how Bidder will meet RA-1 and RA-5
3. Met requirement – P – Robust description of Confidentiality policy and response in the event of a breach
4. N – Does not address need to inform the Contract Administrator

**D. Center Website Requirements**

1. Met requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement – P- Robust discussion of models used within recovery coaching practice
2. N – Response discusses what staff and volunteers will assist with, but not how they will
3. Met requirement – I – seems to lack specifics
4. Met requirement
5. N – Response discusses what staff and volunteers will assist with, but not how they will. Seems to lack specifics
6. Met requirement
7. Indicates will provide education and training around relevant areas identified in the RFP. – Attachment 9 included but differs substantially from narrative response, seems to be directed to staff
8. Met requirement – Attachment 10 included, but differs substantially from narrative response

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 05/06/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

9. Met requirement

**F. Staffing Requirements**

1. Discusses recruitment and interview strategy to bring in new staff with lived experience. I – Response lacks specifics. Discusses subcontracting through “reputable organizations”. Response seems divorced from real world practice.
2. Response lacks some detail and specificity. Segment on ‘contribution to peer recovery activities’ seems to miss concept that they are contributing to activities as staff. Response seems divorced from real world practice. Recruitment plan differs from other responses.
3. Recruitment plan differs from other responses. Segment on subcontracting and volunteer recruitment seems divorced from real world practice, including no reference or focus on people with lived experience or the Peer Support model.
4. Met requirement – bidder does not indicate that they can be either/or
5. Bidder does not discuss ‘how’ they will ensure staff go on to become certified coaches, just what is involved
6. Met requirement
7. Response recycled from previous answers without addressing the question.

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Met requirement

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

- a. Requirement met
- b. Does not specify what subcontractors or consultants may be used for and no subcontractors identified in earlier section. Response seems divorced from real world practice, particularly RFP process and other language.
- c. Met requirement – attachment included

**3. Implementation - Work Plan**

- a. Attachment included. Work plan is framed for a start up rather than a current center. for 1 year rather than contract period. Plan includes core activities, but does not allow enough time.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Only 1 CY budget submitted

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 05/06/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

- Budget forms incomplete
- Proposal for \$441,258, more than double annual revenue
- \$331,900 for personnel, with a %10.59 fringe rate. Does not include healthcare
- \$1000 listed for indirect consultants, no explanation
- Other costs appear reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                  | <ul style="list-style-type: none"><li>• Org opened in 2017, center open for 1 year</li><li>• Emphasis on innovative approaches, holistic care and community integration</li><li>• Commitment to DEI and cultural competency with partnerships with Out Maine and Generational Noor</li><li>• Bidder submitted three projects, all relevant to this RFP</li><li>• P- project one, The Josh Stevens Recovery Community Center, peer run P- information printed in multiple languages</li><li>• P- project two, LGBTQ friendly recovery home opened in 2023, also MARR certified</li><li>• P- project three, treatment facility for women and children with program specifically for children</li></ul> |
| <b>2. Subcontractors</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                  | <ul style="list-style-type: none"><li>• Did not submit Attachment 2 Appendix D</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>3. Project Team Organizational Chart</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                  | <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>4. Litigation</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                  | <ul style="list-style-type: none"><li>• Did not submit Attachment 4 Appendix E</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>5. Financial Viability</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                  | <ul style="list-style-type: none"><li>• Bidder provided IRS form 990 for years 2021, 2022, and 2023. Appears to demonstrate financial viability.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>6. Certificate of Insurance</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                  | <ul style="list-style-type: none"><li>• Provided proof of coverage from Wesco Insurance Company effective until 7/24/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Part IV, Section III Proposed Services                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Part II</b>                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A. Recovery Support Center (Center)</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

1. Center is located in Androscoggin County and hours of operation are, at minimum, the 40 hours required, Monday – Friday, P-afterhours phone availability with a certified recovery coach
2. Meets requirements
3. Meets requirements - Eligibility determined through low barrier self-identification
4. P- Bidder demonstrates understanding of multiple pathway approach by offering traditional, alternative and holistic supports with emphasis on non-judgment, and feelings of being respected, valued and understood.
5. Meets requirements- Bidder states that all services are free of charge supported by multiple funding sources, center's Advisory Board and partner organization's Board of Directors are all people with lived experience.
6. Agrees to comply, Gave detailed reply and named CPA Austin & Associates to support federal tax compliance
7. Provided detailed plan for facilitation, coordination and orientations for staff, volunteers and members

**B. Recovery Support Services**

1. Meets requirements, P- helpline assistance for crisis/immediate support, P-emphasis on accessibility with telephone, web based support and virtual groups
2. Gave detailed plan in Attachment 7, P- named 5 methods of measurement and evaluation P- named ongoing, strong partnership with Spurwink, and with St. Mary's detox.
3. Staff and program coordination described in detail and is robust
4. Meets requirements, P- staff and volunteers are trained in resume writing, are available to assist members with computer access and navigation
5. P- has MARR certified recovery residences as part of the larger organization, P- clothing, laundry service and toiletries available through the thrift store that is run by the organization P- robust transportation assistance provided P- harm reduction supplies available include wound care and safe use supplies P- the center and their women and children's recovery home uniquely supports CPS involved participants through parenting classes, family counseling referrals, and resources for reunification efforts
6. Meets requirements, Attachment 8 was brief but comprehensive, P- Bidder notes partnerships with Queer Recovery, Youth Led Justice, Tree Street Youth, EqualityMaine, CCSME, Cross Cultural Community Services (CCCS), and the Department of Corrections (DOC) P- comprehensive trauma-informed approach training for staff and volunteers

**C. Record Management Requirements**

1. Meets requirements- Utilizing Recovery Data Platform by Faces & Voices of Recovery
2. Gave detailed reply

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

3. Gave detailed reply, agrees to comply
4. Gave detailed reply, agrees to comply, P- provides education to members on rights and measures used to protect confidentiality

**D. Center Website Requirements**

1. Q- Does the center have a dedicated website separate from An Angel's Wing Inc. currently? Appears to meet requirements of a, b, and c.
2. Meets requirements
3. Meets requirements, gave detailed plan
4. Meets requirements
5. Meets requirements, gave detailed plan

**E. Services to be Provided to Participants**

1. Meets requirements Q- noted additional training models that are not department-approved, are they utilizing these models currently, in addition to CCAR?
2. Gave detailed response, utilizing RDP for data-driven approach, assessment, evaluation and enhancement
3. P- uses a multifaceted approach that includes skill development in communication, problem solving and stress management
4. Meets requirements- offers, or intends to offer, a variety of facilitated groups. P- will partner with Youth Led Justice, PAL program, and Generational Noor and other youth-specific organizations to support the youth support groups offered
5. Meets requirements
6. Lacked details on the methods used for participant orientation
7. N-Specific outreach strategies and community partnerships for targeted audiences not mentioned. N- Training topics listed in Attachment 9 appear to be for staff and not for participants, families, affected others or the broader community as required.
8. A) Attachment 10 meets requirements B) lacked detail around necessary supports for community contribution for participants
9. Gave detailed plan for securing multiple funding sources

**F. Staffing Requirements**

1. Meets requirements P- structured interviews assess for inter-personal skills, empathy and firsthand knowledge
2. Meets requirements
3. Appears to meet requirements but gave minimal details specifically for volunteers
4. Meets requirements
5. Did not mention a method to ensure Registered coaches engage in 500 coaching hours within two years to be Certified
6. P- new coaches are paired with a Certified coach as a mentor familiar with the training and certification process

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** An Angel's Wing, Inc.

**DATE:** 5/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                 |
|---------------------------------------------------------------------------------|
| 7. Did not provide response specific to attendance of CoacherVision as required |
| <b>G. Reporting/Site Review Requirements</b>                                    |
| 1. Meets requirements                                                           |
| 2. Meets requirements                                                           |
| <b>H. Performance Measures</b>                                                  |
| 1. Meets requirements                                                           |
| <b>I. Reports</b>                                                               |
| 1. Meets requirements                                                           |
| 2. Meets requirements                                                           |
| <b>2. Staffing</b>                                                              |
| a. Provided Attachment 11, meets requirements                                   |
| b. Gave detailed response, meets requirements                                   |
| c. Provided Attachment 12, meets requirements                                   |
| <b>3. Implementation - Work Plan</b>                                            |
| a. Provided Attachment 13, meets requirements                                   |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/2025, 5/14/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children’s Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Reports using evidence-based practices, peer-driven support models, and community engagement</li><li>• Reports having four CCAR trained Recovery Coaches, stating that this number grows each year since 2022</li><li>• Reports that their Recovery Coach Coordinator was awarded the 2025 SAPARS Oxford County Community Partner Award</li><li>• Reports that their Recovery Coaches have experience working with many people including middle school, high school, adults, people who are incarcerated, and people in local hospitals.</li><li>• Provides detail on their DEI policies included types of trainings, policies for LGBTQ+, BIPOC, and people from low-income backgrounds, and collaborations with local advocacy groups</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Reports none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Reports none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Provided financial statements for 2022, 2023, and 2024</li><li>• Provided letter regarding Certified Public Account review</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Provided Certificate of Liability Insurance</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
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| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ol style="list-style-type: none"><li>1. Will be open Monday-Friday from 8am-4pm and will explore expanding to evening hours</li><li>2. Meets requirement</li><li>3. Reports that self-identification happens during the orientation process but does not provide details on how</li><li>4. Mentions 11 pathways to recovery that the center will utilize and reports that staff will be training in all of them to ensure each provides unbiased support</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/2025, 5/14/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

Provides details on how they will ensure a non-judgmental environment

5. Meets requirements

6. Meets requirements

7. a) Provided groups they will offer, lacking detail on how they will coordinate these

b) Meets requirements

c) Meets requirements

**B. Recovery Support Services**

1. Meets requirements for in person and telephone services

Will provide virtual recovery groups and meetings, 1:1 peer support, and ability to chat with a Recovery Coach utilizing the program's Facebook page

2. Reader was directed to view attachment 7, attachment is detailed

3. Recovery Support Navigator role

Family and Affected Other Support Specialist role

Will provide specialized groups for veterans, LGBTQ+, and others

Meets all other requirements with detailed plans

4. Will connect participants with clothing donations for interviews

5. Will provide onsite food pantry access

Will offer 1:1 case management

Will offer parenting classes and family-focused recovery services

6. Reader was directed to view attachment 8, does not specifically mention strength based reflective approaches instead included trainings on person centered care

**C. Record Management Requirements**

1. Met requirement

2. Met requirement

3. Met requirement

4. Demonstrated an understanding of Maine IT-Service Contract confidentiality policies

Provided a detailed plan on how to met these requirements

**D. Center Website Requirements**

1. The website calendar will include recovery events from many local partners as well as center events

Met requirement

2. Met requirement

3. Met requirement

4. Met requirement

5. Met requirement

**E. Services to be Provided to Participants**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/2025, 5/14/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

1. Provided a detailed plan to met this requirement
2. Provided examples of SMART goals that could be used  
Will provide strength-based assessment, mentions using the Recovery Capital Scale to determine participant strength and areas for growth
3. Will provide fitness classes and nutrition education
4. Met requirement
5. Offers a detailed plan on how to meet this requirement  
Will facilitate group outings for members to increase community inclusion
6. Will provide all required components within 5 calendar days
7. Reader was directed to view attachment 9, provided detailed plan  
Will host quarterly Recovery Speaker Series  
Will partner with Recovery-Friendly Workplaces
8. Reader was directed to view attachment 10, includes a wide array of events
9. Plan includes budget management, utilizing volunteers, and donations

**F. Staffing Requirements**

1. Provided a detailed plan on hiring staff with lived experience
2. Mentions using a Department-identified Recovery Coaching Tracking Tool but does not mention what options this may include  
Mets all other requirements
3. Met requirement
4. Demonstrates knowledge on how staff and volunteers become Registered and Certified Recovery Coaches
5. Met requirement
6. Mentions using a compliance tracking system to ensure coaches are meeting deadlines  
Mentions providing access to continuing education to ensure recertification requirements are met
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Provided a detailed plan on how to meet each Performance Measure

**I. Reports**

1. Provided a detailed plan on how they will collect data for all required reports
2. Provided a detailed plan on how to meet reporting expectations

**2. Staffing**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/2025, 5/14/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

- |                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Reader was directed to view attachment 11, met requirement</li><li>b. Reports that they will not employ subcontractors</li><li>c. Reader was directed to view attachment 12, met requirement</li></ul> |
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| <b>3. Implementation - Work Plan</b> |
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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Reader was directed to view attachment 13, provided detailed work plan with start and end dates and responsible staff member</li></ul> |
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|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
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|---------------------------------------------------|
| <ul style="list-style-type: none"><li>•</li></ul> |
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>Guided by principles of TIC, person centered planning, and culturally responsive services. Awarded 2025 SAPARS award, promotes DEI in all areas of operation</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>none</li></ul>                                                                                                                                                         |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                                                                     |
| <b>4. Litigation</b>                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>none</li></ul>                                                                                                                                                         |
| <b>5. Financial Viability</b>                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>Balance sheet &amp; P&amp;L provided, 3 years, positive bottom line</li></ul>                                                                                          |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                                                                     |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ol style="list-style-type: none"><li>Met – propose additional evening hours if grant awarded</li><li>Met</li><li>Agency requires self identity during orientation process</li><li>Services &amp; mutual aid groups listed, state training conducted in each pathway and general recovery practices</li><li>Services always free, funding sources will supplement financial needs. Governance structure to ensure mix of board members comply with lived experience</li><li>Met-detailed examples of compliance strategies</li><li>Structured schedule of groups, oversight by Recovery Resources Coordinator, and Peer Support team. Orientation conducted for new staff &amp; volunteers</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ol style="list-style-type: none"><li>Recovery coaches conduct 1on1 support with participants. A diverse range of mutual aid groups are offered, along with workshops &amp; recreational activities</li><li>Met</li><li>Met-there are regular staff and case mgmt. meetings. Staff coordinate the services and activities</li></ol>                                                                                                                                                                                                                                                                                                                                                                  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

4. Services offered include resume development, career coaching and mock interviews; computer lab is available
5. Support services are itemized
6. There are specific details related to SOP and P&P for onboarding

**C. Record Management Requirements**

1. Met – utilizing RDP thru PRCC
2. Include detailed list of precautionary steps taken
3. Training & monitoring
4. Met

**D. Center Website Requirements**

1. Met
2. Met
3. Met
4. Met
5. Met

**E. Services to be Provided to Participants**

1. Utilizing 1on1 CCAR model; 7 point action plan listed includes monitoring of certification, training and SOP
2. As outlined in their SOP, training and monitoring of staff ongoing
3. Indicated understanding of the process, focus is on programming and coaching; no mention of BARC conducted
4. Detailed list of general services, not specifically noted as for Affected Others
5. Met
6. Orientation for participants, includes services, rules, rights and resources
7. Met
8. Met
9. Met

**F. Staffing Requirements – F1 leads to F5 ?**

1. Includes description of hiring process, practices, and criteria
2. Met
3. Met
4. Met
5. Met
6. Met
7. Met

**G. Reporting/Site Review Requirements**

1. Met
2. Met

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                      |
|--------------------------------------|
| <b>H. Performance Measures</b>       |
| 1. Met                               |
| <b>I. Reports</b>                    |
| 1. Met                               |
| 2. Met                               |
| <b>2. Staffing</b>                   |
| a. Met                               |
| b. Met                               |
| c. Met                               |
| <b>3. Implementation - Work Plan</b> |
| a. Met                               |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| <ul style="list-style-type: none"><li>• Met</li></ul>          |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                         | <ul style="list-style-type: none"><li>• Recovery Community Organization providing a variety of supportive services including advocacy, peer support, recovery coaching, and harm reduction</li><li>• Current coaching team of 4 Recovery coaches</li><li>• Recovery Coach Coordinator received 2025 Sexual Assault Prevention and Response Community Partnership Award</li><li>• Recovery Coaches attended Building Trauma Responsive Communities training</li><li>• Reference coaches practicing in a variety of setting including local school and hospitals</li><li>• Indicates training on implicit bias, cultural humility, and equitable service delivery – specifics not provided</li><li>• Indicates policies regarding providing services to LGBTQ+ and BIPOC communities – specifics not provided</li><li>• References culturally specific recovery programming – specifics not provided</li><li>• Project 1 – Recovery Coaching program a Center, Local Schools, County Jail, and local hospital – relevant</li><li>• Project 2 – Community Outreach Program – Collaborations with numerous regional partners, schools, and providers - relevant</li><li>• Project 3 – Employment Services – support provided to center participants – relevant</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                         | <ul style="list-style-type: none"><li>• Org chart includes all relevant individuals from board of directors to volunteers</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                         | <ul style="list-style-type: none"><li>• Included 3 most recent years profit and loss statements, not reviewed by a CPA.</li><li>• 2022 and 2023 statements indicate net loss</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                         | <ul style="list-style-type: none"><li>• Included and current</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>Part IV, Section III Proposed Services</b> |  |
|-----------------------------------------------|--|
| <b>Part II</b>                                |  |
| <b>A. Recovery Support Center (Center)</b>    |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. 412 Waldo St, Rumford, ME 04276

Plan to expand hours to Monday through Friday, 8:00 am to 4:00 pm with plans to introduce evening hours

2. Met requirement

3. Met requirement

4. Indicates a variety of support options available at the Center, including harm reduction, to meet participants needs

Indicates plan to have advisory board members with lived experience using a variety of recovery pathways to ensure these options are reflected in planning and programming  
References ongoing staff training and community forums, but offers few details

5. Met requirement

6. Indicates plans to work with law firm to ensure compliance with applicable laws and regulations and tax firm to ensure compliance with financial regulations

7. Plan to provide training to board members to ensure internal support structures

8. Met requirement

#### **B. Recovery Support Services**

1. Response indicates use of mentors and/or accountability partners, but these roles are not explained in any detail – unclear the role, training, or purpose of these roles

2. Met requirement

Att 7 includes a plan to translate materials, but does not reference specific languages

3. Response refers activities of Center staff, including roles specifically for Family and Affected Other Support Specialist and Volunteers and Community Engagement Coordinator, in addition to Recovery Coaching and peer support roles  
Recovery Coaching and support groups, workshops, community integration through local partnerships, and participant led advisory board,

4. Dedicated computer station, printing of resume's, and basic computer literacy training and support

Hosting job fairs and workshops at center

Center is a designated Recovery Friendly Workplace and plans to be connected with other RFW's seeking to offer employment opportunities for individuals in recovery

5. On-site food bank

On-site access to hygiene products and clothes

The center provides overdose prevention and naloxone training and distribution

Includes plan to provide case management – unsure if this is Recovery Coaching recovery planning and support or formal case management

Plan to provide gas cards as one aspect of removing transportation barriers

Additional supports include financial literacy classes and veteran supports

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

- |                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|
| 6. Plan to provide staff and volunteer training in DEI through local organization Community concepts<br>Meets requirements |
|----------------------------------------------------------------------------------------------------------------------------|

|                                          |
|------------------------------------------|
| <b>C. Record Management Requirements</b> |
|------------------------------------------|

- |                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Proposes use of Recovery Data Platform to meet this requirement<br>2. Met requirement<br>3. Detailed response meets requirement<br>4. Detailed response met requirement |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                       |
|---------------------------------------|
| <b>D. Center Website Requirements</b> |
|---------------------------------------|

- |                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Detailed response includes sharing events and activities from other regional recovery organizations<br>Website and calendar designed for mobile compatibility<br>2. Met requirement<br>3. Detailed response meets requirement<br>4. Met requirement<br>5. Met requirement |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                   |
|---------------------------------------------------|
| <b>E. Services to be Provided to Participants</b> |
|---------------------------------------------------|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Met requirement<br>2. Plan to use SMART goal framework for recovery goal setting – examples provided<br>Recovery planning includes relapse prevention and emergency planning<br>A thorough response meets all requirements<br>3. Response met requirement<br>4. Response includes plans for a wide variety of groups, and includes process for collecting participant feedback through surveys and focus groups for implementing improvements<br>5. Meets requirement<br>6. Detailed response meets all requirements<br>7. Attachment 9 is a detailed training and education plan, meeting all requirements<br>8. Attachment 10 meets all requirements<br>Plan includes meaningful volunteer opportunities for participants at the center and in the community, including recovery coach training<br>9. Detailed response met requirements |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                 |
|---------------------------------|
| <b>F. Staffing Requirements</b> |
|---------------------------------|

- |                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Indicates all related activities will be provided by individuals with relevant lived experience<br>Detailed response address recruitment and hiring, supervision, and training<br>2. Detailed response meets all requirements |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/12/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

3. Response details recruitment and screening process, training, supervision, and matching process for coaching
4. Met requirement
5. Met requirement
6. Response commits provider to meeting this requirement
7. Plan for new coaches to begin attending CoacherVision upon hire

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Detailed response includes action steps necessary to achieve each performance measure, including a schedule of pro-social activities which exceeds goal  
Exceeds requirement

**I. Reports**

1. Detailed response meets all requirements
2. Detailed response meets all requirements

**2. Staffing**

- a. Staffing plan (attachment 11) includes job title, responsibilities, and minimum qualifications for each position
- b. Indicates none
- c. Met requirement – 6 FTE's (5 FT 2 PT)

**3. Implementation - Work Plan**

- a. Implementation plan presenting in timeline chart, identifies staff responsible and start/end date of each activities

**Part IV, Section IV. Cost Proposal and Budget Narrative**

•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• CBO providing comprehensive community support services to people in recovery</li><li>• Started recovery coaching in 2022, currently has 4 CCAR registered coaches</li><li>• Prioritizes DEI in operation, reflected in staff training and policies, and collaboration with other groups</li><li>• Three highly relevant projects included:<ul style="list-style-type: none"><li>○ Recovery coach services</li><li>○ Community outreach programs</li><li>○ Employment services</li></ul></li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Letter explaining that financials have not been reviewed by a CPA</li><li>• 2024 total expenses of \$175k, net of \$88k; 2023 total expenses of \$161k, net of -\$5.6k; 2022 total expenses of \$146k, net of -\$17k</li></ul>                                                                                                                                                                                                                                                                    |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Valid certificate of general liability insurance attached</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                   |
|                                               | <ol style="list-style-type: none"><li>1. States intent to meet requirement, response lacks detail</li><li>2. Met requirement</li><li>3. Met requirement</li><li>4. Met requirement</li><li>5. Met requirement for 5; states intent to meet requirement for 5a, no indication of current composition of governance</li><li>6. Met requirement</li><li>7. Met requirement</li></ol> |
| <b>B. Recovery Support Services</b>           |                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Met requirement – offers robust list of services available to Participants
2. Outreach plan included, including robust list of engagement activities
3. Met requirement
4. Met requirement
5. Met requirement
6. Training plan attached – lacking reference strengths-based approaches

**C. Record Management Requirements**

1. Met requirement
2. Met requirement
3. Met requirement – included robust discussion of systems to ensure confidentiality
4. Met requirement – included robust discussion of systems and response in the event of a breach

**D. Center Website Requirements**

1. Met requirement
2. Met requirement
3. Met requirement – included comprehensive description of how data leaks will be prevented
4. Met requirement
5. Met requirement – included comprehensive discussion of how this would be prevented

**E. Services to be Provided to Participants**

1. Requirement met
2. Requirement met – included comprehensive discussion of how staff and volunteers would support different building different recovery pillars
3. Requirement met – answered in this response and in response to 2 above
4. Requirement met
5. Requirement met
6. Requirement met
7. Met requirement - Quarterly training plan included, including comprehensive list of training opportunities – are these department approved programs?
8. Met requirement - Recreational and social events plan attached
9. Requirement met

**F. Staffing Requirements**

1. Requirement met
2. Requirement met
3. Requirement met
4. Requirement met
5. Requirement met
6. Requirement met

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/6/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

|                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Requirement met                                                                                                                                                                                                                                                                                                                                     |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                                                                                           |
| 1. Requirement met<br>2. Requirement met                                                                                                                                                                                                                                                                                                               |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                                                                                         |
| 1. Requirement met – includes detailed description of how they will meet performance objectives                                                                                                                                                                                                                                                        |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                      |
| 1. Requirement met<br>2. Requirement met                                                                                                                                                                                                                                                                                                               |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                     |
| a. Met requirement - job descriptions attached, including ED, Recovery Coach, Recovery Coach Coordinators, Recovery Center Coordinator, volunteer coordinator, volunteer, social media coordinator<br>b. None indicated<br>c. Met requirement – staffing plan attached including all required roles and job descriptions supplied excepting volunteers |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                   |
| a. Met requirement – detailed workplan attached for the initial contract period                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Budget covered both years of initial period of performance</li><li>• Cost proposal is for \$340k for initial period of performance, salary for initial period is \$521,976 - was \$340k for a single year?</li><li>• \$340k is twice their current annual budget</li><li>• Fringe is at 15.94% including health insurance</li><li>• Appears to own building, budget narrative indicates depreciation costs but not rent or mortgage</li><li>• All expenses appear reasonable</li></ul> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/6/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Is an existing community-based org, notes a history in advocacy, peer support and holistic care</li><li>• 4 CCAR trained Registered Recovery Coaches, increased number since 2022</li><li>• Current Recovery Coaches have experience coaching middle school, high school aged recoverees, adults, incarcerated participants and local hospital patients with co-occurring disorders</li><li>• States that they prioritize DEI in all aspects of the organization</li><li>• States that organization has integrated culturally competent care into its service model</li><li>• Project 1- Recovery Coach Services is relevant to this RFP</li><li>• Project 2- Community Outreach Programs is relevant to this RFP</li><li>• Project 3- Employment Services is relevant to this RFP</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Provided organizational chart</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Profit &amp; Loss and Balance Sheets for years 2022, 2023 and 2024 provided</li><li>• Plans to engage Austin Associates to review last three years of financial statements if awarded this contact</li><li>• Appears to have financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Certificate of Liability Insurance provided, policy is current until 8/4/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                  |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                      |  |
| <ol style="list-style-type: none"><li>1. Location at 412 Waldo St, Rumford, ME 04276 is in the proposed target area of this RFP, center is open Monday – Friday, 40 hours as required with plans to extend hours</li><li>2. Meets requirements</li><li>3. Eligibility determined by self-identification during an orientation process</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 5/6/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

4. Bidder states an All Pathways To Recovery approach is utilized through 5 strategies. Bidder listed 11 pathways that staff receive training in. P- has a Peer Advisory Board with members having lived experience with various recovery pathways
5. Bidder states all services are free of charge supported by diverse funding streams. P- starting project with Maine Recovery Council to secure additional funding. Bidder states governance boards have the required 51% lived experience composition.
6. Gave detailed response, states they work with Kreckel Law P.A for compliance with business operation law, The Tax Loft for financial reporting and will engage with Austin Associates for end-of-year financial review.
7. Gave detailed response, meets requirements

**B. Recovery Support Services**

1. P-offers mentorship and accountability partners in addition to Certified Recovery Coaches P- dedicated Recovery Support Line for telephonic support P-virtual support meetings and groups offered and 1-1 web based coaching as well as Facebook messaging during business hours
2. Provided detailed Attachment 7, P- street outreach strategy and multiple community partnerships P- Student Recovery Coach Program at Mountain Valley High School, Dirigo High School, Dirigo Middle School, and Telstar Highschool P- provides translated materials to ensure accessibility for all members
3. Gave detailed response, meets requirements
4. Meets requirements, P- staff are trained in resume writing P- Collaborations with Goodwill Workforce Solutions, Maine Vocational Rehabilitation programs, and in-state trade schools P- designated as a Recovery Friendly Workplace
5. Response is comprehensive of all requirements, P- offers a mix of on-site, referral based and community support options with wraparound support P- multiple housing, food and hygiene community partnerships
6. Provided Attachment 8, comprehensive Employee Manual provided to staff/volunteers on first day during orientation, trauma-informed and strength-based approaches introduced during orientation, DEI training provided by Community Concepts

**C. Record Management Requirements**

1. Plans to utilize Recovery Data Platform (RDP), meets requirements
2. Meets requirements, gave detailed plan
3. Agrees to comply, gave detailed plan
4. Agrees to comply, gave detailed plan

**D. Center Website Requirements**

1. Meets requirements, P- calendar is inclusive of community partner events in the target area P- calendar provides real-time updates including cancelations P- calendar available in mobile-friendly view



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/6/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

2. Agrees to comply, meets requirements
3. Agrees to comply, meets requirements
4. Meets requirements
5. Meets requirements

**E. Services to be Provided to Participants**

1. Meets requirements
2. Bidder provided detailed response, P- named supports specifically for family reconnection and relationship support P- named support for Cultural & Spiritual Recovery Capital for Values, Identity, and Purpose
3. Bidder gave a concise response, meets requirements
4. Q- bidder listed what appears to be five workshops under facilitated groups. Are they one-time workshops or groups that meet on a regular basis? P- demonstrates fidelity to peer recovery model by stating indicating Peer support specialists will lead mutual aid and lived-experience groups
5. Meets requirements
6. Bidder states all new participants receive a comprehensive, peer-led, orientation within 5 calendar days of their initial visit, as scheduling allows. P- participants have access to a printed copy of the Rights of Recipients P- staff demonstrate how to search the 211 online directory
7. Provided Attachment 9, Meets requirements
8. Provided Attachment 10, Meets requirements P- offers recovery-oriented nutrition workshops
9. Meets requirements

**F. Staffing Requirements**

1. Meets requirements, P- First hand, lived experience is a key qualification
2. Q- This section appears to be mis-numbered as 5 but is the correct question? Gave detailed response
3. Meets requirements
4. Q- mis-numbered as 6, but is the correct question? Gave concise response that demonstrates understanding of Registered/Certified Recovery Coach requirements.
5. Q- mis-numbered as 7, but is the correct question? Meets requirements
6. Q- mis-numbered as 8, but is the correct question? Meets requirements
7. Q- mis-numbered as 9, but is the correct question? Meets requirements

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** Larry Labonte Recovery Center

**DATE:** 5/6/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Meets requirements, P- current calendar offerings of pro-social events exceed requirements                                                              |
| <b>I. Reports</b>                                                                                                                                          |
| 1. Meets requirements<br>2. Meets requirements                                                                                                             |
| <b>2. Staffing</b>                                                                                                                                         |
| a. Provided Attachment 11, meets requirements<br>b. States they will not have subcontractors/consultants.<br>c. Provided Attachment 12, meets requirements |
| <b>3. Implementation - Work Plan</b>                                                                                                                       |
| a. Provided Attachment 13, meets requirements                                                                                                              |
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b>                                                                                             |
| •                                                                                                                                                          |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/20/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Has focused on substance use prevention, harm reduction, treatment, and recovery for more than a decade</li><li>• Started the Franklin County Recovery Center in 2023. Reports this is the only recovery center in the county</li><li>• Ran a Safe Syringe Program through their Mobile Health Unit</li><li>• Doing work on Neonatal Abstinence Syndrome</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Will subcontract with another agency to provide Peer Recovery Coaches</li></ul>                                                                                                                                                                                                                                                                                    |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Reader is unsure about who will be working on this project</li></ul>                                                                                                                                                                                                                                                                                               |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Reported one settled case</li></ul>                                                                                                                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Provided reviewed documents from 1/1/2023 through 9/30/2024</li></ul>                                                                                                                                                                                                                                                                                              |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Provided Certificate of Liability Insurance that expires on 10/1/2025</li></ul>                                                                                                                                                                                                                                                                                    |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>1. Will expand hours to a minimum of 40 hours, Monday to Friday with daytime and evening hours<br/>Will include some weekend activities<br/>Provided an org chart for the program in this section</li><li>2. Meets requirements</li><li>3. Proposing to use a voluntary self identification option in a brief intake form</li><li>4. Detailed explanation of how they will ensure the center uses an All Pathways to Recovery Approach</li><li>5. States they will continue to meet these two requirements, lacks detail on how they will maintain free services</li><li>6. Demonstrated knowledge of applicable laws and shared plan to remain in compliance</li><li>7. a. Meets requirements<br/>b. Will utilize a subcontractor to recruit, train, and manage Peer Recovery Coaches</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/20/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

c. Meets requirements

**B. Recovery Support Services**

1. Unclear if peer recovery specialist and peer recovery coach are being used interchangeably or are two different positions  
Provides detailed description of in-person services  
Provides description for telephone and online services
2. Meets requirement
3. Provided a plan to meet these requirements
4. a. Meets requirements  
b. Computer access may include referrals to libraries, career centers, and other resources  
c. Provided detailed plan to meet these requirements
5. a. Meets requirements  
b. Meets requirements  
c. Meets requirements  
d. Unclear who will be providing Case Management services  
e. Meets requirements  
f. Meets requirements  
g. Meets requirements  
h. Meets requirements
6. Provided a detailed plan for staff orientation and training plan

**C. Record Management Requirements**

1. Will utilize encrypted spreadsheets and internally developed tracking tools  
Demonstrates knowledge of HHS privacy principals
2. a. Conducts annual risk assessments  
Will utilize MaineHealth's IT systems  
b. Conducts regular vulnerability scans
3. Meets requirement
4. Provided a detailed plan on how they will meet these requirements

**D. Center Website Requirements**

1. a. Currently creating a website  
Provides a plan to meet this requirement  
Will include a section for news, important updates, and success stories  
b. Plan to create an interactive calendar that will clearly state if the activity is reoccurring or a one-time event in addition to all required information  
c. Meets requirement
2. Demonstrates an understanding of requirements and a plan to meet them
3. Meets requirements
4. Meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/20/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

5. Meets requirements

**E. Services to be Provided to Participants**

1. Plans to meet this requirement by subcontracting for Peer Recovery Coachs  
Provides a plan on how to meet this requirement
2. Provided detailed plan on how to meet this requirement
3. Provided a detailed list of recovery areas they will focus on including health and wellness and social connections
4. Meets requirements
5. a. Meets requirements  
b. Meets requirements  
c. Meets requirements
6. a. Meets requirements  
b. Volunteers will teach participants how to use 211
7. a. Will provide 1 prevention session per quarter  
b. Will provide a recovery education session per quarter, unclear is this means they will provide 1 session or more than 1  
c. Will provide a session  
d. Will provide a session
8. a. Parenting and child activities  
b. Planned quarterly volunteer opportunities for participants
9. Detailed plan on how to meet this requirement

**F. Staffing Requirements**

1. Meets requirements
2. a. States they will meet requirement through partnership with a subcontractor  
b. Meets requirements  
c. Meets requirements
3. Meets requirements
4. a. Demonstrates knowledge of Registered Recovery Coaches  
b. Demonstrates knowledge of Certified Recovery Coaches
5. Will partner with subcontractor to ensure all requirement are completed on the required timeframe
6. Will partner with subcontractor to ensure all requirement are met
7. Meets requirements

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

1. Provided a plan for each Performance Measure

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/20/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1. Provided a plan for how to collect data for each required report<br>2. Provided a plan for how to ensure each report is submitted on time                                                                                                                                                                                                                                                                                                     |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| a. Provided job descriptions for the Project Director, Project Management Specialist, Community Health Worker, and Program Coordinator<br>b. Provides a plan on how the subcontractor will provide Recovery Coaching services including oversight from program staff and required data reporting from the subcontracted agency<br>c. Includes staff listed in section a as well as Recovery Coaches through a subcontractor, and volunteer roles |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| a. Provided detailed plan                                                                                                                                                                                                                                                                                                                                                                                                                        |








|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

# STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/12/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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## **Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                         |  |
| <ul style="list-style-type: none"> <li>P-Serving community for over 30 years; focus on SUD and Recovery for last 10 years. Opened FCRC in 2023; 3 projects outlined</li> </ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                       |  |
| <ul style="list-style-type: none"> <li>included</li> </ul>                                                                                                                     |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                    |  |
| <ul style="list-style-type: none"> <li>included</li> </ul>                                                                                                                     |  |
| <b>4. Litigation</b>                                                                                                                                                           |  |
| <ul style="list-style-type: none"> <li>Included, medical malpractice</li> </ul>                                                                                                |  |
| <b>5. Financial Viability</b>                                                                                                                                                  |  |
| <ul style="list-style-type: none"> <li>Included only 2 years, 2024 &amp; 2023</li> </ul>                                                                                       |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                             |  |
| <ul style="list-style-type: none"> <li>included</li> </ul>                                                                                                                     |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ol style="list-style-type: none"> <li>N-currently HCC operates FCRC 10hrs per week, proposing to expand with support of this grant. This section was overly responded to</li> <li>met</li> <li>I-low barrier entry, no self identity required. Plan is to include self attestation at intake</li> <li>I-intend to offer wide variety of peer led groups, and peer 1on1 support, staff training</li> <li>Services always free, sustained by grants and partnerships</li> <li>I-sustain compliance from their relationships with MaineHealth system</li> <li>P-coordination achieved with guidance, resources, and supportive training</li> </ol>     |  |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ol style="list-style-type: none"> <li>Bidder proposes to provide participants peer groups, peer 1on1 engagement, recovery activities, available in person, telephonically, and virtually</li> <li>Met – outreach and activities outlined</li> <li>P-assuring support by coordinating multi disciplinary teams, and offering variety of programming and education, regularly assessing participants</li> <li>P-dedicated support staff, access to computer lab, propose partnering with DOL</li> <li>P-bidder will ensure access to basic needs by direct assistance and referrals</li> <li>Met-conducting structured orientation program</li> </ol> |  |
| <b>C. Record Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

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**DATE:** 5/12/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

1. Utilize internal data tracking, data collecting at intake, group attendance
2. met
3. met
4. met

**D. Center Website Requirements**

1. N-currently in progress, plan to comply
2. Plan to comply, display understanding
3. Plan to comply, focus will be on training
4. met
5. met

**E. Services to be Provided to Participants**

1. RCS subcontracted thru Healthy Acadia
2. Plan to conduct RAP Recovery Action Plan, focus on training
3. Outlined plan is comprehensive, but too general
4. Outlined plan is comprehensive, but too general
5. Peer staff will be engaging regularly, peer led guidance, community networking
6. Orientation includes detailed overview, informative and empowering
7. Met- education plan attached
8. met
9. met

**F. Staffing Requirements**

1. met
2. oversight achieved thru training and supervision
3. focus on screening and training
4. met-display understanding of compliance criteria
5. met-display understanding of compliance criteria
6. met-display understanding of compliance criteria
7. met-display understanding of compliance criteria

**G. Reporting/Site Review Requirements**

1. met-display understanding of compliance criteria
2. met-display understanding of compliance criteria

**H. Performance Measures**

1. met

**I. Reports**

1. met
2. met

**2. Staffing**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/12/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

- |                            |
|----------------------------|
| a. met<br>b. met<br>c. met |
|----------------------------|

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
|--------------------------------------|

- |        |
|--------|
| a. met |
|--------|

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
|----------------------------------------------------------------|

- |       |
|-------|
| • met |
|-------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/15/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Bidder is a subsidiary of Maine Health, in operation for 30 years with a focus on substance prevention, harm reduction, recovery and treatment for 10 years</li><li>• Established the Franklin County Recovery Center in 2023</li><li>• Reports that the center focuses on self-direction, wellness activities, social events, community connection, providing peer-led support, reducing stigma, and fostering meaningful relationships</li><li>• Reports alignment with Maine’s Opioid Response Strategic plan and the Maine Recovery Council’s Recovery Support pillar</li><li>• Indicates addressing diversity, equity, and inclusion (DEI) through culturally competent and responsive services – offers no details</li><li>• Project 1 - Maine Health Access Foundation – secured funds to expand syringe exchange program through mobile health unit – relevant</li><li>• Project 2 – Health Resources and Services Administration (HRSA), Rural Communities Opioid Response Program – grant funding awarded to focus on neonatal abstinence syndrome – relevant</li><li>• Project 3 – State of Maine/OBH – start-up funds for Franklin County Recovery Center – relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• One (1) listed for recovery coach interns</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• This evaluator was unable to identify the project or project staff in the org chart included</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• One (1) case indicated, which resulted in a settlement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Included one (1) years reviewed financial statement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Included and current</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/15/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Plan to expand from 10 hours per week to 40 hours per week  
Planned hours of operation to include some weekend activities and some evening hours for participant accessibility
2. Indicates provider meets insurance requirements
3. Plan to implement brief attestation/intake
4. Detailed responses include plan for groups designed to address holistic needs of individuals in various recovery processes, including affected others and harm reduction  
Plan includes cultural competency training, person-centered approach, trauma-informed care and physical design  
Plan includes participant involvement in program design and implementation
5. Indicates advisory committee comprised of 51% persons with lived experience in recovery, and a separate peer advisory planning subcommittee meets monthly to plan programming and special activities
6. Meets requirements – center under the MaineHealth umbrella, which provides guidance and policies on these laws and regulations
7. A. met requirement  
B. plan to partner with Healthy Acadia for recovery coaching services  
C. Orientation plan includes minimal details

**B. Recovery Support Services**

1. Response includes groups, education workshops, and one-on-one peer support for both participants and affected others  
Phone and web-based options available  
Plan to explore hybrid programming to be determined
2. Plan included in attachment 7 includes participating in community events, street outreach, and collaboration with cultural and faith partners, and partnering with local schools  
Plan includes outreach through social media and agency website, print materials, and newsletter  
Plan includes engagement and retention activities including celebrating participants and volunteers
3. Response lacks detail  
Indicates Center will coordinate a multi-disciplinary team – unclear if this team would include clinical staff, which would not be in alignment with the services requested in this RFP  
Plan includes staff coordination which is not articulated through a person-centered approach  
Plan includes process for participant feedback, including participant advisory committee, but details are lacking

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** DHHS/OBH

4. Plan to scale up support through staff and trained volunteers - job searching techniques, resume writing, and mock interviews  
Plan to provide printers, computers to aid in job searches and resume writing  
Partnerships with Easter Maine Development Corps, Adult Ed, New Ventures Maine, Literacy Volunteers of Franklin and Summerset County and Greater Franklin County Economic and Community Development Digital Literacy Program
5. Met requirement
6. Plan includes initial training and orientation, quarterly training series, and supervision and ongoing support  
Met requirement

**C. Record Management Requirements**

1. Plan to create forms – indicates use of a dedicated platform not included in budget proposal  
Indicates plan to use spreadsheet to record attendance at center and groups/activities  
Plan indicates tracking recovery plan in shared drive with restricted access  
Referrals tracked in central form  
Meets requirement – response lacks detail
2. Agency conducts annual risk assessment  
Will comply with MaineHealth it security policies  
Met requirement
3. Detailed response met requirement
4. Detailed response met requirement

**D. Center Website Requirements**

1. Plan for mobile friendly website design
2. Plan to include language options other than English – but lacks specifics
3. Met requirement
4. Met requirement
5. Met requirement
6. Met requirement

**E. Services to be Provided to Participants**

1. Plan relies on an outside provider for the delivery of Recovery Coaching services  
Plan indicates these coaches will support participants in the development of recovery action plans and recovery goals
2. Plan indicates staff and volunteers will support participants in developing recovery action plan and recovery goals  
Unclear how staff and volunteers in E2 and Recovery Coaches referenced in E1 will coordinate/not duplicate this work

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** DHHS/OBH

3. Indicates participants with justice involvement are connected with Community Health Workers to provide support similar to what is listed for other participants – unclear why this connection is made here and not for others
4. Response lacks detail – indicates affected others are encouraged to attend designated groups, but offers no specifics  
Response does not identify any specific groups, but offers broad ‘focus areas’
5. Response lacks detail – although the response indicates a commitment to meeting requirements, little detailed is provided to how the provider will do this, or specific examples of groups, activities, or volunteer opportunities
6. Met requirement
7. Attachment 9 – quarterly training plan indicates 1 training each quarter to a) high school/trade school and b) health-related higher education programs/family – unclear why ‘health-related’ higher ed distinction is made  
Plan does not include an outreach strategy provider would use to deliver these trainings
8. Plan includes event and activity categories that meet requirements, however, number and frequency of events not provided
9. Met requirement

**F. Staffing Requirements**

1. Met requirement with minimal detail
2. Plan to partner with Healthy Acadia to provide Recovery coaching to participants  
Plan seems unclear about delineation of responsibilities between provider and Healthy Acadia  
Provider plan to deliver additional training in relevant areas – trauma informed care, etc  
Plan does not address the process for connecting participants who want recovery coaching to coaches, a critical component of recovery coach coordination services
3. Plan meets requirement  
Plan includes volunteer recognition and retention activities such as additional leadership, mentoring, and training opportunities
4. Indicates Coaches may be recovery ally, lacking direct lived experience, which does not align with peer support model
5. Indicates subcontractor, Healthy Acadia, to be responsible for Coaches maintaining certification pathway  
Response indicates subcontractor to be responsible for supervision of coaches, but in response to F2 indicates provider responsible for supervision of coaches  
Center staff will partner with subcontractor to monitor certification progress, including documentation of activities and milestones
6. Plan details partnership between center staff and subcontractor, Healthy Acadia
7. Met requirement through planned collaboration with Healthy Acadia

**G. Reporting/Site Review Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/15/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Response includes brief overview of resources and methods to be used to achieve each performance measure                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| a. Attachment 11 includes title, responsibilities, and minimum qualifications for each position, totaling 2.6 FTE's<br>The staffing plan include Community Health Worker, but qualifications for this position do not meet minimum qualifications for this role - no community connection, lived experience, or culturally relevant requirement listed<br>Staffing plan does not include job descriptions for Recovery Coaches via subcontractor<br>Staffing plan does not identify the number of recovery coaches planned |
| b. Indicates coordination will take place via formalized partnership structure including regular coordination meetings, case reviews, shared data and reporting and compliance protocols.                                                                                                                                                                                                                                                                                                                                  |
| c. Attachment 12 – staffing plan indicates 2.6 FTEs<br>Staffing plan does not indicate the hours each position is intended to work in relation to center hours of operations<br>Staffin plan includes brief section pertaining to supplemental support roles and identifies Recovery Coaches provided by subcontractor, peer support volunteers, board of directors, and peer advisory committee                                                                                                                           |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| a. Implementation plan displayed in a time-bound chart and includes position responsible for each activity and/or goal. Plan includes a summary of the goals and objectives related to each activity                                                                                                                                                                                                                                                                                                                       |

**Part IV, Section IV. Cost Proposal and Budget Narrative**

•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/7/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Bidder has worked around substance use for almost 30 years.</li><li>• Launched Franklin County Recovery Center in 2023.</li><li>• States emphasis on inclusivity but does not offer examples of how its work is inclusive.</li><li>• Three relevant projects provided<ul style="list-style-type: none"><li>○ Syringe service program</li><li>○ Neonatal Abstinence Syndrome programming, lacks detail on actual activities</li><li>○ Franklin County Recovery Center</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• One subcontractor indicated, complete information provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Provided enterprise level organizational chart, unclear where the project falls within the chart provided.</li></ul>                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• One case listed for medical malpractice, settled in 2020</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Two years of financial statements prepared by a CPA provided for parent organization, no clear sense of programmatic-level financial viability</li><li>• Based on statements provided, no meaningful concerns over financial viability of parent organization</li></ul>                                                                                                                                                                                                                  |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Valid certificate of liability insurance provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ol style="list-style-type: none"><li>1. Met requirement – discusses expanding operational hours and enhancing staff and recovery-oriented programs</li><li>2. States compliance</li><li>3. Unclear if requirement met, response is optional</li><li>4. Robust response acknowledging all-pathways and detailing how this will be integrated throughout the center</li><li>5. Met requirement</li><li>6. Met requirement</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/7/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

7. Met requirement

**B. Recovery Support Services**

1. Provides a detailed description of how the Center will provide peer support groups, one-on-one peer support, recovery-oriented activities and wellness programs, educational programs, and support for family and affected others
2. Provides robust outreach and engagement plan including various outreach modalities, collaboration and referral networks, and retention and engagement strategies
3. Provides detailed discussion of staff coordination, and how center will refer in between resources, as well as the ways that staff will be trained to engage and support individuals at all stages of recovery
4. Discusses numerous collaborations with area resources to support employment and vocational preparedness above and beyond what is requested in the RFP
5. Met requirement
6. Met requirement

**C. Record Management Requirements**

1. Unclear if system meets requirements
2. Met requirement
3. Met requirement
4. Met requirement

**D. Center Website Requirements**

1. Discusses user accessibility and navigation features above and beyond what is requested within the RFP
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement
8. Met requirement
9. Met requirement

**F. Staffing Requirements**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/7/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Met requirement
2. Met requirement
3. Discussed recognition and retention above and beyond what was required in RFP
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Met requirement

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

- a. Job descriptions do not explicitly include Recovery Coach Coordinator, Recovery Center Coordinator, or Recovery Coaches
- b. Discusses subcontract with Healthy Acadia, including how the organizations will interact and how oversight will be provided
- c. Staffing plan does not explicitly include Recovery Coach Coordinator, Recovery Center Coordinator. Recovery Coaches will be provided through subcontractor.

**3. Implementation - Work Plan**

- a. Provides detailed timeline chart that includes realistic action steps towards accomplishing indicated activities

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Requesting \$540,952 for project period
- Total salary of \$282km, and 30.65% fringe
- \$33,289 for subcontracts, reasonable given that they will be providing Recovery Coaches
- 19% indirect rate in accordance with Federally approved indirect cost rate

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/15/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Subsidiary of MaineHealth, which has been operational for 30 years</li><li>• Experienced in substance use prevention, harm reduction, treatment and recovery</li><li>• Bidder notes their center is a safe, inclusive environment that promotes the principles of recovery</li><li>• Mission aligns with Maine’s Opioid Response 2023-2024 Strategic Action Plan, Priority H.</li><li>• Supports all forms of recovery and unique needs of underserved rural communities</li><li>• Bidder notes experience with DEI and culturally competent and responsive services</li><li>• Project 1- Safe syringe program through mobile health unit, community engagement led to approval of two additional SSP sites</li><li>• Project 2- Focus on neonatal abstinence syndrome prevention and support for pregnant and postpartum people in rural counties</li><li>• Project 3- FCRC</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Healthy Acadia- provides Peer Recovery Coaches</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Org was unclear who oversees HCC, or who is the project lead. Unclear who Peer Recovery Coaches would report to within the organization.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Bidder notes one medical malpractice case with confidential case number, name redacted, states that it was settled</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Provided independent auditors report for years ended September 30, 2024 and 2023, appears financially viable</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Provided certificate of liability insurance</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

| Part IV, Section III Proposed Services     |
|--------------------------------------------|
| <b>Part II</b>                             |
| <b>A. Recovery Support Center (Center)</b> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/15/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

1. Operates current center in the target area for 10 hours per week, and plans to expand hours to 40 Monday through Friday with evening and weekend availability. Plans to expand volunteer peer support and develop website. Subcontracts with Healthy Acadia for recovery coach services, plans to increase that by 1.5 FTE. Harm Reduction staff are available for extra coverage.
2. Meets requirement
3. Meets requirement
4. Demonstrated a thorough understanding of All Pathways approach, Bidder stated that they would use recovery plans as participants may benefit from combinations of “interventions, supports, and therapies”- interventions and therapies are outside of the scope of this RFP and peer fidelity. Plans to offer mental health services- outside of scope P-surveys, suggestion boxes, and regular community forums to inform programming P- cultural competency, trauma-informed, non-judgmental communication and stigma training and education commitment.
5. Meets requirements, Q- diagram depicting community structure is unclear who governs center activity. Although stated that Franklin County Recovery Center Advisory Committee is 51% lived experience, Franklin County Community Partners appears to have oversight on the diagram.
6. Meets requirements
7. Robust community partners, Q- states that HA will manage the recovery coach team- at the center location, who has oversight of the RCs, who would support them on location?
8. Staff and volunteer orientation plan also mentions trainings on relevant topics but does not name the trainings, N- Participant orientation includes setting personal recovery goals – this could be present as a barrier for some participants, Orientation descriptions lack detail

**B. Recovery Support Services**

1. N- Peer support groups are mainly clinically oriented with topics generated from an medical model focus, example- building coping skills, managing triggers, emotional regulation, and navigating relapse N- one-to-one peer support focused mainly on resource connection and goal setting. N- listed educational workshops that are to be facilitated by non-peer professionals when they likely could be delivered by recovery coaches to bring in more lived experience expertise, Bidder states that they will offer support for family and affected others by offering peer support but does not name who that would be provided by or what training they would receive, Bidder did not mention telephonic or web-based options available
2. Meets requirements, Print outreach materials available in multiple languages
3. Meets requirements
4. Employment and job readiness support available weekly and by appointment for flexibly and accessibility. Q- Bidder stated they would ensure access to computers for

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

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**DATE:** 5/15/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

participants but then stated they may refer participants to several local entities that have public computer access- does the center offer computer access or referrals to public computers, or both? P- Strong partnership with DOL services, P- strong partnership in the community for vocational, English language, literacy, and digital literacy support.

5. There are several mentions in the section about services that would be outside of peer fidelity such as completing applications, making phone calls, or attending appointments as needed, or with CPS involved participants “providing documentation of service participation, coordinating with caseworkers”- this reviewer has peer fidelity concerns as the bidder only references “staff” and does not indicate who that staff person would be, what their role is, or what training they may have. Transportation coordination is robust.

6. Meets requirements

**C. Record Management Requirements**

1. Q- does the Bidder intend to use MaineHealth’s EHR? If so, how will subcontracted Recovery Coaches be granted access to this system?
2. Meets requirements
3. Meets requirements
4. Meets requirements

**D. Center Website Requirements**

1. P- Mobile-friendly, language options, filter by type function,
2. Meets requirements
3. Meets requirements
4. Meets requirements
5. Meets requirements

**E. Services to be Provided to Participants**

1. Bidder did not state how a participant would be connected with a subcontracted coach or give details around service delivery.
2. Lacked details
3. Recovery capital described in this section appears somewhat limited to resources and community connection.
4. Lacked details
5. Lacked details
6. Meets requirements
7. P- Peer Advisory Committee coordinates with Program Management Specialist on the delivery of quarterly training.
8. P-Relationship building workshops and parent/child activities
9. Meets requirements

**F. Staffing Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** MaineHealth d/b/a Healthy Community Coalition

**DATE:** 5/15/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

1. Lacked details
2. Meets requirements
3. N- background checks for volunteers are potentially a barrier. Bidder states that they will partner with an organization for training their volunteers in peer support model but did not state who that would be.
4. Meets requirements
5. Meets requirements
6. Meets requirements
7. Meets requirements

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

1. Bidder references an individualized assessment to identify needs and appropriate referrals for participants that receive recovery coaching- could impact peer fidelity

**I. Reports**

1. Meets requirements
2. Meets requirements

**2. Staffing**

- a. Attachment 11 does not include recovery coaches or have a requirement of lived experience for any position.
- b. Bidder states that subcontractor, HA to provide recovery coaches, will enter a formalized partnership structure that includes case reviews. Case reviews would be outside of peer support fidelity.
- c. Attachment 12 - In previous sections of this proposal, the bidder stated that they hoped to increase RCS upon award, however the staffing plan did not include details for recovery coach(es) position.

**3. Implementation - Work Plan**

- a. Meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/20/2025, 5/21/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                         |
|                                                                         | <ul style="list-style-type: none"><li>• Parent agency has been in place since 2015</li><li>• Recovery center was opened in April 2023</li><li>• Welcomes children to most staff facilitated groups</li><li>• Projects to address Substance Use Education and Stigma Reduction</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                         |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                        |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                         |
|                                                                         | <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                              |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                         |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                        |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                         |
|                                                                         | <ul style="list-style-type: none"><li>• Provided profit and loss form for 2022, 2023, and 2024</li></ul>                                                                                                                                                                                |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                         |
|                                                                         | <ul style="list-style-type: none"><li>• Provided Certificate of Liability Insurance dated 3/20/2025 with an expiration date of 1/9/2025</li></ul>                                                                                                                                       |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                               | <ol style="list-style-type: none"><li>1. 15 Tannery St, Norway. Open Monday through Friday from 8am to 4pm. Drop in hours for participants is 11 am to 3pm with additional services and events offered outside of these hours.<br/>Plans to extend drop-in hours to 40 hours per week</li><li>2. Meets requirements</li><li>3. Determined during initial conversation, reports that most participants self-identify after being informed about who the center is designed to support. Reports that clarifying questions are asked if participant does not independently self-identify.</li><li>4. Meets requirements</li><li>5. Reports all services are free<br/>Reports that board members includes people in recovery along with other partners<br/>Unclear is the board is at a minimum 51% people who self-identify as in recovery</li><li>6. Plan includes financial and legal consult to ensure compliance</li><li>7. a. Meets requirements</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/20/2025, 5/21/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

b. Provided detailed plan on what the Recovery Coach Coordinator does to ensure coordination of staff and services

c. Meets requirements

**B. Recovery Support Services**

1. Meets requirements

2. Provided detailed description of how they will meet requirements

3. Provided detailed plan on how they coordinate programming including input from participants, advisory boards, community meetings, and external partner input  
Provided information on how staff assist with coordinating programming but unclear how the bidder will coordinate staff.

4. Designated as a Recovery Friendly Workplace

5. a. Meets requirements

b-e. States that they will assist with accessing these services, unclear on how they plan to accomplish this

f. Recovery Center Coordinator is a member of the local treatment court team

g-h. States that they will assist with accessing these services, unclear on how they plan to accomplish this

6. Meets requirements

**C. Record Management Requirements**

1. Plans to use tool provided by Maine's Recovery Hub for tracking

2. Meets requirements

3. Bidder reports that they will write policies to comply with State and Federal laws

4. Bidder reports that they will write policies to comply with State of Maine IT-Service Contract requirements

**D. Center Website Requirements**

1. a. Will be creating a website dedicated to the center

Bidder has mobile friendly directories to assist participants with finding national, virtual meetings and easy access to the bidder's website, social, media, and events listings

b. Embedded Google calendar will be used to list available services

c. Meets requirements

2. Meets requirements

3. Meets requirements

4. Meets requirements

5. Meets requirements

**E. Services to be Provided to Participants**

1. Trained in requirement training and additional trainings including Adult and Youth Mental Health First Aid

2. Meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/20/2025, 5/21/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

3. Meets requirements
4. Provided a detailed description of facilitated groups, workshops, and activities including those for families and people who are incarcerated
5. Meets requirements  
Will use peer led guidance and works with a local University for program evaluation
6. a. Discusses Rights of Recipients including time for questions and examples of how the center upholds these rights  
b. Unclear if they discuss how to access phone or online Recovery Support Services at the center
7. Created a slide show training that covers education requirements, plans to submit for Department approval  
Provided a plan for each requirement
8. Meets requirements
9. Provided detailed plan

**F. Staffing Requirements**

1. Meets requirements
2. Meets requirements  
Recovery Coach Coordinator will build strong, trust-based relationships with participants
3. Meets requirements
4. Will keep all certification tracking tools and certification in coach files.  
Plans to use written policies and staff support/relationships to ensure coaches stay on track and feel confident
5. Meets requirements
6. Provided a plan that includes the Recovery Coach Coordinator meeting with coaches who are struggling with certification to assist with problem solving and providing additional support
7. Unclear is bidder will provide Coachervision or if it will be completed by another agency and monitored by bidder

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Provided plan  
Bidder reports that they have successfully completed similar requirements for other grants

**H. Performance Measures**

1. Meets requirements

**I. Reports**

1. Meets requirements
2. Meets requirements



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/20/2025, 5/21/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

**2. Staffing**

- a. Recovery Coach Coordinator and Recovery Center Coordinator will be a combined role  
Includes registration and certification requirements with required time frames in job descriptions
- b. None indicated
- c. Meets requirements

**3. Implementation - Work Plan**

- a. Meets requirements

**Part IV, Section IV. Cost Proposal and Budget Narrative**

-

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/14/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Programs/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• The Hills was founded in 2023, dedicated hub for free recovery services. WMARI leads Project Savme; and a consortium, expansive coalition of partners. 3 projects outlined</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• none</li></ul>                                                                                                                                                                       |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Included – appears too brief</li></ul>                                                                                                                                               |
| <b>4. Litigation</b>                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• none</li></ul>                                                                                                                                                                       |
| <b>5. Financial Viability</b>                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• 3 years included, appear to be operating at a loss in 2024</li></ul>                                                                                                                 |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• included</li></ul>                                                                                                                                                                   |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ol style="list-style-type: none"><li>1. Staff coverage from 8 to 4pm, Mon-Fri; with drop-in hours 11-3pm Mon-Fri. Bidder proposes to expand drop in hours if grand awarded</li><li>2. met</li><li>3. participant self identity is on at will basis, with all welcome. During first contact interview, participant option to voluntarily disclose</li><li>4. diversity of recovery options and experiences is part of staff training; and included in their Recovery Coach manual.</li><li>5. Services are always free. The board and the PAC monitor the lived experience criteria</li><li>6. Compliance ensured by 3<sup>rd</sup> party accounting service</li><li>7. Through a structured peer-led approach, trained RCC oversees daily operation. All new staff attend structured orientation</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>1. Wide range of groups exist, conducted in person and on web platforms; phone support too</li><li>2. Outreach achieved through educational presentations, and participating in public events</li><li>3. Program planning, guided by staff and participant input; PAC play crucial role in shaping programming</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/14/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Programs/OBH

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>4. Peer staff and volunteers aid with resume development, offer access to computer lab; staff act as resource broker</li><li>5. Thru provided individual support, aid in finding resources; warm referrals</li><li>6. Initial orientation within first 30 days, attachment included</li></ol> |
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| <b>C. Record Management Requirements</b> |
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| <ol style="list-style-type: none"><li>1. Partner with CCI and PCM to gather data; plan to purchase HER with grant award</li><li>2. met</li><li>3. met</li><li>4. met</li></ol> |
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| <b>D. Center Website Requirements</b> |
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| <ol style="list-style-type: none"><li>1. Currently have WMARI website; dedicated Hills website under development</li><li>2. met</li><li>3. met</li><li>4. met</li><li>5. met</li></ol> |
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| <b>E. Services to be Provided to Participants</b> |
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| <ol style="list-style-type: none"><li>1. Specific training, supervision and accreditation, CCAR at PRCC; Recovery Coaching manual containing SOP and P&amp;P</li><li>2. Recovery coaches are trained in protocol, reviewed monthly. MGMT support not detailed</li><li>3. Recovery capital prioritized in coaching model, thru tools and conversation. Conduct BARC10 monthly to track progress</li><li>4. Regular group offerings include multiple pathways and 4 pillars of recovery. Hosting workshops, classes and events</li><li>5. Support provided thru 1on1 coaching, at dropin hours and peer led groups</li><li>6. RCC ensures all new participants receive orientation within their first 30 days</li><li>7. Met - attached</li><li>8. Met - attached</li><li>9. By tracking budget categories</li></ol> |
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| <b>F. Staffing Requirements</b> |
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| <ol style="list-style-type: none"><li>1. Hiring practices aligned with the specific criteria, with job descriptions</li><li>2. met</li><li>3. actively engage in the community, seeking those with lived experience</li><li>4. internal procedure to ensure compliance</li><li>5. structured tracking and ongoing engagement with staff</li><li>6. thru consistent oversight and individual support</li><li>7. met</li></ol> |
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| <b>G. Reporting/Site Review Requirements</b> |
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/14/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Programs/OBH

|                                      |
|--------------------------------------|
| 1. met<br>2. met                     |
| <b>H. Performance Measures</b>       |
| 1. met                               |
| <b>I. Reports</b>                    |
| 1. met<br>2. met                     |
| <b>2. Staffing</b>                   |
| a. met<br>b. met<br>c. met           |
| <b>3. Implementation - Work Plan</b> |
| a. met                               |

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|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/22/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Indicates staff and leadership have lived experience</li><li>• Founded as a nonprofit in 2015 with Center opening in Norway in 2023</li><li>• Agency leads multi-faceted coalition including local hospital, Sheriff's department, other recovery providers, local healthy community coalition, local school</li><li>• Governance structure includes peer advisory council comprised of individuals with lived experience who help shape and evaluate programming</li><li>• Executive Director's background includes Harm Reduction, SUD prevention, treatment, recovery data and grant management</li><li>• Current operations funded by competitive federal grant</li><li>• Executive Director is a Recovery Coach in recovery</li><li>• Indicate deep commitment to DEI, evidenced by Code of Ethics and Disparities Impact Statement included in federal implementation grant application</li><li>• Families and children welcome at many events and groups to reduce barriers for families</li><li>• Provides multiple examples of groups and activities offered</li><li>• Includes reference to using data to assess and improve service delivery</li><li>• Project 1 – The Hills Recovery Center – recovery supports - relevant</li><li>• Project 2 – Recovery education and stigma reduction activities</li><li>• Project 3 – Recovery Outings - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Submitted profit/loss/balance sheets for 2022, 2023, and 2024 prepared by a tax firm</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Expired 1/9/25</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

| Part IV, Section III Proposed Services |
|----------------------------------------|
| Part II                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/22/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

**A. Recovery Support Center (Center)**

1. 15 Tannery Street in Norway  
Plan to expand to 40 hours if awarded
2. Commits to meeting requirements for insurance
3. Indicates self-report is codified in enrollment and eligibility policy continued in agency's recovery coaching handbook  
Process for engaging participants meets requirement
4. Response demonstrates a thorough understanding of an all pathways approach to recovery, codified in agency's recovery coaching handbook policy and reinforced through training.
5. Response indicates two (2) mechanisms for governance:  
A – board of directors who hold fiduciary and administrative oversight, which includes but is not limited to, individuals in recovery, and:  
B – Peer Advisory Council – all individuals in recovery who support Center practices and programming
6. Plan to develop policies to support meeting this requirement  
Plan to continue tax firm and legal council to support meeting this requirement
7. Recovery Center Coordinator responsible for day-to-day operations, recovery coaching, and volunteer management including group facilitations  
Orientation process, reflected in policy manual, are updated regularly to reflect evolution of best practices

**B. Recovery Support Services**

1. Services include groups, skill building workshops, and 1-on-1 supports – available both by appointment and drop-in – available by phone, in person, and online  
Support available to participants in accessing internet access through partnership with community concepts  
Center leadership participant in County digital coalition to support accessibility  
The center will zoom accessible groups for individuals incarcerated at Oxford County Jail and participants at
2. Narrative and plan in attachment 7 are detailed and include extensive in-person outreach processes, methods, and activities.  
Plan includes use of multiple media formats for outreach and engagement  
Plan includes focus on lived experience through trained peer support positions, sensitivity to language used and stigma
3. Indicates participant-centered approach to programming, which includes Peer Advisory Group, participant surveys and evaluation  
Provider hosts monthly community coalition meeting for input/feedback  
Coordination of external partners for additional support, both at the Center and as warm hand-offs, that complement peer model

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/22/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

4. Staff and volunteers to directly support workplace readiness  
Partnerships through Recovery Friendly Workplace, UMaine Augusta New Ventures program, Careers with a Purpose, and Associates for Training and Development
5. Provider delivers peer support services to regional treatment court and maintains working relationship with county jail  
Provider part of local coalition that has established recovery funds in support of participant needs
6. Incorporates Employee Handbook and Recovery Coaching guide to facilitate orientation  
Narrative response and plan included as attachment 8 demonstrate knowledge of peers principles

**C. Record Management Requirements**

1. Currently working with USM/Catherine Cutler Inst for data collection and reporting  
Plan to transition to RDP if awarded
2. Met requirement
3. Met requirement
4. Met requirement

**D. Center Website Requirements**

1. Plan to develop website dedicated to Center  
Uses LinkTree and FindMeetingsNow to support additional access to online resources for individuals in and seeking recovery
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Response demonstrates knowledge of recovery coaching and peer principles
2. Met requirement
3. Plan to use Brief Assessment of Recovery Capital (BARC) to assess progress towards goals and areas meeting additional support
4. Includes reference to regular groups and frequent activities  
References ad-hoc workshops and training on a variety of topics
5. Includes plan for variety of activities, support groups, and peer guidance  
Recovery Lead role for participants – stipend available for participants who take active roles in planning/coordinating activities  
Activities and community service opportunity to be coordinated in partnership with local organizations  
Collaborations with FedCAP and Volunteers of America  
Partnership with Catherine Cutler Institute to evaluate impact on peer support – indicated 73% of respondents said The HILLS helped them with social activities and

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INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

events, 73% identified connection to community resources, and 67% reported participation in support groups.

When asked to rate the importance of The HILLS' services on a scale of 1 to 10, 90% of respondents gave a 10 out of 10

6. Recovery Coach Coord will be responsible for ensuring all participants receive orientation

Orientation includes the option to sign up for text updates of center services/groups/activities

Response describes orientation process as ongoing and layered, demonstrating knowledge of relational, trauma-informed and person centered approaches

7. Presentations are designed to be modular and easily flexible/adaptable to the audience  
Narrative and plan included in attachment 9 include relevant topics and audiences  
Detailed response

8. Center offers Open Saturday event series  
Connects with local activities organizers

9. Met requirement

10. Plan to use other funding sources and local collaborations to cover costs of activities

#### **F. Staffing Requirements**

1. Response demonstrates commitment to lived experience
2. Met requirement
3. Three (3) current peer support staff are former participants, having volunteered prior to hire
4. Internal policies and processes in place to meet this requirement
5. Center offers coaches flexible schedules to increase accessibility to both coaching services and training/continuing education
6. Met requirement
7. Met requirement

#### **G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

#### **H. Performance Measures**

1. Met requirement

#### **I. Reports**

1. Met requirement
2. Met requirement

#### **2. Staffing**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/22/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

- |                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Responsibilities and minimum qualifications included for each position</li><li>b. Indicates none</li><li>c. Staffing plan calls for 3.75 FTE funded by this proposal –<br/>Includes staffing for Center using funds from other sources</li></ul> |
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| <b>3. Implementation - Work Plan</b> |
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| <ul style="list-style-type: none"><li>a. Implementation plan shared in time-bound format, indicating each goal and the person responsible<br/>Gantt chart preceded by activities list indicating goals, action steps, brief description of activities, person responsible, and start date</li></ul> |
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| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
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|---------------------------------------------------|
| <ul style="list-style-type: none"><li>•</li></ul> |
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/14/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Founded in 2015, Recovery Center established in 2023</li><li>• States Bidder has experience building and leading diverse coalitions and managing multi-year state awards,</li><li>• States bidder has staff and leadership with lived experience</li><li>• Board includes broad professional representation with relevant experience of substance use – also has a stipended Advisory Board</li><li>• States deeply committed to DEI – staff oriented around Code of Ethics including DEI during on-boarding and indicates will continue to expand DEI training for staff, conducted disparities impact statement as part of a federal award, states services are designed ot be culturally responsive</li><li>• Partners closely with many local institutions</li><li>• Indicates they collect and adjust programming in accordance to evaluation data as part of an evaluator process</li><li>• Includes 3 highlight relevant projects:<ul style="list-style-type: none"><li>○ RCORP grant to launch recovery center and build consortium and local network of supports</li><li>○ Community SUD education and stigma reduction efforts, including presence at High School and various community events</li><li>○ Recovery nature outings for people with substance use disorder and their loved ones</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• N/A</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Provided financial statements for 2022, 2023, 2024</li><li>• Substantial increase in gross income and assets between 2022 and 2023 largely related to Grant income, raises questions over mix of funding streams and over-reliance on a single stream</li><li>• Total income for 2022 \$72k, net of \$1k; 2023 \$369k, net of \$43k; 2024 \$429k, net of - \$282</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 5/14/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

- Growth of equity/cash between 2022 and 2023
- No indication financial statements were reviewed by a CPA or other financial professional

**6. Certificate of Insurance**

- Certificate of liability insurance indicates that policy expired in January of 2025

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Center currently open 40 hours/wk however drop-in hours are only 20 hours/wk. States intent to increase drop-in hours to 40 hours/wk if awarded.
2. States intent to achieve and maintain compliance with insurance requirements indicated in Maine IT-Service Contract
3. Met requirement
4. Met requirement
5. Met requirement
6. States intent to achieve and maintain compliance with federal, State, and local laws
7. Met requirement

**B. Recovery Support Services**

1. Met requirement
2. Outreach and engagement plan attached. Includes detailed list and description of outreach and engagement strategies ranging from community-based education, school engagement, harm reduction outreach, peer-led initiatives, stakeholder collaboration, and community engagement as well as a comprehensive description of virtual outreach tools
3. Provides a detailed description of how program planning and coordination is informed by feedback from multiple sources, including Participants and the community, reflecting a commitment to the value of lived experience. Does not address how staff and programming will be coordinated beyond planning and referencing coordinating with external groups.
4. Met requirement
5. Met requirement
6. Provides a detailed description of how staff and volunteers will receive orientation and ongoing training, including all of the required areas. Training curriculum integrates cultural humility, which represents more up-to-date framing than cultural competency. Center Staff and Volunteer Training and Orientation Plan provided. Attachment lacks detail on what is included in trainings.

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Met requirement
2. Indicates intent to comply with MaineIT policies surrounding risk assessment and vulnerability scanning
3. Indicates intent to comply with state and federal laws regarding the protection of confidential information
4. States intent to comply with IT-Service Contract provisions concerning confidentiality

**D. Center Website Requirements**

1. Provides a detailed description of various virtual tools used to communicate available services/events
2. References established policies that guide use of digital and virtual assets. Indicates intent to align existing policies with State's Social Media for State Business Policy.
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Provides description of how Recovery Coaches will be trained, however does not explore how Recovery Coaching Services will be offered
2. Response pertains only to Participants availing themselves of Recovery Coaching services but does not extend to other Participants
3. Uncertain whether response pertains to all Participants, or predominantly to Recovery Coaching services.
4. Met requirement
5. Met requirement
6. Provide conversational overview as part of Participant orientation and connect to valuable Participant resources. Approach orientation as an ongoing layered process.
7. Describes a custom made and customizable training Bidder intends to submit for Department approval that covers the relevant areas. Indicates that this training is delivered multiple times per quarter to a variety of audiences. Quarterly Training plan is included. Training plan includes particular target audiences for each quarter and topics to be covered with those audiences.
8. Provides impressive list of varying pro-social offerings and how opportunities for community contribution are integrated into these offerings and other public-facing events in which Bidder is involved. Recreational and social events plan attached.
9. Met requirement

**F. Staffing Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 5/14/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Met requirement
2. Response lacks detail. Indicated that the Recovery Coach Coordinator will fulfill these functions but does not explore how.
3. Met requirement
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response focuses on data collection and does not address how performance measures will be met

**I. Reports**

1. Provided detailed response regarding how they will track and record all data/information
2. Provided detailed response regarding how they will submit all reports in a timely manner

**2. Staffing**

- a. Job descriptions included, covering all relevant details. Recovery Coach Coordinator and Recovery Center Coordinator are combined.
- b. No subcontracts/consultants identified
- c. Staffing plan is included. Includes 3.75 FTE including 1.5 FTE Recovery Coaches.

**3. Implementation - Work Plan**

- a. Detailed work plan attached including core activities and steps to accomplish activities and timeline grid.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Overall cost proposal of \$530,726, appears reasonable for services to be delivered – over 100% of their annual budget at it's peak in 2023
- Includes \$386,880 in salaries, no credentials listed in personnel section. Fringe of 20% including health/dental
- \$7,500 included in budget to make custom Narcan emergency kits, at \$75/per kit
- 15% indirect expenses, \$79,609, when ED salary and occupancy already included in budget

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/21/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Western Maine Addiction Recovery Initiative founded in 2015 with The HILLS Recovery Center established April of 2023</li><li>• WMARI leads Project SaveME, a HRSA-funded consortium established through the Rural Communities Opioid Response Program (RCORP) in 2022 with seven core agencies.</li><li>• Active board of directors with broad experience in SU and a Peer Advisory Council who are all people in recovery and local community members.</li><li>• Executive Director has extensive experience in healthcare, nonprofit leadership, and fiscal management of large-scale grants</li><li>• Deep commitment to DEI through Code of Ethics, development of Disparities Impact Statement, and commitment to further related trainings.</li><li>• Understating of barriers related to rural areas and active work to support practical solutions</li><li>• Cultural competence minimally addressed.</li><li>• Described 3 projects, all relevant to this RFP</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Meets requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Bidder provided P&amp;L and balance sheet for years 2022, 2023 and 2024. Appears to demonstrate financial viability.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Provided certificate of liability insurance, expired 1/9/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

| Part IV, Section III Proposed Services                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                             |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>1. Presently operates The HILLS Recovery Center located at 15 Tannery Street in Norway, Monday through Friday, staffed 8am to 4pm with drop-in hours for participants from</li></ul> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/21/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

11am to 3pm. Additional evening and weekend availability as staffing allows. With additional funding, plans to expand drop-in hours to 40 hrs per week.

2. Meets requirements
3. Participant eligibility is determined through conversations with center staff and self-identification
4. Meets requirements
5. Bidder states services are free of charge. Bidder did not state the lived experience composition of WMARI BOD, but does have a Peer Advisory Council that is exclusively people with lived experience.
6. Agrees to comply, states they have ongoing service relationships for tax and legal services.
7. Uses an informal evaluation of needs, personality, and goals to facilitate RC matching, offers mix of staff-led and peer-led offerings, as well as participant-led meetings, New staff and volunteers receive a structured orientation including policies, participant engagement practices, recovery language, and expectations related to confidentiality and inclusivity, Participants receive orientation during first visit, which including available services, the role of peer support, and guidelines for maintaining a welcoming and respectful space.

**B. Recovery Support Services**

1. Recovery support services include one-on-one recovery coaching, facilitated groups, skill-building workshops, and informal peer support available in person, telephonically and secure web-based. P- RC service centers around building recovery capital through empathetic conversations that incorporate motivational interviewing techniques. P- Drop in availability of informal peer support offers low barrier connection and support. P- has been able to support participants in receive devices and low-cost internet to access virtual support options relevant to the rural community. P-offers online, weekly women's group and facilitates a SMART Recovery meeting via Zoom for individuals incarcerated at the Oxford County Jail and to Oxford County Drug and Treatment Court.
2. Attachment 7 provided a detailed plan.
3. Bidder provided a detailed response centering lived experience through input from their Peer Advisory Council and multiple mechanisms for participant feedback as well as Community Health Needs Assessment (CHNA) and the Maine Integrated Youth Health Survey (MIYHS)
4. Staff, computers, and printers are available to support participants in resume development, job searches and mock interviews. Partners with New Ventures Maine, Careers with Purpose, and Recovery Friendly Workplace Maine, referrals to Maine Department of Labor's Vocational Preparedness programs- plans to expand these efforts with award.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/21/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

5. P- Bidder notes assistance to access community supports is trauma-responsive. P- Established recovery assistance funds to support unmet financial needs. Strong partnerships for housing needs and justice system navigation.
6. Ongoing training is offered quarterly and includes monthly supervision as well as bi-weekly Coachervision sessions. Internally developed Employee Handbook and Recovery Coaching Manual that are utilized during orientation. Did not specifically reference ongoing training for trauma-informed approaches or DEI.

**C. Record Management Requirements**

1. Meets requirements
2. Meets requirements
3. Agrees to comply
4. Agrees to comply

**D. Center Website Requirements**

1. Intends to develop stand-alone website and has started that process with a developer. Current calendar offers embedded Google calendar that notes in-person, virtual, phone-based and hybrid options. WMARI LinkTree and FindMeetingsNow option supports participants in connecting to local, national and international meetings and a QR codes to these directories is frequently printed and distributed. P- Uses Meeting Owl for high quality virtual meeting option.
2. Meets requirements
3. Meets requirements
4. Meets requirements
5. Meets requirements

**E. Services to be Provided to Participants**

1. Staff and volunteer recovery coaches complete RCA and Ethics, additionally Motivational Interviewing, Adult Mental Health First Aid, Youth Mental Health First Aid. Participants self-refer for coaching, scope of the coaching role is explained, Initial Recovery Plan is developed within the first or second meeting, frequency and duration of sessions is up to the participant- P- this approach aligns with self-direction and trauma-informed practices.
2. Meets requirements
3. Meets requirements
4. Offers a wide variety of appropriate groups facilitated by trained staff or volunteers with lived experience who receive support and supervision. Additional classes, workshop and events are held on core topics such as healthy communication, navigating family dynamics in recovery, trauma and ACEs, and recovery-supportive relationships
5. Participants are introduced to mutual aid and recovery support groups through both referral and direct engagement. P- Participants are invite to attend, facilitate or organize activities or contribute in ways that align with their interests and readiness. P- offers



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/21/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

stipends for Recovery Lead roles for participants to build confidence and leadership skills. P- Offers service placements through FedCAP and Volunteers of America. Program evaluation is provided in partnership with Cutler Institute.

6. Guided, conversational overview of orientation materials provided by staff. Text messaging service and monthly newsletter is offered with consent. P- discussing process for requesting a recovery coach includes how to request to work with someone different if it ends up not being a good fit. Follow up conversations ensure that 211, peer support line and crisis information is accessible for participants who may struggle to retain this information presented at initial orientation. P- Staff are trained to approach orientation as an ongoing, layered process, revisiting and reinforcing information over time.
7. Provided detailed plan in Attachment 9.
8. Events are facilitated by recovery coaches and peer supporters. Monthly family-friendly events. P- developing leadership skills, contributing to the greater good, and challenging stigma through visible and active community involvement were stated as key pieces of volunteering at large scale events.
9. Meets requirements

**F. Staffing Requirements**

1. Bidder gave concise response that meets requirements, job descriptions include lived experience.
2. Meets requirements
3. Three current peer supporters were center participants, demonstrating intentional support to move towards paid roles. Emphasis on leadership development. PAC supports recruitment.
4. Meets requirements
5. Strong documentation and tracking measures. Flexible support options help to make required practice hours accessible. Efforts to keep recently trained coaches that may not be pair with a recoveree engaged in programming and aware of potential matches.
6. Meets requirements
7. Meets requirements

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

1. Meets requirements

**I. Reports**

1. Meets requirements
2. Meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 2

**BIDDER NAME:** WMARI/The HILLS Recovery Center

**DATE:** 5/21/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                          |
|----------------------------------------------------------------------------------------------------------|
| <b>2. Staffing</b>                                                                                       |
| a. Detailed job descriptions provided in Attachment 11<br>b. None<br>c. Attachment 12 meets requirements |
| <b>3. Implementation - Work Plan</b>                                                                     |
| a. Provided a very detailed work plan in attachment 13                                                   |






|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/2025, 5/29/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Been running a Recovery Center in Lincoln County since 2018 and in their current location since September 2023</li><li>• Lincoln County Center is run by a former Recovery Coach from Bidder's other Recovery Center location</li><li>• Runs Recovery Centers in Bath (since 2018) and Portland (since 1996)</li><li>• Bidder has developed a Harm Reduction program, food and outreach program, and recovery centered housing program.</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Will subcontract with a public engagement firm that works in social issues and anti-stigma</li></ul>                                                                                                                                                                                                                                                                                                                                              |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Reader is unclear on who will be working on this project</li></ul>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Provided audited forms for FY 22, FY 23, and FY 24</li></ul>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                         | <ul style="list-style-type: none"><li>• Provided Certificate of Liability Insurance that expires 7/1/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                                       |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                               | <ol style="list-style-type: none"><li>1. 3 Hall St, Newcastle, ME. Operates 40 hours per week and plans to expand events to evenings and weekends</li><li>2. Meets requirements</li><li>3. Uses self-reporting through a kiosk and direct dialogue to determine eligibility</li><li>4. Meets requirements but lacks detail on how they accomplish this</li><li>5. Meets requirements</li><li>6. Reports that they have been meeting this requirement for five years and plans to continue meeting it</li><li>7. a. Mentions an expanding menu of group offers<br/>Unclear on how they will meet this requirement<br/>Does not appear to mention Peer Recovery resource connections</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/2025, 5/29/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

- b. Lacks detail on how they will meet this requirement
- c. Meets requirements

**B. Recovery Support Services**

1. Meets requirements
2. Plan provided includes current partnerships and several programs the bidder assists with but does not include outreach and engagement activities that will be provided by the bidder  
Plan appears to request that funding for their Bath Recovery Center end and that all funding be provided to the Newcastle center with a plan to continue engagement efforts on the Bath area
3. Focuses on trauma informed care and how the bidder will train staff and provide accommodations such as small group sizes for those with co-occurring concerns.  
Lacks detail on how they will coordinate staff and programming for all other participants
4. Proposed to provide a bi-weekly Employment Opportunity Hour and regularly scheduled Career Fairs  
Meets requirements
5. a. Full time Housing Navigator on staff  
Has a recoveree emergency fund through the Lincoln County Opioid Settlement funds that is used for one time emergency support for basic needs  
e. Bidder has a van that can be used for limited transportation needs  
Plan lacks detail for all other areas in this section
6. Meets requirements

**C. Record Management Requirements**

1. Will utilize RDP
2. Meets requirements
3. Meets requirements
4. Meets requirements

**D. Center Website Requirements**

1. Plans to meet requirements
2. Plans to meet requirements
3. Plans to meet requirements
4. Plans to meet requirements
5. Plans to meet requirements

**E. Services to be Provided to Participants**

1. Meets requirements
2. Lacks detail on how they will work with all participants on problem solving  
Unclear if Recovery goals and Recovery Action Plans will only be used with Participants engaged in formal coaching or all Participants

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/2025, 5/29/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

3. Meets requirements
4. Shared a few groups that are already running and included a few proposed groups to assist in meeting this requirement.  
Unclear if these groups will assist with work life topics
5. Meets requirements
6. Unclear when orientation will happen  
Does not appear to mention the Warm Line
7. Plans to meet this requirement  
Will offer United Parents in Recovery and monthly "parent mingles"
8. Hosted an overnight hiking and camping event for families in 2024  
Meets requirements
9. Plans to continue utilizing donations for these events

**F. Staffing Requirements**

1. Unclear how the bidder plans to meet this requirement
2. Lacks detail on how they plan to meet this requirement
3. Meets requirements
4. Meets requirements
5. I- Will put emphasis on hiring fully certified coaches but will work with coaches to get certification if they do not already have it
6. Unclear who they will assist with maintaining registration/certification
7. Meets requirements

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

1. Lacks detail, agrees to meet requirements but does not provide a plan on how

**I. Reports**

1. Lacks detail, agrees to meet requirements but does not provide a plan on how
2. Lacks detail, agrees to meet requirements but does not provide a plan on how

**2. Staffing**

- a. Provided job descriptions for Center Coordination, Recovery Coach Coordinator, and Recovery Coaches  
None of the job descriptions appear to include lived experience as a requirement
- b. Meets requirements
- c. Lacks detail

**3. Implementation - Work Plan**

- a. Lacks detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/19/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• A DHHS contracted Recovery Community Center since 2018; they have developed programming for harm reduction, housing, recovery coaching, and food/shelter. 3 projects met</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Studio B</li></ul>                                                                                                                                                                 |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• included</li></ul>                                                                                                                                                                 |
| <b>4. Litigation</b>                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Included - none</li></ul>                                                                                                                                                          |
| <b>5. Financial Viability</b>                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Met 3 years included 22,23 2024 positive bottom line</li></ul>                                                                                                                     |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• included</li></ul>                                                                                                                                                                 |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ol style="list-style-type: none"><li>1. Commit to continuing 40 hrs per week, goal to expand to nights and weekends</li><li>2. met</li><li>3. utilize a check-in kiosk with RDP interface, to allow self identity, along with direct dialog between staff and guest</li><li>4. commit to all pathways in recruiting and hiring staff, groups and events, for all recoverees</li><li>5. all services are free, agency bylaws direct majority with lived experience</li><li>6. met</li><li>7. thru daily supervision and training of staff and volunteers. Orientation held for recoverees and new participants</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"><li>1. Trained recovery coaches providing 1on1 support, telephonically and on social media</li><li>2. Met-attached-collaboration with other agencies, and participating in community events</li><li>3. The staff are trained and supported to guide and mentor; group sessions are adapted to SUD programming</li></ol>                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/19/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

4. Expand employment focused opportunities, host bi-weekly Employment Opportunity Hour; provide job training and skill building, provide computer access
5. Acting as resource navigators, programming, and emergency crisis funds
6. Training – met- attached: comprehensive orientation and training, for all new team members and staff

**C. Record Management Requirements**

1. Continue to utilize RDP platform, tracking from referral to discharge
2. met
3. encryption of sensitive data, and multi factor authentication
4. creation of policies and practices to ensure compliance

**D. Center Website Requirements**

1. Currently, Facebook page provides info; using social media for community engagement; website launch planned
2. Met- appear to understand compliance measures
3. Met-plan to implement strict protocols
4. met
5. met

**E. Services to be Provided to Participants**

1. By providing trained recovery coaches and facilitated groups; setting individual goals
2. Utilizing RAP Recovery Action Plan, as centerpiece of working relationship with participants
3. Coaches guide recoverees thru resources
4. Offer broad range of facilitated groups
5. Recovery coaches serve as mentors, guiding participants thru local and virtual support groups
6. New participants are provided with info and recovery coach options
7. Met-attached
8. Met-attached
9. By budget monitoring and seeking in-kind and funded support

**F. Staffing Requirements**

1. Propose new staffing model, focus on recruitment
2. Presenting clear outline of duties and responsibilities – too brief
3. Establishing clear criteria, focused recruitment
4. Verification and tracking
5. met
6. met
7. met

**G. Reporting/Site Review Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/19/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                                                |
|----------------------------------------------------------------|
| 1. met                                                         |
| 2. met                                                         |
| <b>H. Performance Measures</b>                                 |
| 1. met                                                         |
| <b>I. Reports</b>                                              |
| 1. met                                                         |
| 2. met                                                         |
| <b>2. Staffing</b>                                             |
| a. met                                                         |
| b. met                                                         |
| c. met                                                         |
| <b>3. Implementation - Work Plan</b>                           |
| a. met                                                         |
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Bidder indicates incumbent provider of the services requested in this RFP since 2018</li><li>• Centers operated in Bath, Boothbay Harbor, and New Castle (current location in Lincoln County)</li><li>• The provider also operates harm reduction and supported housing programs, along with recovery coaching at the Cumberland County Jail</li><li>• Response indicates that advancing diversity, equity and inclusion is central to the agencies' mission</li><li>• Project 1 – Lincoln County Recovery Center – relevant</li><li>• Project 2 – Bath Recovery Center – relevant</li><li>• Project 3 – Portland Peer Recovery Center - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Studio B – art/public engagement related to addiction</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Enterprise-wide org chart provided. Project is included, but the only staff member involved in the project is the lead.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Provider submitted financial statements for 2022, 20223, and 2024 which appear to demonstrate financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Provided and valid</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ol style="list-style-type: none"><li>1. Center location reported as 3 Hall St, Newcastle<br/>Response indicates the center currently operates 40 hours per week, Mon-Fri, but no specific hours reported<br/>Indicates plan to expand hours to include nights and weekends to meet community needs</li><li>2. Commitment to continuing to meet this requirement</li><li>3. Plan to continue meeting this requirement.</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

4. Plan to continue offering support for participants in long-term recovery as well as offering harm reduction support and safer use strategies. Response provides little detail about accomplishing this goal.
5. Response indicates agency by laws mandate 51% of board members identify as having lived experience
6. Response indicates commitment to meeting this requirement without offering further detail
7. Response indicates a commitment to meeting this requirement through groups facilitated by staff and outside partners and recovery coaches  
Includes sample of current group offerings which meet requirements  
Indicates new participants are asked to attest to reading and understanding Rights of Recipients  
Indicates the recovery coach matching process, discussed during participant orientation, includes the option to identify personal preferences and meet with multiple coaches before selecting a coach

**B. Recovery Support Services**

1. Response indicates recovery support to be delivered primarily by recovery coaches, both through one-on-on coaching support as well as through coaches facilitating groups and activities
2. Narrative response directs evaluator to attachment 7  
Plan in attachment 7 indicates several current partners including food banks, local schools, local PD, county jail, public health agencies, and local resource council  
Outreach plan indicates bidder is not requesting funds for Center they currently operate in Bath, but instead plans to focus on operations at Lincon County Center with expanded outreach and engagement efforts
3. Response indicates Recovery Coaches and staff will be trained in trauma-sensitive approaches, but little detail is given to operationalizing/programming
4. Response plans hosting bi-weekly employment support hour event and regular employment fairs
5. Bidder employs FT Housing Resource navigator at Center (funded through other sources)  
The center maintains a fund for emergency needs  
Response lacks detail
6. Narrative response directs evaluators to attachment 8, which contains staff and volunteer orientation plan

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Plan to continue using RDP platform
2. Met requirement
3. Met requirement
4. Met requirement

**D. Center Website Requirements**

1. Currently using dedicated FB page – plan to launch dedicated website  
Met requirement
2. Commits to meeting requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Plan to offer both paid and volunteer recovery coaches
2. Response identifies Recovery Action Plan as center of the recovery coach/recoveree relationship  
Response lacks detail
3. Response lacks detail
4. Groups facilitated by staff, volunteers, participants, and/or outside groups  
Participants collectively select groups – details on decision making process not provided  
Sample list of groups provided
5. Plan includes staff and volunteers providing guidance  
Response lacks detail
6. Orientation includes attestation that new participants received and understood rights of recipients  
Orientation process includes review of process to connect with Recovery Coach
7. Narrative response directs evaluator to attachment 9 – training plan  
Attachment 9 includes examples of training topics and audiences
8. Narrative directs evaluator to attachment 10  
Attachment 10

All activities designed to be inclusive and trauma-informed

Plan includes both center and community based activities

9. Met requirement

**F. Staffing Requirements**

1. Narrative response includes reference to satellite location in 4 towns for the first time in this proposal. Unclear how these location factor into proposal.  
Proposes the Recovery Coordinator to deploy coaches throughout the community, which is outside of the scope of this RFP  
Response lacks detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/28/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

2. Response lacks detail
3. Met requirement
4. Plan identifies Program Assistance position as lead for monitoring training and certification activities
5. Response indicates preference to hire fully certified Coaches, but willing to train qualified candidates
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Plan commits bidder to meeting requirements – little detail offered

**I. Reports**

1. Commits to meeting requirement
2. Commits to meeting requirement

**2. Staffing**

- a. Job descriptions shared for Recovery Center Coordinator, Recovery Coach Coordinator, and Recovery Coach – each include job duties and minimum qualifications
- b. Plan to work with Studio B – Art/recovery
- c. Staffing plan identifies planned operating hours as M-Th-10am-7pm, Fri 10am-8pm  
Staffing plan does not appear to identify total number of staff involved in this project

**3. Implementation - Work Plan**

- a. Implementation plan vague, provides little detail, includes four (4) six-month time-periods over the course of the initial period of performance

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Operated Recovery Community Center in Lincoln County since 2018</li><li>• Operates another RCC in Bath and Peer-Run Recovery Center in Portland</li><li>• Developed harm reduction programming, recover-centered housing, recovery coaching services in jail settings, emergency food and shelter programs</li><li>• Has set equity goals for board, leadership, and workforce that keep with diversity of communities served</li><li>• Part of MeHAF equity cohort</li><li>• Lacks detail regarding specific activities that address issues related to DEI and cultural competence and responsiveness</li><li>• Provided 3 highly relevant projects:<ul style="list-style-type: none"><li>○ 2 Recovery Community Centers</li><li>○ Peer Community-Center</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• One subcontractor identified, all required information provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Enterprise level organizational chart provided. Chart lacks detail regarding specific project.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Three years of audited financial statements provided</li><li>• Some minor fluctuation in net assets, minor negative net revenue 2022 and 2023, no obvious concerns over financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Valid certificate of liability insurance provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                        |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                            |  |
| <ul style="list-style-type: none"><li>1. Met requirement</li><li>2. Met requirement</li><li>3. Met requirement, utilizes kiosk for check-in</li></ul> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

4. Response lacks detail as to how Bidder implements it's commitment to All Pathways Towards Recovery beyond providing harm reduction services.
5. Met requirement, Per organizational bylaws this expectation applies to Board of Directors itself, Executive Director identifies as person in recovery
6. Response lacks detail as to 'how' Bidder will ensure facility maintains compliance with applicable laws
7. Met requirement

**B. Recovery Support Services**

1. Met requirement – response lacks detail as to how offerings will be provided
2. Outreach and engagement plan attached. Response does not meaningfully address how it will reach out to and engage with the community and prospective Participants beyond referral partnerships and “engag[ing] with local initiatives”
3. Minimally met requirement – response lacks detail, discusses three approaches broadly but does not explore in detail
4. Provides description of extensive employment supports they will provide, including partnering with DOL
5. Response lacks detail about how resource navigators will support access to the array of community supports indicated in the RFP. Response discusses complementary programming in support of meeting recoveree's needs, including housing supports and emergency funding.
6. Attachment 8 included. Discusses orientation in-depth including relevant areas identified in the RFP. Does not meaningfully discuss ongoing training opportunities.

**C. Record Management Requirements**

1. Met requirement
2. Met requirement
3. Bidder provides detailed description of confidentiality measures
4. Bidder provides detailed description of confidentiality measures in compliance with the State of Maine IT-Service Contract

**D. Center Website Requirements**

1. Bidder states commitment to meet expectations established in RFP
2. Bidder states intent to establish website in compliance with relevant State policies
3. Met requirement
4. Response lacks detail – indicates Bidder will establish procedures without further discussing how de-identification will be performed
5. Met requirement

**E. Services to be Provided to Participants**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Response lacks detail, does not discuss how services will be offered
2. Response lacks detail on how staff and volunteers will support the establishment of recovery goals and other tasks
3. Response lacks detail on how Bidder will assist Participants in building recovery capital
4. Met requirement
5. Met requirement
6. Response lacks detail – discusses what Participants will be oriented towards but not how
7. Attachment 9 included. Uncertain if many of the modules described constitute ‘Trainings’ as opposed to groups and events
8. Attachment 10 included. Provides a list of current and proposed offerings.
9. Met requirement

**F. Staffing Requirements**

1. Unclear how additional centers will be supported if Coordinator focuses specifically on LCRCC
2. Met requirement
3. Met requirement
4. Response suggests that Recovery Coaches may not meet these requirements initially upon deployment
5. Met requirement
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response minimally addresses data collection, but does not address how bidder will perform all services proposed to achieve performance measures.

**I. Reports**

1. Response does not describe how bidder will track and record necessary data
2. Response does not describe how bidder will ensure reports are submitted

**2. Staffing**

- a. Attachment 11 included. Does not include required qualifications for Recovery Coach Coordinator. Indicates that Recovery Coach Coordinator will complete CCAR after hire, and be providing Coachervision. This does not seem to represent sufficient experience in Recovery Coaching to provide Coachervision to other Coaches. No additional staffing indicated beyond Recovery Coaches and Coordinator roles.
- b. Met requirement, plans to subcontract with Studio B

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

|                                                                               |
|-------------------------------------------------------------------------------|
| c. Attachment 12 included. Staffing plan briefly describes each role's hours. |
|-------------------------------------------------------------------------------|

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
|--------------------------------------|

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Attachment 13 included. Provides cursory work plan. Does not describe particular implementation tasks to be completed, or person or position responsible for each task. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
|----------------------------------------------------------------|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Total bid is for \$565k, 20% of total budget</li><li>• This includes \$324k for salary, with 22% fringe</li><li>• Budget narrative does not include reference to Studio B, but does reference CPA, Technology services, and other services not referenced elsewhere in proposal and generally included in indirect</li><li>• \$91k allocated for indirect, 16% of overall program request</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>Bidder has operated center in Lincoln County since 2018. Open in current location since September 2023. Bidder has two additional recovery center locations and food/shelter support locations as well. Commitment to serving marginalized populations. Board composition, leadership and overall workforce structured to promote DEI. Member of the Maine Health Access Foundation's Health Equity initiative. Experience serving the needs of new Mainers. Submitted three projects, all relevant to this RFP.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>Studio B</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>Bidder provided org chart.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>Three years of CPS audit reports provided, appears to be financially viable</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>Provided, current.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ol style="list-style-type: none"><li>Located at 3 Hall St. in Newcastle, currently operates 40 hours per week, Monday-Friday. Response lacked details.</li><li>Met</li><li>Met</li><li>Response lacked detail. Did not define All Pathways or give clear examples of the types of support available beyond harm reduction access.</li><li>Stated that services are free to participants. Agency bylaws direct board composition to meet the 51% lived experience requirement. Board president in PWLE.</li><li>Response lacked detail.</li><li>A. No specific mention of support for affected others. Coordination process lacked details. B. Minimally addressed. C. Orientation process minimally addressed for</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

participants. Did not address orientation for staff or volunteers. P- Prevention group for young people.

**B. Recovery Support Services**

1. Recovery support services beyond recovery coaching and facilitated groups not addressed, response lacked details. Housing, healthcare, treatment and employment support available through recovery coaching relationship but did not mention connection to support if not engage in RC relationship.
2. Attachment 7, engagement plan, lacked details beyond continuing to participate with existing community partners. N- Bidder states that they have only had minimal engagement in the Lincoln County area yet listed a majority of community partners that are within Lincoln County.
3. Awareness of trauma-informed accessibility, like smaller group sizes, and the need to have staff trained in trauma-informed practices, but lacked details on what training would be provided and by whom. Lacked details on staff coordination and specific programming considerations.
4. Bidder proposes hosting bi-weekly employment group with a career specialist available and is developing a program for regularly occurring employment fairs to be hosted at the center. Bidder notes providing job training and job skills development but did not provide details on how such a program would be structured or delivered. Computer access is available. Notes monthly, virtual orientations to Vocational Rehabilitation for qualifying participants.
5. Housing Support program and housing navigator available through agency. Utilizes RC as resource navigators N- the description of the role the RCs fulfill may be outside of peer fidelity and more appropriate for a case management referral, no mention of external CM resource. Access to emergency funding, primarily used for transportation challenges.
6. Orientation for staff and volunteers includes modules on Strengths-Based Reflective Practice, Trauma-informed Care training, DEI and culturally responsive practices through partnership with Maine Health Access Foundation's Health Equity Capacity Building grant cohort. Training evaluations and assessments are done to inform needed changes to training offerings.

**C. Record Management Requirements**

1. Met
2. Met
3. Met
4. Met

**D. Center Website Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

1. Met
2. Met
3. Met
4. Met
5. Met

**E. Services to be Provided to Participants**

1. P- provides accompaniment to community-based meetings and groups to participants. Bidder did not describe how a participant connects with RC services or what a matching process looks like.
2. Response lacked detail.
3. Response lacked detail.
4. Met. Proposed group descriptions were minimal.
5. Met. P- peer mentor role offers low barrier support for community inclusion.
6. Participant orientation minimally described, lacked details.
7. Provided Attachment 9, Meets requirements.
8. Provided Attachment 10, meets requirements.
9. Response lacked detail.

**F. Staffing Requirements**

1. Met.
2. Response lacked detail.
3. P- criteria for selecting RCs is appropriate and with fidelity to the peer model. N- background checks may be a barrier.
4. Met.
5. N- preference for hiring/volunteering to those that have already completed requirements for Certified Peer Recovery Coach designation is a potential barrier to adequate staffing.
6. Met.
7. Met. Q- Will LCRCC provide in-house CoacherVision only or also support connecting to CoacherVision outside of the agency?

**G. Reporting/Site Review Requirements**

1. Met.
2. Agrees to comply.

**H. Performance Measures**

1. Did not address.

**I. Reports**

1. Did not address.
2. Did not address.

**2. Staffing**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** Commonsplace

**DATE:** 5/23/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Attachment 11 did not describe Programs Assistant position that has oversight of RC requirements. Lived experience requirement for RC role only.</li><li>b. The subcontractor's role is not clear as to what they are providing the center for service therefore oversight is also unclear.</li><li>c. Staffing plan in Attachment 12 is not adequate to cover the stated hours of operation.</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Implementation - Work Plan</b>                                                                                             |
| <ul style="list-style-type: none"><li>a. Attachment 13 was not labeled correctly, was insufficient and lacked details.</li></ul> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/29/25, 5/30/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                         | <ul style="list-style-type: none"><li>• Bidder has been provided services for vulnerable populations in Maine for 30 years</li><li>• Reports having strong connections in the community</li><li>• Runs a program assisting individuals who are leaving incarceration</li><li>• Opened a recovery house for men in 2020</li><li>• Has run a transitional housing program for men leaving incarceration for 16 years</li><li>• Has the Reentry Garden that grows over 80,000 pounds of fresh fruits and vegetables annually</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                         | <ul style="list-style-type: none"><li>• Did not provide</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                         | <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                         | <ul style="list-style-type: none"><li>• Provided information on 2 dismissed claims and 2 settled claims</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                         | <ul style="list-style-type: none"><li>• Submitted audited forms for FY21, FY22, and FY23</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                         | <ul style="list-style-type: none"><li>• Provided, expired 4/1/25</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                               | <ol style="list-style-type: none"><li>1. 147 Waldo Avenue, Suite 108, Belfast is open Monday-Friday from 8am-4pm. Drop in hours are from 10am-12pm.<br/>Hosts events on evenings and weekends</li><li>2. Meets requirements</li><li>3. Unclear on how they will ensure eligibility</li><li>4. Meets requirements</li><li>5. Reports that services are always free<br/>Plans to create a board, unclear if it will be at least 51% comprised of people with lived experience</li><li>6. Meets requirement</li><li>7. Meets requirements</li></ol> |
| <b>B. Recovery Support Services</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/29/25, 5/30/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

1. Meets requirements
2. Meets requirements
3. Q- Use of the AC-OK may be outside of fidelity of the peer model
4. Lacks detail on how they will provide employment services at the center to include volunteer support for resume development, job searches, and mock hiring interview
5. Does not mention case management or Child Protective support
6. Provided a detailed orientation and training plan

**C. Record Management Requirements**

1. Meets requirements
2. Meets requirements
3. Meets requirements
4. Reports that they meet requirements

**D. Center Website Requirements**

1. Working on a dedicated website and plans to meet requirements
2. Plans to meet these requirements
3. Meets requirements
4. Reports they will meet this requirement but lacks detail on how
5. Meets requirements

**E. Services to be Provided to Participants**

1. Meets Requirements
2. Lacks detail on how they will ensure the staff and volunteers assist Participants with setting Recovery goals, developing Recovery Action Plans, and solving problems
3. Will utilize the Recovery Capital Assessment Interview Tool
4. Provided 4 groups that they hold, unclear if this is the only groups they facilitate and how these groups meet the requirements
5. Lacks detail
6. Meets requirements
7. Each of the 4 topics will be taught once a year, each quarter will include 1 training
8. Meets requirements
9. Meets requirements

**F. Staffing Requirements**

1. Meets requirements
2. Meets requirements
3. Meets requirements
4. Unclear if they are only onboarding volunteers that were trained prior to onboarding or offering spots for new volunteers that still require training
5. Meets requirements
6. Lacks detail on how they will ensure coaches maintain their certification

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/29/25, 5/30/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| 7. Meets requirements                                                                                              |
| <b>G. Reporting/Site Review Requirements</b>                                                                       |
| 1. Meets requirements<br>2. Lacks detail on how they will meet site visit requirement                              |
| <b>H. Performance Measures</b>                                                                                     |
| 1. Provided a plan to meet this requirement                                                                        |
| <b>I. Reports</b>                                                                                                  |
| 1. Provided a plan to meet this requirement<br>2. Provided a plan to meet this requirement                         |
| <b>2. Staffing</b>                                                                                                 |
| a. Meets requirements<br>b. None indicated<br>c. Meets requirements<br>Appears that all coaches will be volunteers |
| <b>3. Implementation - Work Plan</b>                                                                               |
| a. Meets requirements                                                                                              |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/19/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                |
| <ul style="list-style-type: none"><li>• 30+ years as a non-profit serving the community, consisting of 18 programs, 13 housing complexes, 3 projects listed</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Will not utilize (stated later)</li></ul>                                                                                     |
| <b>3. Project Team Organizational Chart</b>                                                                                                                           |
| <ul style="list-style-type: none"><li>• Included – positions only, no names included</li></ul>                                                                        |
| <b>4. Litigation</b>                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• 4 cases, including age, disability, human rights</li></ul>                                                                    |
| <b>5. Financial Viability</b>                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Met – 3 years included</li></ul>                                                                                              |
| <b>6. Certificate of Insurance</b>                                                                                                                                    |
| <ul style="list-style-type: none"><li>• included</li></ul>                                                                                                            |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>1. Currently open Mon-Fri, 8 to 4pm; hosting meetings &amp; events in the evenings. Intend to add additional staff with grant funds if awarded</li><li>2. met</li><li>3. no formal screening conducted, anyone can self-identify. First time visitors get a tour...goal is to be low barrier</li><li>4. by fostering culture, and respecting all journeys, cross collaborating for those who self-identify</li><li>5. services are free of charge, supported by grant funds. 51% assured by establishing governing board &amp; advisory council</li><li>6. met</li><li>7. staffing is coordinated, organized, and monitored on a spreadsheet, with fidelity to SIM</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ol style="list-style-type: none"><li>1. By providing 1on1 recovery coaching, hosting and facilitating mutual aid groups and meetings. Recovery coaches also available virtually &amp; telephonically</li><li>2. Met - See app.7 – by participating in provider meetings, resource fairs, and community collaborations</li></ol>                                                                                                                                                                                                                                                                                                                                                                                   |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/19/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

3. By direct contact with CCC, training staff in AC-OK. 1on1 screening with Recovery Coach Coordinator
4. By providing access to computers; and collaborating with employment services
5. By directly, or thru partnerships, offers continuum of housing options. Offer harm reduction resources, Narcan, and transportation services. It's mentioned they offer clinical SUD ?
6. Met – see app.8 – training plan includes structured onboarding in the 1<sup>st</sup> 30-90 days (too big a window)

**C. Record Management Requirements**

1. Met - By using dedicated EHR
2. met
3. met
4. met

**D. Center Website Requirements**

1. Met – in the process of launching center specific website
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. By assigning 1on1 recovery coach services to each participant
2. By assisting in creating Recovery Action Plan, goal setting, and matching resources
3. By making referrals, encouraging participation in groups & activities, and recovery capital assessments
4. Variety of weekly facilitated groups, consisting of multiple pathways
5. Too brief
6. By conducting visitor tours, orientation, and information folder, packet
7. Met – app. 9
8. Met – app. 10
9. met

**F. Staffing Requirements**

1. Grant funding will allow to expand staff, and by offering benefits
2. Coaches will participate in CoacherVision, and collaborate with other organizations
3. When needed, recruitment thru outreach, Recovery Coach Coordinator will oversee
4. met
5. met
6. met
7. met

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/19/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                              |              |
|----------------------------------------------|--------------|
| <b>G. Reporting/Site Review Requirements</b> |              |
| 1.                                           | met          |
| 2.                                           | met          |
| <b>H. Performance Measures</b>               |              |
| 1.                                           | met          |
| <b>I. Reports</b>                            |              |
| 1.                                           | met          |
| 2.                                           | met          |
| <b>2. Staffing</b>                           |              |
| a.                                           | Small staff  |
| b.                                           | met          |
| c.                                           | met          |
| <b>3. Implementation - Work Plan</b>         |              |
| a.                                           | Met – app.13 |

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |  |
| •                                                              |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 6/1/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Bidder reports 30 experience serving Maine and NH, with 18 programs and 13 affordable housing projects</li><li>• Request for \$468,606 for 24-months</li><li>• Project Connect Recovery Center served 1400 individuals in 2024, offering groups, outings, and recovery coaching to 37 individuals</li><li>• Response includes relevant partnerships</li><li>• Indicates programming grounded in DEI principles with staff trained in cultural humility and trauma-informed care with specific hiring practices that prioritize lived experience</li><li>• Project 1 – Backpacks for Reentry – Maine Coastal Reentry Center and Knox County Jail –</li><li>• Project 2 – Trilight Drive Recovery Residence – Scarborough</li><li>• Project 3 – Maine Coastal Reentry Center – recovery and reentry supports</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Form not found</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Org chart includes project lead and staff associated with the project</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Includes 4 cases – 2 settled, 2 dismissed</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Includes reviewed financials for 2022, 2023, 2024</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Expired 4/1/25</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ol style="list-style-type: none"><li>1. Location reported as 147 Waldo Avenue, Suite 108 Belfast ME<br/>The center is currently open M-F 8am-4pm with peer staff available for drop in 10am-12p<br/>Open for occasional night and weekend events<br/>Identifies small satellite location at 33 Park St for referral services</li><li>2. Commits to meeting requirement</li><li>3. No formal assessment or screening to determine eligibility</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 6/1/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

4. Met requirement
5. Commits to meeting this requirement
6. Met requirement
7. Proposed use of Sequential Intercept Model – a Justice system diversion model that may not apply to all participants

**B. Recovery Support Services**

1. Met requirement via coaching and groups/meetings/activities
2. Narrative and attachment 7 include detailed outreach and engagement plan with appropriate partners and strategies
3. Response indicates use of ACOK brief screening tool
4. Computer access and resource list of second chance businesses  
Partnership with Goodwill
5. Response indicates both in-house resources and services as well as extensive list of partnerships
6. Attachment 8 includes detailed training and orientation plan

**C. Record Management Requirements**

1. Plan to use SecurManage as platform  
Response lacks detail
2. Met requirement
3. Met requirement
4. Met requirement

**D. Center Website Requirements**

1. Indicates center specific website launch in progress  
Met requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Response only includes reference to recovery coaching services and does not include other staff or volunteers
3. Response lacks detail and plan is unclear
4. Response simply includes four (4) examples of current groups offered – contains no detail
5. Response lacks detail – plan is unclear
6. Orientation plan does not include reference to rights of recipients

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 6/1/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

7. Attachment 9 includes a training plan that includes appropriate training topic and audiences
8. Attachment 10 includes events plan that includes appropriate events and activities for appropriate audiences
9. Met requirement

**F. Staffing Requirements**

1. Detailed response  
Plan includes appropriate recruitment and retention tactics
2. Response lacks detail
3. Response includes minimal detail
4. Met requirement
5. Met requirement
6. Met requirement
7. Current Recovery Coach Coordinator certified CoachVision facilitator

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Response lacks detail

**H. Performance Measures**

1. Met requirement

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

- a. Job descriptions include responsibilities and minimum qualifications  
Some inconsistencies between roles seem unclear
- b. Indicates no subcontractors to be used
- c. Staffing plan seems to call for 2 FTE's – schedule of staff for center hours is unclear  
Narrative indicates volunteers will supplement center programming

**3. Implementation - Work Plan**

- a. Implementation plan includes activities withing broad groups delineated by topic  
Timeframe indicates activities within 30-day increments  
Plan lacks details

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Bidder has over 30 years of experience, including 18 programs and 13 affordable housing complexes throughout Maine and New Hampshire</li><li>• Community Justice and Recovery Services program addresses behavioral health and SUD challenges and criminal justice system – expertise includes case management, recovery coaching, SUD counseling, peer mentoring, housing support</li><li>• Operates peer-based recovery residence in Scarborough</li><li>• Partners with law enforcement as part of Reentry Center, Diversion programming, and community liaison programs</li><li>• Utilizes continuous quality improvement process</li><li>• Indicates staff trained in cultural humility and trauma-informed care, and hiring practices prioritize lived experience, and regularly assess programming for barriers to access</li><li>• Provides 3 relevant projects:<ul style="list-style-type: none"><li>○ Providing exit kits for people leaving carceral settings</li><li>○ Supported recovery house in Scarborough, ME</li><li>○ Prison re-entry center</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Not included</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Provides project level organizational chart</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Provides 4 cases, all currently settled or dismissed, all related to some form of discrimination</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Audited financial statements provided for four years</li><li>• Moderate losses in two fiscal years presented, but substantial current assets, and offset by moderate gains in most recent fiscal year</li><li>• No concerns regarding financial viability</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Certificate provided, dated 10/4/24, insurance policy expired 4/1/25</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

| <b>Part IV, Section III Proposed Services</b> |
|-----------------------------------------------|
| <b>Part II</b>                                |
| <b>A. Recovery Support Center (Center)</b>    |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Currently open 40 hours/week with limited daily drop-in hours. Indicates funding will allow to maintain operations and expand into weekend availability. Maintains a smaller satellite office in Rockland. Uncertain if program is open to public or if it predominantly serves incarcerated and re-entry population?
2. Met requirement
3. Met requirement
4. Met requirement – emphasis on person-centered care and supporting people to define their personalized recovery pathway
5. Bidder indicates if awarded they will establish an advisory council – does not explicitly indicate what proportion of the advisory council will be comprised of people with lived experience and who are in recovery
6. Met requirement
7. Provides in-depth understanding of how Recovery Coach Coordinator and Recovery Center Coordinator will coordinate and support recovery groups, and peers to support participants

**B. Recovery Support Services**

1. Description of how recovery support services provided includes a narrow range of groups/circles and recovery coaching/CIPPS. If additional services/approaches are offered they are not indicated in this response.
2. Provides detailed outreach and engagement plan including specific goals and strategies as well as specific engagement activities, target audiences, and frequency.
3. Bidder indicates staff are trained in relevant screening tools, and can be connected to appropriate services based on their self-identified goals and needs. Bidder does not describe ongoing programming to support participants needs, but does describe iterative process to adjust programming to participants needs
4. Bidder is an active recovery-friendly and second-chance employer.
5. Bidder references connecting participants with an array of external resources with whom they have existing relationships. Child protective services is not referenced. Bidder indicates that transportation is often provided through Criminal Justice diversion and deflection team. Uncertain if this applies to participants that don't have justice involvement.
6. Provides staff and volunteer training and orientation plan including topics covered and timeframe, as well as the trainer where known. Does not meaningfully integrate DEI or cultural humility into plan.

**C. Record Management Requirements**

1. Met requirement
2. Provides detailed description of how risk assessment and vulnerability scanning procedures are met, including robust support from their client and data management

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

system and the parent organization. This includes and Agency Emergency Response Plan that outlines procedures in the event of a data-related emergency.

3. Provides in-depth description of how Bidder will compl with relevant laws regarding protection of confidential and/or sensitive information. This includes Business Associate Agreements and formal incident response plans, as well as regular review and updating of policies.
4. Met requirement

**D. Center Website Requirements**

1. Met requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Response lacks detail. Bidder describes recovery coaching services but does not discuss how these will be offered
2. Response predominantly addresses individuals engaged in recovery coaching services and does not address other participants.
3. Response discusses process of building recovery capital broadly, but lacks specificity. Bidder indicates that a sole recovery coach has elected to use an online Recovery Capital Assessment, however there is no detail provided around what tool, whether it is evidence based, and what processes are in place to ensure that this is extends beyond an individual coaches particular practice.
4. Bidder indicates they will provide four types of groups. Such limited options does not allow for sufficient choice in groups, and does not appear to epitomize All Pathways to Recovery. Response lacks detail on how they will provide aforementioned groups outside of 'weekly'.
5. Response lacks detail. References the four types of groups Bidder provides, and does not elaborate on how bidder will support community inclusion.
6. Does not address how Participants will be informed of Rights of Recipients
7. Provides quarterly training plan including all core offerings defined within the RFP, a description of training content, outreach strategies to disseminate trainings, and evaluation mechanisms
8. Provides recreational and social events plan including event type, objective, examples, and frequency, Plan lacks specific events, instead uses 'examples' of what may be offered. Does not appear to address providing support for community contribution.
9. Met requirement

**F. Staffing Requirements**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Provides detailed description of how Bidder will fill roles with people with Lived Experience, including in-depth discussion of targeted recruitment practices.
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement
6. Response lacks detail. Bidder delegates this to Recovery Coach Coordinator without discussion of how registration/certification will be assured.
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Response lacks detail. Bidder does not discuss how, just indicates that they will.
2. Response lacks detail. Bidder does not discuss how, just indicates that they will.

**H. Performance Measures**

1. Met requirement

**I. Reports**

1. Bidder provides concise plan to effectively complete and submit relevant reports.
2. Bidder provides concise plan to effectively complete and submit relevant reports.

**2. Staffing**

- a. Includes job descriptions, including all relevant roles. Two job descriptions indicate preference for people with lived experience of recovery.
- b. Indicates that they will not utilize subcontractors/consultants.
- c. Staffing plan attached, including relevant roles, and prospective schedule.

**3. Implementation - Work Plan**

- a. Work plan is included, covering broad tasks in chart format. Does not appear to include some tasks including outreach and engagement. Response lacks specificity beyond broad categories.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Total project request is \$483,618
- \$233,978 requested in salary for two coordinator roles, 26% fringe included health and dental
- \$78k for rent, no indication of square footage to ascertain reasonability
- \$12k for supplies, including leased printer
- 15% indirect indicated, no indication if this is a federally approved rate
- All other expenses appear reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• 30 years of experience in non-profit human services with 18 programs and 13 housing complexes.</li><li>• Experience with behavioral health, substance use and justice system programs providing case mgt, recovery coaching, SU counseling, transportation services, peer mentoring, restorative arts and housing.</li><li>• Operates a peer-based men’s recovery residence</li><li>• In year 2024 Project Connect served over 1500 individuals, provided 7 weekly groups, 11 pro-social events and recovery coaching to 37 participants.</li><li>• Notes trauma- informed approach, focused on connection and community building</li><li>• Longstanding partnership with two county sheriff departments for re-entry, diversion and community liaison programs serving hundreds of participants.</li><li>• Partnerships with two additional recovery centers for coordination and referrals</li><li>• Robust data tracking measures</li><li>• DEI is central to org mission, prioritizing lived experience and diversity in hiring.</li><li>• Bidder described three highly relevant projects.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Did not submit form</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Org chart provided had minimal detail.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Submitted four- two settled, two dismissed</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Provided three years of financial statements, appears financially viable.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided, expired 4/1/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                               |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                               |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                               |
| 1.                                            | Located in Belfast at 147 Waldo Avenue, Suite 108 in Waldo County—is currently open and available to participants a minimum of forty (40) hours per week, Monday through Friday from 8:00am to 4:00pm. Peer support staff available 10am to 12pm. Evening and |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

weekend recovery meetings, community events, and pro-social activities. If awarded, plans to hire two FTE staff for additional peer support coverage.

2. Met.

3. Met.

4. Recovery Coaches and IPS trained peers available. Listed many clinical partners for referrals. Notes prioritizing harm reduction strategies and holistic support but did not give details for what these broad categories may include. Personalized goal setting by participants, with staff support, and regular check-ins, plan reviews, informal conversations that help track progress, celebrate successes, and navigate challenges noted.

5. Services are free to participants. If awarded, Bidder will establish a governing board to serve as an advisory council for the community center but did not commit to the required 51% lived experience composition. Bidder states that they facilitate the Waldo County Recovery Committee which would be utilized for recruitment of the advisory board and notes lived experience on that committee but did not mention composition.

6. Met.

7. N- The use of Sequential Intercept Model and the unnamed process used by Coordinator to assess participants' needs prior to recovery coach matching raises concerns around peer support fidelity. Orientation process is minimally described. Q- Are only volunteer coaches available?

**B. Recovery Support Services**

1. Response lacks details with services limited to 3 group types and 1-1 peer support. No other services or programming described.

2. Met. Provided attachment 7- Emphasis on justice-involved participants and clinical partnerships that may limit outreach and engagement of the broader recovery community.

3. N- AC-OK Screen for Co-Occurring Disorders is outside of peer fidelity and scope of this RFP. Response lacked details for specific programming and coordination and did not address affected others. P- notes a prioritization of meeting basic needs first for participants.

4. Did not address specific support that center staff will offer aside from computer access and connection to external partners.

5. Strong internal capabilities for housing support and external referrals for basic needs. Did not address support for CPS involved participants. Transportation support appears limited to justice-involved or Medicaid-eligible participants.

6. Attachment 8 lacked details on the required topics and instead included team building, performance reviews and all staff meeting facilitation. Crisis Intervention training provided by PayCom may be outside of peer fidelity. Did not provide details for "various subject matter experts" are regarding facilitation of required trainings.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**RFP TITLE:** Recovery Support Centers – Area 3

**BIDDER NAME:** VOA Northern New England

**DATE:** 5/28/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

**C. Record Management Requirements**

1. Met.
2. Met.
3. Met.
4. Met.

**D. Center Website Requirements**

1. Met.
2. Met.
3. Met.
4. Met.
5. Bidder agrees to comply, but the response lacked details on policy or procedure ensuring compliance.

**E. Services to be Provided to Participants**

1. Bidder did not describe how they would offer 1-1 RCS, only what the CCAR model is.
2. Bidder did not describe how staff and volunteers other than their current RC would support participants in setting Recovery goals, developing a Recovery Action Plan, and solving problems directly related to Recovery.
3. Response lacks detail. Recovery Capital Assessment Interview Tool only recently utilized by one current RC.
4. Facilitated groups are currently limited to 4 group types. Coordination of groups was not mentioned. External group connection was not mentioned.
5. Response was minimal and does not describe how the bidder will provide Peer-led guidance, feedback, and social support for the domains listed or what mechanism would be used to determine group types or topics or gather feedback.
6. Met.
7. Met. I- Harm reduction listed under the prevention topic. I- under “responsible staff” in Attachment 9 peer leaders is mention for Q2 trainings only.
8. Met.
9. Met.

**F. Staffing Requirements**

1. Met. P- background checks do not disqualify applicants
2. Met.
3. Met.
4. Met.
5. Bidder did not address how they will ensure that coaches connect with recoverees to provide the required 500 hours of direct support coaching or the 25 hours of CoachVision needed to achieve Certification.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 5/28/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

6. Bidder did not describe a plan or procedure to ensure that coaches maintain registered/certified designation. Bidder's response implies that they are not familiar with the Registered/Certified Peer Recovery Coach process as they stated "new coaches complete certification within six months of onboarding" which is not the Certification process and also stated they would verify the coach's status through the CCAR website but verification of credentials is provided through the Maine Recovery Coach Certification Board website, not CCAR.

7. Met.

**G. Reporting/Site Review Requirements**

1. Met.

2. Bidder did not describe how they will participate in site reviews only that they are familiar with the process and will comply.

**H. Performance Measures**

1. Met.

**I. Reports**

1. Met.

2. Met.

**2. Staffing**

a. Met.

b. N/A, no subcontractors

- c. In the absence of volunteer recovery coaches, the submitted staffing plan in Attachment 12 only provides staff for RCS (delivered by the RCC) for 32 hours of the 40 hours that the center is open. Bidder states that there are evening events that the RCC (who is providing RCS) will be available for.

**3. Implementation - Work Plan**

a. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/3/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                         | <ul style="list-style-type: none"><li>• 15 years of experience supporting people in recovery</li><li>• Strong community relationships</li><li>• Currently running a Community Recovery Center</li><li>• From 2021-2024 was providing Recovery Coaches to their local Options team</li><li>• Currently piloting the Recovery Justice Program, providing recovery coaching services to individuals involved with the justice system</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                         | <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                         | <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates None</li></ul>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                         | <ul style="list-style-type: none"><li>• Provided 2021-June 30 2024</li></ul>                                                                                                                                                                                                                                                                                                                                                                |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                         | <ul style="list-style-type: none"><li>• Provided, expires 5/26/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                               |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                               | <ol style="list-style-type: none"><li>1. 142 Center St, Brewer, ME. Open 7 days, 73 hours per week.</li><li>2. Indicates that they are in compliance</li><li>3. Meets requirements</li><li>4. Meets requirements</li><li>5. I- Events not funded by this RFP may have a suggested donation admission fee<br/>Reports that the majority of the board is people with lived experience</li><li>6. States they are in compliance and has a plan to remain in compliance, lacks detail on how</li><li>7. Listed who is responsible for each part of these requirements but unclear about how these individuals complete requirements</li></ol> |
| <b>B. Recovery Support Services</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/3/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

1. Hosts over 120 peer led meetings each month
2. Provides outreach at local treatment programs, homeless shelters, jails, etc  
Provides Narcan training to local businesses
3. Unclear how the bidder will coordinate staff  
No mention of programming for affected others
4. Relays heavily on outside partnerships to meet this requirement
5. Provides materials on how to find resources  
Does not address any of the specific areas asked for in this requirement
6. Unclear if they are providing training on strengths-based reflective approaches

**C. Record Management Requirements**

1. Will utilize Recovery Data Platform  
Does not discuss the information that will be tracked including referrals, active Recoverees, Recovery plans, progress notes, and discharges.
2. States that they hold Recovery Data Platform responsible for this requirement
3. Meets requirements
4. Reports that they have policies but does not explain what they are

**D. Center Website Requirements**

1. Already has an active website, response lacks detail
2. Q- Defined as a legacy system?  
States they have a policy but does not explain what it is
3. Agrees to adhere to the policy, lacks detail on how
4. Reports that Recovery Data Platform meets compliance for this requirement, lacks detail
5. States they do not have Tiktok

**E. Services to be Provided to Participants**

1. Utilizes volunteer coaches and pain interns through the Maine Recovery Core Program, unclear if this is a subcontracted agreement  
Unclear what training/certification they will use  
Provided plan for how recoverees can find their services but unclear how they provide 1:1 individualized Recovery Coaching Services
2. Response lacks detail
3. Meets requirements
4. Plan to meet this requirements, lacks detail on the group topics and how they relate to community and work life.
5. Detailed list of activities and groups that are offered to support successful recovery
6. Meets requirements
7. Provided detailed education plan including monthly and quarterly training in all identified areas
8. Meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/3/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

9. Meets requirements

**F. Staffing Requirements**

1. Meets requirements
2. Provided a detailed plan
3. Unclear if their staff and volunteers have lived experience
4. Lacks detail
5. Keeps a spreadsheet and documentation tracking progress  
Has a requirement to complete in 2 years  
Lacks detail on how they support coaches in the process of certification
6. Meets requirements
7. Plans to meet this requirements, lacks detail on how

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

1. Commits to meeting, lacks plan on how

**I. Reports**

1. Commits to meeting, lacks plan on how
2. Commits to meeting, lacks plan on how

**2. Staffing**

- a. Meets requirements
- b. Lists CPA as only subcontractor, in other places they mention using interns from another agency
- c. Unclear if all staff are full time employees

**3. Implementation - Work Plan**

- a. States that they already fully implemented services and requirements

**Part IV, Section IV. Cost Proposal and Budget Narrative**

•



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/3/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Programs/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                               |
| <ul style="list-style-type: none"><li>• 15 year history supporting recovery, thru collaborations in the community and managing grants. 3 projects included</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                             |
| <ul style="list-style-type: none"><li>• CPA firm</li></ul>                                                                                                           |
| <b>3. Project Team Organizational Chart</b>                                                                                                                          |
| <ul style="list-style-type: none"><li>• Included – well done, thorough</li></ul>                                                                                     |
| <b>4. Litigation</b>                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Included - none</li></ul>                                                                                                    |
| <b>5. Financial Viability</b>                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Included 3 years – well done, thorough</li></ul>                                                                             |
| <b>6. Certificate of Insurance</b>                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Included – renewal due</li></ul>                                                                                             |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ol style="list-style-type: none"><li>1. Currently maintains 7 days a week, for 73 hours, with 4.5 FTE and 40-50 volunteers</li><li>2. met</li><li>3. Utilizes kiosk sign in, and new participant on-boarding</li><li>4. They promote/support all pathways by fostering participation in programming, with broad spectrum of facilitated groups/meetings and staff trained and experienced in all these resources – not specific to what the pathways are</li><li>5. Services have always been FOC, the majority of board has lived experience, resulting from specific recruitment</li><li>6. met</li><li>7. met - they will provide RCC by training, PnP docs</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ol style="list-style-type: none"><li>1. They support participants in person by providing recovery coaches, peer support, peer led recovery meetings (also hybrid) – lacks detail</li><li>2. Met-see att.7-all the staff participate in outreach and community activities, attached shows weekly, monthly, quarterly</li><li>3. They will coordinate staff to support participants by supervision and guidance to staff, identifying recovery tools to utilize with participants</li></ol>                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/3/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Programs/OBH

4. They will assist participants with employment services by sharing close partnerships, collaborating with peer navigators, and recovery friendly workplace education. Computer access available
5. They are assisting participants in the community by holistic training, and resource brokering, but lack detail
6. Met-att.8-weekly plan outlined

**C. Record Management Requirements**

1. Utilizing RDP
2. met
3. met
4. met

**D. Center Website Requirements**

1. Met - Center dedicated website currently maintained
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 CCAR RCS are offered by supervisors matching staff to participants, servicing walk-ins, direct referrals – offering details, not answering the questions
2. Ensure staff are supporting recovery goals by training in the tools and curriculum – lacking detail
3. By offering comprehensive support system, peer support, community events, mentorship, resource brokering, and training on recovery capital scale
4. Broad spectrum of groups offered, but lacks detail
5. Peer led guidance will be provided by finding groups, community inclusion, volunteering
6. Staff provide new participants with orientation, and packet.
7. Met-att.9- details provided
8. Met-att.10 – details provided
9. Thru responsible budget controls

**F. Staffing Requirements**

1. Focus on cross training staff, detailed recruitment plan
2. Detailed process of RCS monitoring and managing, framework to ensure staff are managed, and ethically deliver services
3. Partner with Maine Recovery Core program
4. Met- utilize application and screening process
5. met
6. met

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** SUD Programs/OBH

|                                                                    |
|--------------------------------------------------------------------|
| 7. met                                                             |
| <b>G. Reporting/Site Review Requirements</b>                       |
| 1. met<br>2. detailed response                                     |
| <b>H. Performance Measures</b>                                     |
| 1. met                                                             |
| <b>I. Reports</b>                                                  |
| 1. met<br>2. met                                                   |
| <b>2. Staffing</b>                                                 |
| a. Met-att.11-<br>b. CPA for financial statements<br>c. Met-att.12 |
| <b>3. Implementation - Work Plan</b>                               |
| a. Met-att.13 – lacks detail                                       |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/4/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Incumbent provider with 15 years' experience operating recovery community center employing peers</li><li>• Indicates strong local partnership in support of participant's needs</li><li>• Indicates successful grant management experiences with multiple funders</li><li>• Indicates commitment to DEI as evidenced by support groups specifically for BIPOC and LGBTQA community members, diverse staff, and outreach activities</li><li>• Project 1 – Bangor Public Health and Community – two (2) separate project providing Recovery Coaches and training/infrastructure to public health initiatives, including Overdose Response Team – relevant</li><li>• Project 2 – DHHS/OBH funded Recovery Community Center - relevant</li><li>• Project 3 – Penobscot County Commissioners Office – Recovery Justice Program – Peer Recovery supports for Justice involved individuals - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Independent financial reviewer</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Project Team identified within organizational chart</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Indicated none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Provided 4 years reviewed financial statements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Provided. Valid at time of submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                             |  |
| <ol style="list-style-type: none"><li>1. Center address reported as 142 Center St, Brewer.<br/>The center is open 7 day and 73 hours per week<br/>Center engages between 40-50 volunteers monthly totaling more than 1,000 volunteer hours each month</li><li>2. Indicates that insurance meets or exceeds requirements. Directs evaluator to insurance attachment in file 2</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 6/4/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

3. Indicates use of kiosk, screening, and new participant orientation process to determine eligibility based on self-identification
4. Indicates use of participatory process to develop wide breadth of groups, referral resources, and programming reflective of diverse experience of participants, staff, and volunteers
5. Indicate that some pro-social activities include a suggested donation, but that no one is ever turned away.  
Indicates that a majority of board members have direct lived experience
6. Met requirement
7. Indicate Executive Director holds majority responsibility for Center Operations, but that staff are cross trained for consistency and efficiency  
Identified positions who play lead role in various coordination efforts

**B. Recovery Support Services**

1. Indicates plan to offer 120 peer led recovery meetings each month  
Meets requirements
2. Plan included in attachment 7 includes appropriate audiences for outreach  
Outreach and engagement plan includes multiple monthly street outreach
3. Met requirement
4. Plan describes both regular and ad hoc programming to meet requirement
5. Response indicates provider relationship development and facilitation of warm hand off  
Response lacks detail
6. narrative identifies several specific training curricula used to train staff and volunteers  
Attachment 8 – plan includes detailed overview of initial and ongoing training

**C. Record Management Requirements**

1. Plan to continue using Recovery Data Platform (RDP) – met requirement
2. Met requirement
3. Met requirement
4. Met requirement

**D. Center Website Requirements**

1. Meets requirement
2. Met requirement
3. Met requirement
4. Participant data managed through RDP  
Disclosed data shared after being deidentified by platform  
Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/4/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Provides Recovery Coaching through volunteer and paid intern positions
2. Response lacks detail
3. Response provides brief overview of how agency supports participants develop various aspects of Recovery Capital
4. Response meets requirement with minimal detail  
Indicates plan to continue offering 120 groups each month
5. Detailed response met requirement
6. Response lacks detail  
Response does not address 30-day time limit
7. Narrative and Attachment 9 plan include appropriate training schedule, topics, and audiences
8. Narrative and plan included in attachment 10 include appropriate activities, identify staff responsible and intended audience
9. Met requirement

**F. Staffing Requirements**

1. Detailed response includes description of staff responsible for program coordination and indicates why and how lived experience is crucial to each
2. Detailed response meets all requirements
3. Bidder will utilize both volunteer and paid intern recovery coaches  
Response indicates use of Eastern Maine Development Corps paid work experience placement
4. Met requirement
5. Met requirement
6. Met requirement  
Indicates that coaches that do not meet time frame requirements are removed from active coaching
7. Indicates that newly onboarded coaches receive coachervision weekly for 3 months  
Exceeds requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Detailed response meets requirement

**H. Performance Measures**

1. Indicates data and tracking system in place to demonstrate successful achievement of performance measures

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 6/4/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Ex Dir position indicates lived experience is desired but not required<br/>Recovery Coach Coordinator position indicates preference given to individual in recovery<br/>Volunteer coordinator position indicates preference is given to individuals in recovery<br/>Outreach coordinator position indicates preference is given to individuals in recovery<br/>Each position includes responsibilities and minimum qualifications</li><li>b. Indicates no subcontractors involved in the delivery of services, although proposal includes repeated reference to Recovery Core paid intern recovery coaches<br/>Indicates CPA subcontractor</li><li>c. Staffing plan indicates positions responsible for programming coordination, including coordination of upwards of 50 volunteers</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
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- |                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. implementation plan is not displayed in a time-bound chart<br/>Implementation plan indicates that as an incumbent provider, all components of the services requested in this RFP are currently in effect.</li></ul> |
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|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
|----------------------------------------------------------------|

- |                                                   |
|---------------------------------------------------|
| <ul style="list-style-type: none"><li>•</li></ul> |
|---------------------------------------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 05/29/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

\*\*\*\*\*

**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Bidder indicates that they have a 15 year history of supporting individuals in their journey to recovery and an experienced staff with lived experience including recovery coaches</li><li>• Bidder indicates strong relationships with local community partners</li><li>• Bidder indicates proven track record of grants management</li><li>• Recovery Community Center features peer support, educational workshops, job training pro-social and wellness activities</li><li>• Bidder indicates that they are experienced in providing culturally competent and inclusive services, indicates that they have meetings geared specifically to BIPOC and LGBTQ+ individuals</li><li>• Bidder includes 3 highly relevant projects:<ul style="list-style-type: none"><li>○ Overdose Response Team and Recovery Coaching Program in partnership with City Government</li><li>○ Existing Peer Recovery Center</li><li>○ Recovery Justice Program</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Indicates one subcontractor, response lacks detail regarding their qualifications</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Bidder provided enterprise level organizational chart. Current organizational chart does not include a Recovery Center Coordinator.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Bidder provided 3 years of accounts, reviewed and prepared by a CPA</li><li>• 2024 suggests significant losses given cash on hand, however this only represents 8 months and prior years have indicated significant gains</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Certificate of insurance provided, valid as of 4/10/25, since elapsed.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 05/29/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

1. Center is currently open Mon-Sun, 73 hours/week, supported by a team of 4.5 FTEs of paid staff and 40-50 volunteers.
2. Indicates that current coverage meets requirements
3. Met requirement
4. Met requirement
5. Met requirement
6. Met requirement
7. Response lacks detail. Response assures that functions are happening, and by whom, but does not describe how.

**B. Recovery Support Services**

1. Response provides in-depth description of Recovery Support Services currently offered, including Recovery coaching, Peer-led Recovery meetings, Outreach Services, Community Education, Social Engagement, and Volunteerism.
2. Bidder employs a Community Outreach Specialist whose functions including Outreach and Engagement. Bidder provides a detailed Outreach and Engagement plan including weekly, monthly, quarterly, and annual outreach opportunities.
3. Response lacks detail. Response indicates who will provide functions, but does not describe how.
4. Bidder maintains partnerships with a number of relevant organizations to provide vocational programming, and has engaged in recovery friendly workforce and workforce mobility programming. Response does not specifically address Maine DOL Vocational Preparedness programs.
5. Met requirement
6. Bidder provides an outline of it's training and orientation plan. Plan includes mentorship/shadowing, trauma informed care, reflective cycle training, and de-escalation training among others. No DEI trainings are identified. Little detail is provided on what trainings entail.

**C. Record Management Requirements**

1. Met requirement
2. Response lacks detail. Bidder indicates that their data system is compliant but does not indicate how this is ensured on the front end, or how compliance is ensured.
3. Met requirement
4. Response lacks detail. Bidder does not describe how it will comply beyond "policies for the maintenance of records and protection of information"

**D. Center Website Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 05/29/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

1. Met requirement
2. Response lacks detail. “ACR” is not defined for review team. Details are on provided on how bidder will ensure compliance outside of “policy”
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Provides detailed response of how recovery coaching services will be offered, including multiple avenues by which individuals will be engaged and how volunteer coaches and interns will be utilized. Response does not explicitly address CCAR model.
2. Response does not address how Participants outside of Recovery Coaching program will be provided assistance around setting goals, developing a plan, and solving problems.
3. Bidder provides a thorough understanding of how programs and services support Partiicpants in building Recovery Capital, including Personal, Social, and Community Capital through a range of offerings ranging from support groups, to community event,s to peer-services, and resource navigation to name a few.
4. Met requirement
5. Bidder provides a thorough understanding of how they will provide Peer-led guidance to support Participants in finding mutual support groups, community inclusion, and community contributions, ranging from accompaniment, workshops, connections to resources, events, and volunteer opportunities among others.
6. Met requirement
7. Bidder provides a thorough understanding of educational activities and outreach to enhance understanding of prevention, recovery, family and relationship dynamics, and recovery allies. These range from school-based presentations to lived experience panels, to family education nights, and more. Bidder provides a quarterly training plan that covers required areas.
8. Bidder provides a thorough understanding of pro-social activities they will make available. These included from family-friendly social events, volunteer opportunities, community service events, and others. Bidder provides a monthly recreational and social event plan, including listings for events, audience, and purpose.
9. Met requirement

**F. Staffing Requirements**

1. Bidder identifies staffing to fulfill functions related to Center and Coach Coordination, their responsibilities, and why lived experience matters. Bidder additionally intends to employ a Volunteer Coordinator and Community Outreach worker.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 05/29/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

2. Bidder provides a detailed description of how Coaching services will be Coordinated by the Recovery Coach Coordinator. Response includes and emphasis on trauma-informed and strengths-based principles, developing systems, assessment of mutual compatibility between coach and participant, and ongoing training, development and Coachervision.
3. Response lacks detail. Uncertain if this was answered adequately in subsequent sections, but bidder does not indicate how volunteers or paid interns will be coordinated.
4. Response lacks detail. Bidder does not indicate how they help coaches obtain registered status, or facilitate continuing education opportunities.
5. Response lacks detail. Bidder does not indicate how it will ensure Recovery Coaches receive certification outside of requiring it.
6. Met requirement
7. Response lacks detail. Bidder does not indicate how it will ensure Recovery Coaches participate in Coachervision outside of stating they will and the intervals at which they are expected to receive it.

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Bidder provides a detailed response concerning how it will support site visits, including follow up for quality assurance purposes.

**H. Performance Measures**

1. Requirement not met. Bidder states confidence in meeting performance measures without answering the question.

**I. Reports**

1. Met requirement
2. Requirement not met. Bidder indicates they are experienced in delivering reports without answering the question.

**2. Staffing**

- a. Bidder provides all relevant job descriptions, including Community Outreach Specialist and Volunteer Manager. Uncertain if Executive Director Job Description meets requirements for Recovery Center Coordinator.
- b. Bidder indicates it subcontracts with a CPA, but does not describe how the CPA will interact with the Bidder.
- c. Staffing plan included. Recovery Center Coordinator role is diffuse throughout other roles, but predominantly rests with Executive Director.

**3. Implementation - Work Plan**

- a. Work Plan does not include a timeline chart or description of program developments and implementation charts.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 05/29/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** OBH - DHHS

- Bidder requests \$685k, close to 100% of revenue in 2023
- Proposal includes \$373k in salary and 27% fringe, including health and dental benefits
- Utilities total \$45,400 over the 2-year contract period
- Maintenance costs are indicated at \$22k
- Consultants fees are indicated at \$12k
- All other costs appear reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 5/30/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Organization has a 15 year history of supporting people with SUD.</li><li>• Has Certified Recovery Coaches, Peer Support Specialists and people with lived experience on staff.</li><li>• Strong community partnerships that include healthcare, law enforcement, treatment and larger community.</li><li>• Experienced in grant management and program development.</li><li>• Notes that the center is community driven and has a good reputation in the broader community.</li><li>• Strong DEI, cultural competency and trauma-informed practices commitment that is continued through staffing, training, outreach and program offerings for specific marginalized communities and identities.</li><li>• Technology-driven resources for virtual support options and data-informed evaluations for both programming and participant progress.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• One- CPA</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Met.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• None.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Appears financially viable, submitted required financial records.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Provided, current until 5/26/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                               |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                   |  |
| <ul style="list-style-type: none"><li>1. Located at 142 Center st. Brewer, hours of operation exceed requirements.</li><li>2. Met.</li><li>3. Met.</li></ul> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 5/30/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

4. P- Notes that supporting All Pathways is deeply engrained in overall culture of the center that was developed over time. Program development is a participatory process. Notes variety of groups, treatment referral types, diverse lived experiences of staff, and listed key components of All Pathways philosophy.
5. Met.
6. Met.
7. Bidder states that they use a multi-layer approach to RCC with all staff cross-trained in center procedure and manuals available, with Executive Director having oversight. Notes that this approach is efficient and effective.

**B. Recovery Support Services**

1. Bidder described multiple programs, groups and events that are offered but the response lacked detailed on how they will deliver the Recovery Support Services that they described. P- Offers robust peer-led group offerings with 120 groups per month.
2. Outreach and Engagement Plan submitted but not labelled as Attachment 7. Robust and detailed plan.
3. Minimally described staff and program coordination for SUD/Co-occurring/undiagnosed support, did not address Affected Others.
4. Strong employment services connections including DOL. P- E-bike pilot program to support transportation for employment and recovery services.
5. Bidder notes extensive knowledge of area resources and staff training to support participant navigation of resources. Partnerships with providers ensure warm handoffs.
6. Attachment 8 was not correctly labeled. Met.

**C. Record Management Requirements**

1. Met
2. Met
3. Met
4. Met

**D. Center Website Requirements**

1. Met.
2. Will consult with IT professional to ensure compliance.
3. Met.
4. Met.
5. Met.

**E. Services to be Provided to Participants**

1. RC service requests can be made by participants in several, accessible ways and referral pathways are robust. Utilizes volunteers and paid intern coaches.
2. Met- minimal details provided.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 5/30/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

3. Bidder described a holistic approach to building recovery capital and addressed multiple domains of recovery capital that they support participants in.
4. Currently provides 120 groups per month. P- Provides aftercare, post treatment groups.
5. Bidder provided a detailed description of peer-led guidance, feedback and social supports covering all required domains. Additionally, spiritual/cultural considerations, community accompaniment, dignity and purpose all mentioned in response.
6. Materials provided in a packet that is reviewed and explained to participants.
7. Quarterly Training Plan was not labeled as Attachment 9. Training plan is very detailed and comprehensive of topics required and included monthly offerings as well as quarterly offerings for most topics.
8. Attachment 10 provided but not labeled correctly, provided a detailed list of pro-social activities and events that are open to all people in various stages of recovery and their families, trauma-informed, peer-led. P- leadership development opportunities provided to participants.
9. Met.

**F. Staffing Requirements**

1. Staffing approach includes cross training and manuals to support staff efficiency and efficacy in service delivery. ED, RCC, Outreach Specialist and Volunteer Coordinator are people in recovery. LE is emphasized in hiring. P- Notes strategy for maintaining peer integrity in peer roles.
2. Provided robust description of RCC role and plan to coordinate RCS.
3. All staff are trained as RCs, robust volunteer network as well as partnership with Maine Recovery Core Program cost-sharing coaches.
4. Met.
5. Met.
6. Met.
7. Response lacks detail as to who provides CoacherVision to staff and how it is coordinated to ensure compliance.

**G. Reporting/Site Review Requirements**

1. Met.
2. Provided detailed plan.

**H. Performance Measures**

1. Lacks detail on procedure to comply.

**I. Reports**

1. Met.
2. Met.

**2. Staffing**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Bangor Area Recovery Network

**DATE:** 5/30/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

- |                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Provided Attachment 11 but was not labeled as such. Recovery coach description not provided.</li><li>b. Met.</li><li>c. Attachment 12 provided but labeled as such. FTEs not included in staffing plan.</li></ul> |
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|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
|--------------------------------------|

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|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Provided Attachment 13 but not labeled as such, lacked details and didn't not address requirements.</li></ul> |
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|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
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|                                                   |
|---------------------------------------------------|
| <ul style="list-style-type: none"><li>•</li></ul> |
|---------------------------------------------------|



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/4/25 and 6/6/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b> |                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                  |                                                                                                                                                                                                                                                                                       |
|                                                                         | <ul style="list-style-type: none"><li>• Certified Community Behavioral Health Clinic</li><li>• Provides the only Recovery Community Center in Somerset County</li><li>• Worked on projects with first responders, families, and the community around Substance Use Disorder</li></ul> |
| <b>2. Subcontractors</b>                                                |                                                                                                                                                                                                                                                                                       |
|                                                                         | <ul style="list-style-type: none"><li>• Did not complete form, states that page is intentionally left blank as they do not expect to use subcontractors</li></ul>                                                                                                                     |
| <b>3. Project Team Organizational Chart</b>                             |                                                                                                                                                                                                                                                                                       |
|                                                                         | <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                            |
| <b>4. Litigation</b>                                                    |                                                                                                                                                                                                                                                                                       |
|                                                                         | <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                      |
| <b>5. Financial Viability</b>                                           |                                                                                                                                                                                                                                                                                       |
|                                                                         | <ul style="list-style-type: none"><li>• Provided audited documents for 2021-June 30, 2024</li></ul>                                                                                                                                                                                   |
| <b>6. Certificate of Insurance</b>                                      |                                                                                                                                                                                                                                                                                       |
|                                                                         | <ul style="list-style-type: none"><li>• Provided, expires 7/1/25</li></ul>                                                                                                                                                                                                            |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                               | <ol style="list-style-type: none"><li>1. 34 High Street, Skowhegan. Plans to be open a minimum of 40 hours per week, Monday to Friday. Will used flex hours to support participants needs, proposes being open Wednesdays from 11am-7pm.</li><li>2. Provided a detailed description of heir insurance policies and demonstrated an understanding of this requirement</li><li>3. Provided a detailed description of their enrollment process including self-identification for eligibility</li><li>4. Provided a detailed description of how they will implement and All Pathways model. Plan includes training, orientation, types of programs that will be offered, and an understanding of harm reduction<br/>Included a plan for feedback and reviewing outcomes</li><li>5. Well detailed plan on how to keep services free of charge<br/>Included the name and roles for all board members that meets the 51% expectation</li><li>6. Meets requirements</li></ol> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/4/25 and 6/6/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Meets requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>1. Will offer evening and weekend hours as needed<br/>Will provide technology-enabled private meeting spaces<br/>Provided detailed plan on how they will offer in person, telephone, and web based services</li><li>2. Detailed engagement and outreach plan<br/>Includes family engagement include community baby showers and workshops for caregivers of youth</li><li>3. Physical wellness and nutrition programs offered to participants and affected others<br/>Programs for intellectual wellness including book clubs<br/>Plan covers coordination of services for many aspects of recovery capital<br/>Coaching includes creating a family wellness plan</li><li>4. Will offer quiet workspace for participants to complete work related activities</li><li>5. Website will include community resources to find basic needs<br/>Q- Is completing documents and obtain vital records in fidelity with peer work?<br/>Lacks detail on how they will address each of the areas listed in this requirement</li><li>6. Meets requirement</li></ul> |
| <b>C. Record Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>1. Will utilize Recovery Data Platform</li><li>2. Meets requirements</li><li>3. Meets requirements</li><li>4. Meets requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>D. Center Website Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>1. Meets requirements</li><li>2. Detailed plan on how to meet this requirement<br/>Accessibility feature settings will be locked at the admin level to avoid accidental changes<br/>Will utilize a Social Media Manager</li><li>3. Meets requirements</li><li>4. Meets requirements</li><li>5. Meets requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>E. Services to be Provided to Participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>1. Provided detailed description of how they will meet this requirement and the evaluation of desired outcomes</li><li>2. Meets requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/4/25 and 6/6/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Will use satisfaction surveys and post service evaluations to determine goal development and perceived support. These surveys will be reviewed at staff and board levels |
| 3. Will provide Wellness programs that align with the Eight Dimensions of Wellness                                                                                       |
| 4. Meets requirements                                                                                                                                                    |
| 5. Meets requirements                                                                                                                                                    |
| 6. Meets requirements<br>Staff and volunteers will be trained on supporting people at any literacy level and preferred learning style                                    |
| 7. Will provide outreach and education at libraries, town halls, and community locations<br>Meets requirements                                                           |
| 8. Family friendly nutrition classes<br>Tax and personal finance workshops<br>Book club                                                                                  |
| 9. Meets requirements                                                                                                                                                    |
| <b>F. Staffing Requirements</b>                                                                                                                                          |
| 1. Meets requirements                                                                                                                                                    |
| 2. Meets requirements                                                                                                                                                    |
| 3. Reports that they will hire coaches based on the lived experience but does not provide details on their hiring process                                                |
| 4. Meets requirements                                                                                                                                                    |
| 5. Provides detailed plan on how they will ensure coaches are certified within 2 years<br>Encourages CEUs be completed on paid time and provides stipends for training   |
| 6. Meets requirements                                                                                                                                                    |
| 7. Meets requirements                                                                                                                                                    |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                             |
| 1. Meets requirements                                                                                                                                                    |
| 2. Meets requirements                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                           |
| 1. Provided a detailed plan on how to meet this requirement                                                                                                              |
| <b>I. Reports</b>                                                                                                                                                        |
| 1. Provided a detailed plan on how to meet this requirement                                                                                                              |
| 2. Provided a detailed plan on how to meet this requirement                                                                                                              |
| <b>2. Staffing</b>                                                                                                                                                       |
| a. Meets requirements                                                                                                                                                    |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/4/25 and 6/6/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

- |                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>b. Reports no subcontractors will be utilized</li><li>c. Director expected to start 7/1/25, Program Coordinator expected to start 8/1/25, Coaches are expected to be hired on 9/1/25, not sure when they expect to be trained and begin providing services</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
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- |                                                                                               |
|-----------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Well detailed implementation plan provided</li></ul> |
|-----------------------------------------------------------------------------------------------|

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
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- |                                                   |
|---------------------------------------------------|
| <ul style="list-style-type: none"><li>•</li></ul> |
|---------------------------------------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/3/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                            |
| <ul style="list-style-type: none"><li>Annual reach of more than 18,000 indiv, 1 of 5 CCBHC, offers comprehensive continuum of care. 3 projects included</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                          |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                   |
| <b>3. Project Team Organizational Chart</b>                                                                                                                       |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                          |
| <b>4. Litigation</b>                                                                                                                                              |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                   |
| <b>5. Financial Viability</b>                                                                                                                                     |
| <ul style="list-style-type: none"><li>Included – 3 years</li></ul>                                                                                                |
| <b>6. Certificate of Insurance</b>                                                                                                                                |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                          |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>By maintaining already leased, actively utilized facility min 40 hrs per week, M-F, flex hours on wed. very detailed response</li><li>Met-very detailed</li><li>Participant eligibility determined by self identity as walk ins, referrals, phone, video; and enrollment process</li><li>All Pathways are ensured by staff training, orientation, programming, inclusivity, advisory council – very detailed</li><li>Free of charge, committed to removing financial barriers; majority with lived experience ensured by advisory council meeting monthly</li><li>Met – detailed response</li><li>Core staffing structure, recovery director, coordinator and coaches, provide coordination deployment and orientation – very detailed</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ol style="list-style-type: none"><li>In person recovery services by 1n1 RCS, peer led groups, workshops, programming. Services provided telephonically and video as well – very detailed</li><li>Met-att.7-Outreach provided by public events, educational sessions, listening sessions, volunteer events</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/3/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

3. Staff are coordinated by dedicated mgmt. structure, programming model, collaborative planning – very detailed
4. Employment services are offered aligned with DOL; include resume development, job searches, mock interviews. Staff offer 1n1 support, and dedicated computer workstations
5. Community supports noted in general, some details
6. Met-att.8-utilize Relias platform

**C. Record Management Requirements – globally, very detailed**

1. Met – utilize RDP
2. Met
3. Met
4. met

**D. Center Website Requirements**

1. Will maintain dedicated SRSC website, display understanding of all criteria
2. Met
3. Met
4. Met
5. met

**E. Services to be Provided to Participants**

1. 1n1 services using trained recovery coaches, participant matching & enrollment, individualized coaching sessions, coaching supervision
2. Training in SAMHSA & CCAR tools, BARC10, collaborating and connecting with participants
3. Full range of tools and programming detailed
4. Robust menu of facilitated groups, support & family specific
5. By identifying and connecting with mutual aid groups, community inclusion, civic engagement
6. Comprehensive orientation within first 30 days offered in 1n1 sessions, step by step guides. Maintain log of all completed orientations
7. Met-att.9-
8. Met-att.10-
9. Budget tracking, review and oversight

**F. Staffing Requirements**

1. KBH is a designated Recovery Friendly Workplace. Coordinated staffing model, specific roles, qualifications, and credentialing, ongoing professional development
2. Oversight and coordination, supervision, monitoring, training and certification tracking. Maintain rigorous supervision structure
3. No subcontractors, volunteers trained as paid staff are

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/3/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                              |
|----------------------------------------------|
| 4. Met- detailed process                     |
| 5. Met- detailed process                     |
| 6. Met- detailed process                     |
| 7. Met- detailed process                     |
| <b>G. Reporting/Site Review Requirements</b> |
| 1. Met- detailed process                     |
| 2. Met- detailed process                     |
| <b>H. Performance Measures</b>               |
| 1. Met- detailed process                     |
| <b>I. Reports</b>                            |
| 1. Met- detailed process                     |
| 2. Met- detailed process                     |
| <b>2. Staffing</b>                           |
| a. Met-att.11                                |
| b. none                                      |
| c. met-att.12                                |
| <b>3. Implementation - Work Plan</b>         |
| a. Met-att.13 exceeds expectation            |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/9/31

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Bidder agency began operation in 1960</li><li>• Serves more than 18,000 individuals annually</li><li>• Provides outpatient mental health and substance use treatment, crisis stabilization, case management, peer and recovery support, housing assistance, psychiatric medication management, prevention education, and community outreach</li><li>• Is a CCBHC</li><li>• Currently operates a Recovery Community Center in Skowhegan, with plans to open satellite Centers in Augusta and Waterville</li><li>• Indicates agency had led CCAR recovery coach training since 2018</li><li>• Indicates current Recovery Support Center Advisory Council which had a minimum of 51% members with lived experience</li><li>• Indicates all staff and volunteers complete training in trauma-informed practices, cultural competency, and inclusive service delivery</li><li>• Indicates participation in region 4 Recovery Support Center Network serving Somerset, Kennebec, Penobscot, and Piscataquis Counties</li><li>• Project 1 – Somerset Public Health – Recovery and Opioid Addiction Resource – relevant</li><li>• Project 2 – City of Augusta – Project Recovery – relevant</li><li>• Project 3 – KBH PDO grant - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Indicates no subcontractors anticipated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Chart provided identified project team including lead, FT and PT staff, and volunteer positions</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Indicates no litigation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• 2021-2022, 2022-2023, 2023-2024 statements provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Current and valid</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

| <b>Part IV, Section III    Proposed Services</b> |
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/9/31

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

**Part II**

**A. Recovery Support Center (Center)**

1. Indicates Center address as 34 high street, Skowhegan, currently used as Recovery Coaching Center, to operate M-F for 40 hours  
Indicates flexible hours to meet participant needs, suggesting at least 1 day of operating into the evening, but specifics not provided as  
Indicates participating in regional recovery support network with the intent to share access to meetings and resources across four (4) counties – included copy of MOU with 4 other partners
2. Indicates professional liability insurance limit exceeds requirements
3. Detailed response demonstrates understanding of person-centered service delivery
4. Detailed response indicated understanding of all pathways to recovery philosophy supported by staff training and program design
5. Met requirement  
Includes current advisory board member list
6. Detailed response includes dedicated facilities team, financial division, compliance and quality assurance team, human resources and compliance teams
7. Indicates use of 5.5 FTE's  
Use of groups, recovery coaching, peer support, and resource navigation  
Response indicates positions responsibility for organizing the delivery of programming

**B. Recovery Support Services**

1. Met requirement
2. Narrative and Attachment 7 plan includes a series of events and indicates staff responsible for completion  
Events include listening sessions, education events, rally's, art events, and partner events
3. Response includes holistic services intended to address domains including physical, spiritual, financial, social, etc aspects of an individual life
4. One-on-one support, dedicated computer stations, and recovery friendly workplace directory  
Partnerships with Adult Ed and local Career Center, guest speakers and employment experts
5. Met requirement
6. Narrative and attachment 8 provide detailed orientation plan

**C. Record Management Requirements**

1. Plan to use Recovery Data Platform
2. Met requirement
3. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/9/31

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>D. Center Website Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. Met requirement<br>2. Detailed response meets requirement<br>3. Met requirement<br>4. Met requirement<br>5. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>E. Services to be Provided to Participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Response meets requirement<br>2. Response indicates plan to use SAMHSA Guide to Wellness, and CCAR recovery Coaching plan to develop plan with recoverees<br>Use of BARC to assess progress<br>Response includes activities in addition to recovery coaching such as groups and activities<br>3. Met requirement<br>4. Plan includes quarterly listening session, participant surveys, monthly advisory council review of programming, and program monitoring<br>5. Unclear if the response references appropriate Rights of Recipients of mental health services – reported as ‘rights and responsibilities’<br>6. Attachment 9 plan includes training and education opportunities seemingly designed for one-on-one delivery and individuals in recovery<br>Some of the activities included in attachment 9 seem appropriate<br>7. Met requirement<br>8. Met requirement |
| <b>F. Staffing Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1. Indicates bidder is designated as a recovery friendly workplace<br>Staff and volunteer recruitment to be led by advisory council<br>Indicates all coaches will have lived experience<br>2. Met requirement<br>3. Indicates use of volunteer recovery coaches with lived experience<br>4. Met requirement<br>5. Commitment to meeting requirement<br>6. Met requirement<br>7. Indicates Center Director able to facilitate coachercision<br>Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1. Met requirement<br>2. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

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**DATE:** 6/9/31

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1. Response includes actions steps to achieve each performance measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1. Detailed response meets requirement<br>2. Met requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| a. Center Director position includes lived experience requirement and preference for training in Intentional Peer Support<br>Program Coordinator position includes lived experience requirement<br>Each position includes appropriate responsibilities and minimum qualifications<br>b. Indicates no subcontractors to be used<br>c. Staffing plan indicates 5.5 FTE's paid – Center Director, Program Coordinator, 2 FT Recovery Coaches, 3 PT (0.5 FTE each) recovery coaches<br>Staffing plan indicates 2.5 FTE volunteer recovery coaches (5 x 0.5 FTE) |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| a. Implementation plan provided in a time bound format with appropriate activities and position responsible for tasks identified<br>Activities begin in July 2025. Unclear if this plan is up-to-date                                                                                                                                                                                                                                                                                                                                                       |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/4/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>Established in 1960, CARF-accredited 501(c)(3) behavioral health provider</li><li>Annual reach of more than 18,000 people</li><li>Offers outpatient mental health, substance use treatment, crisis stabilization, case management, peer and recovery support, housing assistance, med management, prevention education, community outreach</li><li>One of five CCBHC's in Maine</li><li>Currently operates only RCC in Somerset County, provides recovery coaching services, peer-led groups, employment resources, educational workshops, and prosocial community events</li><li>Response demonstrates commitment to four dimensions of recovery – health, home, community, purpose</li><li>Commitment to DEI reflected in orientation and annual trainings, annual cultural assessments, and multilingual and accessible resources</li><li>Three highly relevant projects described:<ul style="list-style-type: none"><li>Partnership with and fiscal sponsorship of local recovery coalition, expanding recovery coaching services and outreach efforts</li><li>Partnership with City of Augusta to establish rapid access response through harm reduction and recovery-oriented framework</li><li>Prescription drug overdose project, including enhancing prevention systems, mobilizing service providers around overdose prevention, and addressing community-identified needs</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>Form not included, includes a note indicating that no subcontractors are anticipated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>Project level organizational chart provided, includes Advisory Council, does not explicitly include Recovery Coach Coordinator</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>Three years of financial statements provided by a CPA included</li><li>Shows strong assets and significant positive net income – no concerns regarding financial viability</li><li>\$45M total revenue</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/4/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| <b>6. Certificate of Insurance</b>                                                            |
| <ul style="list-style-type: none"><li>• Certificate of insurance provided and valid</li></ul> |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"><li>1. Met requirement for hours of operation. Additionally partners closely with other Centers to share access to services. Additionally provides contingency plan for sustainability and coverage in the event a recovery support center within their network must close.</li><li>2. Provides a detailed response including comprehensive summation of insurance policies and system of oversight.</li><li>3. Provides a detailed description of “open door” approach allowing for Participant self-identification of having a SUD and/or co-occurring disorder, or undiagnosed challenge, including how approach will be implemented through staff training and protocols</li><li>4. Provides a detailed response concerting how they will utilize and All Pathways Towards Recovery Approach, including staff training, orientation and cultural norms, program diversity, establishing an inclusive environment, and empowering the advisory council.</li><li>5. Met requirement</li><li>6. Provides detailed response including a tiered oversight model ensures compliance with relevant laws</li><li>7. Response discusses in detail how bidder will coordinate recovery groups and peer recovery resource connections, peer support services, and orientations including staffing roles and responsibilities and how expectations and outcomes will be ensured through supervision structures, coach support, training and orientation, and quality improvement processes.</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>1. Bidder provides detailed response on how recovery support services will be provided for Participants, including Recovery Coaching, support groups, workshops, and support navigating community resources.</li><li>2. Bidder provides a robust plan for outreach and engagement, including community-based engagement and education, volunteer-led annual events, recovery educational workshops, mobile outreach, marketing and communications, and provider engagement. Bidder included outreach and engagement plan, including detailed table with phases for infrastructure and community awareness and expansion and evaluation.</li><li>3. Bidder provides a robust menu of programming and services that address the various dimensions of wellness, various facilitated groups and family education offerings, and adapting recovery coaching to support affected others.</li><li>4. Met requirement</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

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**DATE:** 6/4/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

5. Response broadly discusses supporting Participants in accessing community supports.
6. Bidder provides a detailed understanding of how staff and volunteers will receive training around trauma-informed care, strengths-based and reflective practice, and DEI, as well as other trainings. Bidder included Training and Orientation Plan, including titles of initial trainings but lacking details. Offers CCBHC trainings but uncertain if this is in fidelity with peer model? Does this include strengths-based reflective model training?

**C. Record Management Requirements**

1. Bidder provides a thorough discussion of RDP, how it meets confidentiality requirements, and how data entry and quality control will be ensured.
2. Bidder provides a thorough discussion of how it will verify and ensure that chosen data platform meets Maine IT policies for collecting sensitive electronic information.
3. Bidder provides a thorough discussion of compliance of state and federal confidentiality laws including established policies, risk assessments, business associate requirements, and exceptions.
4. Met requirement

**D. Center Website Requirements**

1. Met requirement
2. Bidder provides a detailed description of how it will ensure adherence to State policies regarding digital accessibility and social media, including particular methods and oversight.
3. Met requirement
4. Bidder provides a detailed discussion of how it will ensure that data will meet the definition of TLP White, including data collecting through RDP. This includes a description of how data will be configured to aggregate and de-identify people, internal review protocols, and quarterly audits among other methods.
5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a detailed discussion of how they will offer Recovery Coaching Services including a concise description of training and credentialing, participant matching, recovery coaching activities, and coaching and supervision.
2. Bidder's response appears to focus on Recovery Coaching, as opposed to addressing these supports for all Participants in the center.
3. Bidder's response appears to focus overly on Recovery Coaching, indicates they will have varied groups, events, and workshops available, as well as partnerships to facilitate support services and community integration.
4. Bidder will provide a number of facilitated groups, including mutual-aid, family-specific, and skill-building/educational groups. Bidder provides a description of how it will maintain quality of its offerings.
5. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

6. Met requirement. Bidder maintains consistent attention to trauma-informed approaches, further references literacy level and preferred learning styles.
7. Met requirement. Bidder includes Quarterly Training Plan, but plan lacks reference to Understanding Prevention and possibly Recovery Education.
8. Bidder provides examples of recreational and social events, volunteer and community engagement opportunities, and family engagement opportunities, as well as a concise description of planning, promotion, staffing, and evaluation of events. Bidder included Recreational and Social events plan, including robust list of offerings.
9. Bidder provides a robust description of how it will ensure that no more than 2% of Department funding goes toward recreational and social events, including separate budgets and tracking, supplementary funding, and oversight mechanisms.

**F. Staffing Requirements**

1. Concisely summarizes coordinated staffing model, including roles and supervision, qualifications and credentialing. Recruitment model to ensure sufficient staffing lacks detail.
2. Bidder provides concise description of how it will coordinate Recovery Coach Services, including ongoing quality assurance. Does not meaningfully address supporting participants.
3. Met requirement
4. Met requirement
5. Bidder provides concise description of how they will ensure recovery coaches achieve full certification within two years of hire, including specific methods and quality assurance tools.
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Bidder provides concise description of how they will ensure reports are submitted appropriately, including quality assurance tools.
2. Met requirement

**H. Performance Measures**

1. Bidder provides a detailed description of how data will be collected to report on performance measures, but does not describe how services will be performed and performance measures achieved.

**I. Reports**

1. Bidder provides a detailed description of how data will be collected to fulfill required reports.
2. Bidder provides a detailed description of how reports will be prepared and submitted in a timely fashion.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

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**DATE:** 6/4/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**2. Staffing**

- a. Met requirement
- b. None indicated
- c. Bidder provided a detailed staffing plan including relevant roles, their duties, supervisory responsibility, qualifications, and time requirement.

**3. Implementation - Work Plan**

- a. Bidder provided a detailed work plan in chart format, including specific tasks within broad categories of objectives for three distinct phases of operation.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Bidder requests \$885k, 2% of annual revenue
- \$481k in salaries, and 28.93% fringe rate, including health and dental, covers 5.5 FTEs
- Client-related travel totally \$19k, understandable given rural service area
- \$95k for other expenses, including \$30+k/year for EMR chargeback?
- \$55k indirect, at a rate of 7.21%
- All other expenses appear reasonable



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Kennebec Mental Health Associates dba Kennebec Behavioral Health

**DATE:** 6/3/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>Established as clinical BH and SUD treatment provider in 1960 with an annual reach of 18k people.</li><li>Focus on underserved, low-income, and rural communities providing a comprehensive continuum of care that includes peer and recovery support.</li><li>Established CCBHC</li><li>Notes robust peer workforce and trauma-informed recovery coaching infrastructure.</li><li>Currently operates Recovery Community Center in Somerset County, plans satellite offices in Augusta and Waterville, all using an All Pathways approach</li><li>Listed five initiatives that support recovery, grant experience, peer workforce and development experience, recovery friendly workplace, and a center governance board with lived experience.</li><li>All staff and volunteers complete orientation and annual training on cultural competency, trauma-informed practices, and inclusive service delivery with annual assessments as part of CCBHC</li><li>Many regional, multicounty, community partnerships.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>Provided, meets requirements.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>Provided as required, appears financially viable.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>Provided, current.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

| <b>Part IV, Section III Proposed Services</b> |                                                                                                                                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                |                                                                                                                                                                                    |
| <b>A. Recovery Support Center (Center)</b>    |                                                                                                                                                                                    |
| 1.                                            | Response exceeds requirements. P- Ring camera offers resource connection or call back for after hours visitors. P- Detailed contingency/sustainability plan with Region 4 network. |
| 2.                                            | Response exceeds requirements.                                                                                                                                                     |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/3/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

3. Self-identification used to determine eligibility. Robust referral partners with multiple points of access. P- reinforces self-id, low barrier access and stigma reduction by displaying “No referral or diagnosis required. If you feel you belong, you do.” Welcome packet includes an explanation of what it means to self-identify.
4. Notes support for diverse pathways including abstinence-based, harm-reduction, medication-assisted treatment (MAT), 12-step, SMART Recovery, faith-based approaches, and culturally rooted healing practices. All Pathways model is embedded in programming, practices, operations and culture. Harm reduction supports available for participants who are not pursuing abstinence.
5. Bidder provided detailed financial plan that includes multiple funding streams to ensure services are free to participants. Advisory Council composition of lived experience currently meets requirements and bylaws and formal protocols will be developed during the implementation phase to ensure ongoing LE requirement is met.
6. Bidder notes robust infrastructure and comprehensive internal management systems to ensure this requirement is met.
7. Provided detailed plan to deliver RCC that exceeds requirements. P- staff and volunteer orientation includes DEIA, Trauma-Informed Approaches, Strengths-Based Practice, and peer support principles. Participants will receive structured orientation within 30 days, covering Center services, rights, community resources, and how to access peer support.

**B. Recovery Support Services**

1. Bidder notes person-centered, trauma-informed, and non-clinical model built on the principles of Peer Support and Multiple Pathways to Recovery available through telephone and secure web-based platforms. P- technology-enabled private meeting spaces and resource libraries. P-after hours peer support available via secure technology.
2. Engagement and outreach provided to a four-county catchment area through Region 4 MOA partners and leadership meets monthly to review data/feedback. Community Engagement Plan reviewed monthly by the Advisory Council. Attachment 7 provided extensively detailed plan. Youth and family focus includes community baby shower event.
3. Bidder described expansive programming that encompasses the All Pathways philosophy and includes multiple feedback/evaluation mechanisms to tailor programs and coordination for participants, including families and affected others. P- demonstrated recognition that Affected Others require distinct support and so offers dedicated services for that population that may include being matched with coaches trained in family recovery dynamics.
4. Center staff and trained volunteers offer 1-1 support for employment related needs. Computer access is available for participants in a quiet workspace with office materials

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/3/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

and a recovery-friendly employer directory. Classes, training and workforce related referrals offered in partnership with Adult Education, Maine CareerCenter and DOL. Robust data collection and feedback mechanisms.

5. Met.
6. N- some of the trainings listed as “New CCBHC trainings” in Attachment 8 are not appropriate for peer roles as they are based in clinically-informed assessments and outside of peer fidelity.

**C. Record Management Requirements**

1. Met.
2. Met.
3. Met.
4. Met.

**D. Center Website Requirements**

1. P- calendar will be searchable, filterable by topic and location, as well as color coded for delivery modality.
2. Met.
3. Met.
4. Met.
5. Met.

**E. Services to be Provided to Participants**

1. Met.
2. Response included a detailed and structured plan for service delivery. Q- Participant satisfaction surveys and post-service evaluations are reviewed weekly at team meetings and quarterly with the Advisory Council. There was no mention of this feedback being de-identified, which would be necessary to ensure peer fidelity.
3. P-Rural barriers addressed by mobile outreach and hybrid virtual services. Q- what kind of information is collected via “coaching notes”- may impact peer fidelity.
4. Met.
5. Met.
6. P- Orientation will be available in multiple formats- virtual, phone, in-person for accessibility.
7. Met. Most of the groups/trainings that are listed in Attachment 9 are support groups and not community based trainings as required. Prevention not adequately addressed.
8. Provided detailed plan in Attachment 10 with robust options for participants. Necessary supports for community contribution was minimally addressed.
9. Met.

**F. Staffing Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 6/3/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                      |
|----------------------------------------------------------------------|
| 1. Met.                                                              |
| 2. Met.                                                              |
| 3. Met.                                                              |
| 4. Met.                                                              |
| 5. Met.                                                              |
| 6. Met.                                                              |
| 7. Met.                                                              |
| <b>G. Reporting/Site Review Requirements</b>                         |
| 1. Met.                                                              |
| 2. Met.                                                              |
| <b>H. Performance Measures</b>                                       |
| 1. Provided detailed plan to meet this requirement.                  |
| <b>I. Reports</b>                                                    |
| 1. Provided detailed plan to meet this requirement.                  |
| 2. Provided detailed plan to meet this requirement.                  |
| <b>2. Staffing</b>                                                   |
| a. Provided detailed job descriptions in Attachment 11.              |
| b. N/A – no subcontractors.                                          |
| c. Provided detailed plan in Attachment 12 to meet this requirement. |
| <b>3. Implementation - Work Plan</b>                                 |
| a. Provided Attachment 13, extensively detailed.                     |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project ME-RAP

**DATE:** 6/9/2025, 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>Bidder was founded in 2020 and became a 503(c)(3) in 2025</li><li>Services provided include harm reduction education, recovery support programming, youth prevention, and linking people to resources</li><li>Bidder working on door to door overdose education, naloxone distribution, and harm reduction support</li><li>Supported three youth caucuses</li><li>Conducts listening sessions for people to share their experiences without judgement</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>Provided a letter and list of financial policies</li><li>Reports they are a 503c</li></ul>                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>Provided, expires 1/23/26</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ol style="list-style-type: none"><li>In the process of renovating and opening a center at 53 Water St, Augusta</li><li>Expected to open June 2025</li><li>Drop in center Thursday-Monday 12pm-8pm during summer months and 7am-5pm during winter months</li><li>Proposes expanding to 7 days a week, 8 hours per day beginning January 1, 2026</li><li>Meets requirements</li><li>Meets requirements</li><li>Meets requirements</li><li>Planning a harm reduction coaching training for staff</li><li>Will support coaches and volunteers who are not operating within a multiple pathways perspective to assist them with meeting this requirement</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project ME-RAP

**DATE:** 6/9/2025, 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

5. Meets requirements

Board consists of three members, two report lived experience and one reports being an affected other

6. Detailed response that demonstrated understanding of laws and plan for compliance

7. CRAFT family support group

Meets requirements

**B. Recovery Support Services**

1. Provided detailed plan on how to offer in person, telephone, and virtual recovery services

2. Meets requirements

Will offer youth and school engagement

Will provide healthcare provider engagement

Project Doorstep- Will continue door to door harm reduction and Narcan education

3. Meets requirements

4. Meets requirements

5. Will provide secure storage and showers, hygiene supplies

Meets requirements

6. Provided a detailed training and orientation plan

**C. Record Management Requirements**

1. Will utilize Recovery Data Platform

2. Meets requirements

3. Meets requirements

4. Meets requirements

**D. Center Website Requirements**

1. Will create a website that meets requirements

2. Demonstrates an understanding of accessibility and social media requirements

3. Meets requirements

4. Will provide annual training in TLP White

Meets requirements

5. Detailed plan on how they will ensure Tiktok is not used

**E. Services to be Provided to Participants**

1. Meets requirements

2. Meets requirements

I- Will provide support with problem solving with invited to do so by participants

3. Detailed plan on how the Bidder will assist participants with building Recovery Capital

Discussed a focus on holistic and strength based support

4. Will train coaches and community members in group facilitation

Provided a list of current and proposed groups with a description of what each group is

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project ME-RAP

**DATE:** 6/9/2025, 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

Some groups include Parenting in Recovery, Grief and Loss, Wellness and Self care, and CRAFT for families

5. Meets requirements
6. Staff and volunteers will be trained on what to expect when accessing each of the resources in this section
7. Youth led Narcan training utilizing a youth focused curriculum  
Unclear what educational opportunities will be provided for family/relationships and prevention
8. Plan to offer 30 activities per quarter  
Provided a detailed plan of celebrations, events, and clubs with a description of what they are and why they are important
9. Detailed plan to ensure that recreational activities do not utilize more than 2% of Department funds

**F. Staffing Requirements**

1. Provided a detailed hiring plan  
Will use a peer reviewed hiring committee that is comprised of people with lived experience
2. Provided a detailed plan for Recovery Coach Coordination  
I- Plan to implement a targeted outreach program for those that are hard to reach and would not typically utilize recovery services
3. Meets requirements
4. Provided a detailed plan that demonstrates an understanding of the registration and certification processes
5. Each coach will be provided a Certification Advancement Plan that outlines the two year process to become certified
6. Meets requirements  
Will provide financial assistance for external training opportunities in addition to internal trainings
7. Will partner with out agencies for CoacherVision and is in the process of training their director level staff as CoacherVision Facilitators

**G. Reporting/Site Review Requirements**

1. Meets requirements
2. Meets requirements

**H. Performance Measures**

1. Provided a detailed plan to meet this requirement

**I. Reports**

1. Provided a detailed plan to meet this requirement
2. Provided a detailed plan to meet this requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project ME-RAP

**DATE:** 6/9/2025, 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                     |
|---------------------------------------------------------------------|
| <b>2. Staffing</b>                                                  |
| a. Meets requirements<br>b. None indicated<br>c. Meets requirements |
| <b>3. Implementation - Work Plan</b>                                |
| a. Detailed plan provided                                           |

- a. Meets requirements
- b. None indicated
- c. Meets requirements

|                                      |
|--------------------------------------|
| <b>3. Implementation - Work Plan</b> |
| a. Detailed plan provided            |

- a. Detailed plan provided

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program / OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>Founded in 2020, sponsored by Mobilize Recovery, has grown into a recovery network, and now as a 501c non-profit. 3 projects detailed</li></ul>                       |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>Met - Included - none</li></ul>                                                                                                                                       |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>Met - included</li></ul>                                                                                                                                              |  |
| <b>4. Litigation</b>                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>Met – included - none</li></ul>                                                                                                                                       |  |
| <b>5. Financial Viability</b>                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>Finances were audited combined with Mobilize Recovery, unable to separate, fiscal philosophy and action plan detailed, but no statements or other documents</li></ul> |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>Met - included</li></ul>                                                                                                                                              |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>A. Recovery Support Center (Center) – very detailed, although often not answering the questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ol style="list-style-type: none"><li>Currently in planning stage, plan to be open 7 days, year round, will begin with drop in hours, expanding once funded</li><li>met</li><li>each participant will check in, plan to use RDP, low barrier, self identifying</li><li>commits to all pathways approach, to be ensured thru hiring, onboarding and supervision</li><li>services to be FOC, board already entirely of those with lived experience</li><li>met</li><li>thru structured leadership, and peer programming, weekly staff meetings</li></ol> |  |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ol style="list-style-type: none"><li>By providing comprehensive recovery support in-person, and virtually at the center. Will offer peer recovery coaches, peer led groups, resource navigation</li><li>Att.7 – met – clear action plan outlined</li><li>Staff, with lived experience, engaging in recovery programming – does lack specifics</li><li>Intend to partner with DOL, host employment training, plan to have 4 PC's</li></ol>                                                                                                             |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program / OBH

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| 5. Plan to provide low barrier supplies, showers, services, harm reduction SSP                                   |
| 6. Att.8 – met – clear outline, includes volunteer instruction manual                                            |
| <b>C. Record Management Requirements</b>                                                                         |
| 1. Met – displays general knowledge, will enter data into RDP                                                    |
| 2. met                                                                                                           |
| 3. met – displays general understanding                                                                          |
| 4. met                                                                                                           |
| <b>D. Center Website Requirements</b>                                                                            |
| 1. met – displays general understanding                                                                          |
| 2. met                                                                                                           |
| 3. met                                                                                                           |
| 4. met                                                                                                           |
| 5. met                                                                                                           |
| <b>E. Services to be Provided to Participants</b>                                                                |
| 1. 1n1 support in person, and hybrid, by trained coaches & peers, using harm reduction approaches                |
| 2. Staff will be trained to support participants, thru guidance and supervision                                  |
| 3. Met – display understanding of tools & methods                                                                |
| 4. Staff to train in group facilitation, groups to focus on continuum of recovery, offered in person & virtually |
| 5. Peer led meetings, individual guidance, and promoting community                                               |
| 6. Orientation to be within participants first 30 days – display general understanding                           |
| 7. Att.9 – met – action plan clearly outlined                                                                    |
| 8. Att.10 – met – action plan clearly outlined                                                                   |
| 9. By adhering to budget maintenance                                                                             |
| <b>F. Staffing Requirements</b>                                                                                  |
| 1. Key leadership already in place, will continue once funding granted                                           |
| 2. Supervision and oversight structure planned                                                                   |
| 3. Volunteer director will conduct outreach & training                                                           |
| 4. met – displays general understanding                                                                          |
| 5. met – displays general understanding                                                                          |
| 6. met – displays general understanding                                                                          |
| 7. met – displays general understanding                                                                          |
| <b>G. Reporting/Site Review Requirements</b>                                                                     |
| 1. met – displays general understanding                                                                          |
| 2. met – displays general understanding                                                                          |
| <b>H. Performance Measures</b>                                                                                   |
| 1. met – displays general understanding                                                                          |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program / OBH

|                                                                                    |
|------------------------------------------------------------------------------------|
| <b>I. Reports</b>                                                                  |
| 1. met – displays general understanding<br>2. met – displays general understanding |
| <b>2. Staffing</b>                                                                 |
| a. Att. 11 – met – detailed outline<br>b. Included – will not<br>c. Att.12 - met   |
| <b>3. Implementation - Work Plan</b>                                               |
| a. Att. 13 - met                                                                   |
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b>                     |
| •                                                                                  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/10/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Org founded in 2020 under fiscal sponsorship with Mobilize Recovery, becoming independent nonprofit in 2025</li><li>• Org led by individuals with lived and living experience including affected others and allies</li><li>• Services include harm reduction education and support, recovery support programming, youth prevention initiatives, linkage to essential services such as healthcare and housing, and advocacy.</li><li>• Indicates 2 similar entities: Maine Recovery Access Project (proposal for this RFP) and Maine Recovery Action Project that performs legislative advocacy</li><li>• Indicates commitment to DEI, reporting partnerships with marginalized communities and board and leadership representation from these same communities</li><li>• Indicates staff and volunteers receive training in trauma-informed practices and culturally responsive approaches</li><li>• Indicates listening first approach, citing 33 listening sessions including over 600 participants, to direct person-centered programming</li><li>• Outreach and events include door-to-door canvassing with over 10,000 doors visited, 5,589 doses of naloxone distributed, 3,827 people trained in overdose response, and 183 events hosted</li><li>• Bidder describes staff, volunteer, and participant development and community organizing framework as one that centers participants and communities as best able to define and respond to their needs, demonstrating a deep commitment to community and person-centered operations</li><li>• Response includes reference to leadership experience and fundraising</li><li>• Project 1 – ‘Project Doorstep’ – outreach and engagement efforts</li><li>• Project 2 – Youth Caucus Organizing and facilitation – engaged youth across Maine to hear feedback and guidance on prioritizing activities</li><li>• Project 3 – Listening Sessions – demonstration of ‘listening first’ approach to service delivery</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Listed none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Project team identifiable within enterprise wide org chart provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/10/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Listed none</li></ul>                                                       |
| <b>5. Financial Viability</b>                                                                                     |
| <ul style="list-style-type: none"><li>Provided financial policies for agency, signed by Board secretary</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                |
| <ul style="list-style-type: none"><li>Included and valid</li></ul>                                                |

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

- Center located at 53 Water St Augusta – expected to begin operation in June 2025 – Hours of operations reported as M-F 12-8 (summer) and 7-5 (winter) – if awarded, Center would expand to 7 days/56 hours per week, with exact operating hours to be determined based on community input and need
- Indicates that current insurance coverage meets requirements, with additional flood insurance  
Indicates ED conducts annual review to ensure compliance
- Indicates self-identification process for determining eligibility  
Indicates option for anonymous participation
- Response demonstrates a deep understanding of the All Pathways approach to recovery  
Indicates that implementation includes hiring, staff and volunteer onboarding and supervision  
Indicates co-location of traditional recovery center services alongside low-barrier harm reduction programming
- Indicates commitment to offering all services free of charge sustained by diverse funding sources  
Agency by-laws indicate a minimum of 51% of members identify as having direct lived or living experience – response indicates current 66% membership meets this definition  
Response indicates deep commitment to bringing forward the voice of those with lived and living experience
- Detailed response indicates actions taken to achieve and maintain compliance with local, state, and federal laws
- Detailed response indicates positions responsible for implementing and achieving activities related to the coordination of supports

**B. Recovery Support Services**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/10/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Detailed response indicates provision of in person and virtual/phone based supports including recovery coaching, groups, and check-ins
2. Attachment 7 indicates dedicated Volunteer Coordinator, responsible for outreach and engagement efforts  
Indicates bidder currently has 68 registered volunteers  
Plan includes multi-faceted outreach and engagement strategy related to appropriate entities including local government, local providers, and participants – includes photos from prior activities  
Indicates plan was developed with input from listening sessions which included staff, volunteers, and participants
3. Indicates Center Director holds primary responsibility, with Organizing director supporting events  
Indicates weekly meetings to coordinate efforts of staff and volunteers  
Describes process for participant voice to impact programming design and development
4. Will host or deliver employment support workshops quarterly, and provide ad hoc support between workshops as requested  
Referrals to DOL programming and Recovery Jobs for Beginners  
Will develop network of local employers as referral sources for participants
5. Center will offer participants storage and showers – includes harm reduction supplies in list of basic needs offered by center  
The center will also operate as a licensed syringe exchange service location  
Detailed response indicates plan for providing support in each category indicated
6. Attachment 8 plan includes detailed overview of training type and schedule for staff and volunteers that meets or exceeds all requirements  
Center volunteer manual included as part of attachment 8  
Plan included as attachment 8 demonstrates a strong commitment to person centered programming and participant autonomy

**C. Record Management Requirements**

1. Detailed response indicates planning implementation of Recovery Data Platform and addresses all requested capabilities
2. Met requirement
3. Detailed response met requirement
4. Met requirement

**D. Center Website Requirements**

1. Detailed response meets all requirements
2. Met requirement
3. Met requirement
4. Detailed response met requirement
5. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/10/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

**E. Services to be Provided to Participants**

1. Plan to enhance CCAR coaching model with harm reduction principles and Intentional peer support trainings  
Harm reduction practices guided by training from Reduce Harm Inc
2. Response demonstrates person centered practices and participant autonomy
3. Plan to measure participant recovery capital at intake, 30 days, and 90 days, 6 months  
Plan includes one-on-one coaching, referrals to outside services, and groups and activities
4. Plan to provide groups at the Center, and to provide access to regional groups through MOU with 4 other Recovery Centers
5. Met requirement  
Directs evaluator to attachments 7, 9 and 10 for additional detail and examples of groups and activities
6. Detailed response indicates commitment to person center service delivery
7. Plan in Attachment 9 appears to be limited  
Plan does not discuss connecting with entities for the delivery of trainings  
Plan does not address prevention, family dynamics
8. Attachment 10 includes plan to host 30 events each quarter, provides examples of events, sample calendar, and photos of past events – meets requirement
9. Met requirement

**F. Staffing Requirements**

1. Plan to use peer-review hiring committee to hire necessary staff
2. Detailed response – met requirement
3. Response met requirement
4. Bidder has partnered with the BARN to provide coachervision  
Met requirement
5. Detailed response includes creation of planning and tracking processes and corrective action steps when necessary
6. Response detailed training monitoring, compliments, and reporting process
7. Indicates plan for Center Director to become certified to deliver coachervision

**G. Reporting/Site Review Requirements**

1. Met
2. met

**H. Performance Measures**

1. Response includes steps for meeting, tracking, and reporting performance measures

**I. Reports**

1. Met – detailed response
2. Met – detailed response

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INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** DHHS/OBH

**2. Staffing**

- a. Each position includes responsibilities and minimum qualifications  
Positions reported include those funded by other sources
- b. Indicates none
- c. Staffing plan includes 7.25 FTE's through combination of requested funding and other funding sources described as 'in kind'

**3. Implementation - Work Plan**

- a. Plan presented in time bound format (gant chart)  
Plan to begin hiring process in Jan 2026 – unclear if this would result in delay of full operations  
Plan to launch full coaching, participant orientation, etc to begin in March 2026

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- \$550,071 requested for 24 months
- Narrative indicates braided funds applied to various costs
- Funds requested for Recovery Coach certification costs and other necessary training courses
- Includes client travel to support participants initial transportation to external services
- Budget narrative identifies funds to support prosocial activities under the 2% limit
- Budget proposal uses de minimus indirect rate of 15%
- Indicates agency commitment to program in the amount of \$281,729 during the initial 24-month period of performance, for a total program cost of \$831,800
- FICA and Medicaid rate is listed as 8%, should be 7.65%



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 06/06/2025

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Founded 2020, emerged as statewide network of people with lived and living experience of substance use and recovery</li><li>• Sister organization to Maine Recovery Action Project, but policies support separation of two entities</li><li>• Indicates commitment to DEI, including historically marginalized communities present on Board, leadership, and staff, but does not go into detail about how that commitment is implemented</li><li>• Ongoing training in trauma-informed care, anti-racism, and culturally responsive engagement, intentionally recruit team members reflective of communities served</li><li>• Experienced in managing outreach engaged in front line conversations</li><li>• Employs community organizing framework including emphasis on deep relationships, fostering leadership, and creating spaces for engagement</li><li>• Provides three highly relevant projects:<ul style="list-style-type: none"><li>○ Door-to-door naloxone distribution and community engagement</li><li>○ Youth caucuses in partnership with Youth development organization</li><li>○ Listening sessions in partnership with workforce organizations</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Provides enterprise level organizational chart, including project staff</li><li>• Unclear about Recovery Coach Coordinator</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Due to date of incorporation (2025) Bidder provides a letter explaining the absence of financial documentation and the organizations financial policies</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Valid certificate of liability attached</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

| Part IV, Section III Proposed Services |
|----------------------------------------|
| Part II                                |
| A. Recovery Support Center (Center)    |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 06/06/2025

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Indicates center will allow for drop-ins from 12-8pm five days a week starting in June, expanding to 7 days/week starting in January
2. Met requirement
3. Met requirement
4. Bidder demonstrates commitment to All Pathways Towards Recovery. Emphasis on All Pathways approach begins during hiring and proceeds through orientation and is exhibited in deep integration with provision of harm reduction services.
5. Met requirement
6. Bidder provides a detailed discussion of compliance, including ongoing compliance monitoring and accountability.
7. Bidder provides an overarching plan, followed by a detail discussion of how they will coordinate recovery groups, peers, and provide orientation to participants. Bidder lists several facilitation groups, and discusses expanding groups based on participant needs, as well as pro-social activities. Participant orientation is discussed in depth, including a stepwise description of how Participants will be engaged and oriented. Staff and volunteer orientation is thorough, including discussion of varied knowledge areas central to the RFP.

**B. Recovery Support Services**

1. Bidder provides a concise description of services, including peer recovery coaching, peer-led support groups, and resource navigation, as well as telephonic supports including recovery check-in calls.
2. Attachment 7 – Bidder provides a detailed Outreach and Engagement plan rooted in volunteer-driven outreach and developed through community conversations. Activities ranged from monthly newsletters, through social media campaigns, business engagement, door-to-door outreach, and numerous other innovative strategies.
3. Bidder describes a team-based approach to center activities, including collaboration between the Center Director and Organizing Director, and team-based relational systems. Further describes a community-driven program development process to determine community needs. This section lacks concrete details on offerings.
4. Met requirement
5. Bidder provides a detailed description of how it will assist Participants in accessing community supports in fidelity with the peer model.
6. Bidder included Training and Orientation Plan. Provided in-depth description of training and orientation processes, including relevant areas of concern. Plan emphasizes shadowing and mentorship, as well as SSP training. Bidder provides volunteer manual, including detailed breakdown of various volunteer roles and processes for filling those roles, including 'Harm Reduction and Recovery-Oriented Principles & Practices'.

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

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**DATE:** 06/06/2025

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Bidder provides a detailed description of how it will maintain a data management system, utilizing RDP, and discusses RDP's HHS Privacy and Security Standards.
2. Met requirement
3. Bidder provides a detail description of how it will comply with State and Federal laws including secure collection and access controls, incident response, corrective actions, and ongoing compliance audits.
4. Bidder provides a detailed description of how it will comply with the IT-Service Contract confidentiality provisions, including access controls and role-based permissions, data encryption and secure storage, secure data transmission, incident response procedures, and data retention.

**D. Center Website Requirements**

1. Indicates website will include additional features beyond the minimum requirements, including live chat support.
2. Bidder provides a detailed response regarding how it will ensure the website adheres to relevant state policies, including design for accessibility, content management, and compliance monitoring and staff training.
3. Bidder assures that no data will be released and indicates that it will implement a comprehensive data governance strategy including data access and security controls, data usage restrictions, and compliance with data privacy laws.
4. Met requirement
5. Bidder provides a thorough description of how Tiktok and Bytedance content will not be integrated into their website

**E. Services to be Provided to Participants**

1. Met requirement. Bidder discusses weaving harm reduction coaching into standard recovery coaching.
2. Response seems to focus predominantly on recovery coaching enrollees as opposed to other Participants.
3. Response seems to focus predominantly on recovery coaching enrollees as opposed to other Participants. Bidder provides a detailed description of how Coaches will support enrollees in building recovery capital in each of the three areas of recovery capital.
4. Bidder provides a short list of current groups and discusses directions to expand into other facilitated groups.
5. Met requirement.
6. Met requirement
7. Bidder includes Quarterly Training Plan. Plan does not address understanding prevention, recovery education, family and relationship dynamics, and creating recovery allies.
8. Attachment 10 Bidder provides a Recreational and Social events plan, including numerous social events and special celebrations broken down by season. Does not

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**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

meaningfully address opportunities for volunteering, although these are covered elsewhere.

9. Met requirement

**F. Staffing Requirements**

1. Provides a concise description of recruitment process related to securing staffing. Does not address retention of staffing.

2. Met requirement

3. Provides a concise description of recruitment process related to securing staffing. Does not address retention of staffing.

4. Met requirement

5. Met requirement

6. Bidder provides a concise discussion of registration/certification supports, including structured onboarding and registration process, compliance tracking and monitoring, and systems to maintain certification.

7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement

2. Met requirement

**H. Performance Measures**

1. Response focuses on data collection as opposed to how bidder will perform services to achieve measures.

**I. Reports**

1. Met requirement. Bidder provides concise overarching quality assurance plan, including ongoing monitoring and monthly reviews.

2. Met requirement

**2. Staffing**

a. Uncertain how Recovery Coach Coordinator and Recovery Center Coordinator are integrated into job descriptions.

b. None indicated

c. Uncertain how Recovery Coach Coordinator and Recovery Center Coordinator are integrated into staffing plan.

**3. Implementation - Work Plan**

a. Met requirement

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Total proposal requests \$550,071, cannot determine request as compared against budget

- \$350k in salaries, 12.4% fringe without health.dental

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 06/06/2025

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

- \$18k requested for supplies including \$11k for pro-social activities
- \$24k requested in other, including \$11k for food and \$3k for bonding and insurance, bonding and insurance would normally be included in indirect costs
- \$69k in indirect costs, 15% of rate
- All other expenses appear reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

**Part IV. Section II. Organizational Qualification and Experience**

**1. Overview of the Organization**

- Established in 2020, became 501(c)(3) in 2025.
- Led by individuals with lived and living experience of substance use and recovery, including family members and allies.
- Current services include harm reduction education and support, comprehensive recovery support programming, youth prevention initiatives, linkage to services including healthcare and housing, and advocacy.
- Sister organization to Maine Recovery Action Project, a 501(c)(4) organization focused on legislative advocacy.
- Committed to low-barrier, participant-centered services grounded in harm reduction and recovery principles.
- Prioritizes partnerships with BIPOC- and LGBTQ+-led organizations to ensure cultural responsiveness and intersectionality in services and Board of Directors, Leadership team, and staff represent a variety of historically marginalized groups.
- Provides staff training in trauma-informed care, anti-racism practices, and culturally responsive engagement strategies
- utilizes a “listening-first” model that centers the voices of those with lived experience, hosted 33 community listening sessions reaching over 600 people to gather community feedback, identify barriers, and adjust services.
- Direct outreach experience demonstrated by stating high number of naloxone distribution and overdose response training provided to local community via door-knocking.
- demonstrated success managing dispersed outreach teams, providing ongoing training, and supporting staff, volunteers, and community members in navigating complex frontline conversations
- strong and proven track record of managing public funds with transparency and accountability
- Executive Director has extensive experience in public policy, nonprofit management, and direct service delivery.
- Highly regarded for fiscal responsibility by accounting firm that provided reference.
- Notes contracted accountant, robust internal controls, and active board oversight.
- Described 3 highly relevant projects in the last 5 years.

**2. Subcontractors**

- None.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Provided, detailed.</li></ul>                                                                                                                                                                                                                                                                                                        |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                       |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Became an independent 501(c)(3) nonprofit in 2025, therefore does not three (3) years of Financial Statements audited or reviewed by a Certified Public Accountant. Provided narrative of financial policies and committed to provide financial documentation as requested. Appears capable to ensure financial viability.</li></ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• Provided, current.</li></ul>                                                                                                                                                                                                                                                                                                         |

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Located at 53 Water St., Augusta, Maine, expected to open June 2025. Notes that this location is highly accessible to the population that the center aims to serve. Through current funding, Bidder intends to be open 40 hours weekly, Thursday through Monday, intentionally prioritizing weekend availability. If awarded, would extend hours of operation to 7 days a week, 56 hours.
2. Met.
3. Self-identification captured via Recovery Data Platform kiosk at entry. Staff engagement is also used to determine eligibility and support and education provided to those that are unsure of their eligibility. option to participate anonymously is also offered. P- Referral linkage to more appropriate support/opportunities is noted for those that are determined to not be eligible.
4. Hiring process includes asking candidates to describe their understanding and commitment to ensuring All Pathways approach. Strong supervision structure to ensure staff and volunteers understand their shared responsibility to cultivate an inclusive, welcoming and nonjudgemental culture. P- center operates using a hybrid model of traditional recovery services while also incorporating a harm reduction approach and support and will train staff in multiple modalities of peer support.
5. Detailed description on funding streams and financial management strategy provided to ensure that services are free to participants. Bidder states that board is comprised of 66% firsthand lived experience and bylaws require at least 51% lived experience.
6. Worked directly with local code enforcement to ensure building and zoning regulations are met. Certified by CDC for SSP and registered with Maine Department of Environmental Protection for waste handling. Has established legal relationships with

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

experts concerning nonprofit compliance, contracting, loans, and other financial matters, zoning laws for recovery community centers and syringe service programs, and federal and state tax compliance.

7. Provided extensively detailed plan for RCC with a focus on participants choice and All Pathways philosophy. Youth and family focused groups noted. Robust orientation plan for volunteers, staff and participants.

**B. Recovery Support Services**

1. Onsite, online, and telephone support available to all participants, virtual options are a key part of the center's mission to increase access, virtual and hybrid groups, virtual recovery coaching, social media group chat. Onsite, in person, services will be provided by people in recovery and include facilitated groups one-on-one peer coaching, practical assistance, and employment and other educational workshops. P- will operate an informal "warm line" for participants to call in to check in outside of a scheduled time.
2. Attachment 7, Outreach and Engagement plan provided. P- was developed through community conversations, listening sessions, preliminary focus groups, and feedback gathered during Summer 2024 from participants, volunteers, and staff. Notes 10 specific and detailed outreach types/strategies that the bidder will utilize as well as an MOU with other Region 4 centers to maximize reach.
3. Peer-led, team-based approach to coordination, including weekly all-staff meeting. Supervision is provided internally and externally, to ensure access to support for staff and support in advancing their participant support skills. Regular listening sessions and community meetings, participant surveys, one-on-one interactions and data from RDP inform programming.
4. Bidder notes low-barrier, All Pathways access to workforce development services without the requirement of immediate engagement in recovery. Plan to host quarterly Employment Workshops and have 4 computer stations with high speed internet and technical support and digital literacy training. Referrals to DOL and Maine Rural Behavioral Health Workforce training noted and engagement with downtown businesses, regional workforce organizations, and trade programs to connect participants to.
5. Met. P- Robust plan for basic needs support including secure storage and shower availability. P- HR and SSP support.
6. Attachment 8 provided. P-Training is delivered through a combination of in-person sessions, virtual learning, mentorship and shadowing, reading materials, and experiential practice. Exceeds requirements, robust plan, highly detailed.

**C. Record Management Requirements**

1. Plan to utilize RDP. Met.
2. Met.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Maine Recover Access Project (ME-RAP)

**DATE:** 6/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

3. Response robustly addresses data security, additionally addresses Family Educational Rights and Privacy Act.
4. Met.

**D. Center Website Requirements**

1. P- Mobile friendly format, accessibility addressed via screen reader compatibility, high-contrast options, and text resizing. Live chat function, multilingual support, step-by-step instructions on how to participate, including technology requirements for virtual events and any necessary pre-registration steps.
2. P-quarterly accessibility reviews, staff training and certification- state-approved digital accessibility and social media training, and user feedback and reporting of issues.
3. Met.
4. Met.
5. Responded with detailed plan.

**E. Services to be Provided to Participants**

1. Met.
2. Bidder provided a comprehensive plan and noted measures to ensure that coaching services remain person-centered and non-judgmental.
3. Met.
4. Met. P- Group facilitation opportunities will also be extended to community members and participants. RCs may co-facilitate to support participants in skill development.
5. Met. P-Recognizing the contributions of volunteers with certificates of appreciation, leadership development opportunities, and pathways to paid roles within the recovery field
6. notifications via email or text with consent. Part of the RC matching process includes a follow up meeting to ensure that the pair are a good fit. Staff training to explain to participants what to expect from services like the Peer Support Line and Maine Crisis Line (988).
7. Provided Attachment 9. P- Developed youth specific curriculum for naloxone training. Outreach specifically to schools, trade schools, higher education settings not addressed.
8. Attachment 10 provided, very detailed, robust pro-social offerings, Pro-Social Committee (comprising staff, participants, and community volunteers) will direct future offerings with participant and community input and feedback.
9. Met.

**F. Staffing Requirements**

1. P- will utilize a peer-review hiring committee composed of staff with lived experience to ensure hiring decisions align with the center's mission and participant-driven values.
2. Met.
3. Provided detailed response.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

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**DATE:** 6/5/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

4. Met.

5. P-Upon hiring, each Recovery Coach will be enrolled into a Certification Advancement Plan (CAP) that outlines a clear two-year pathway to achieve Certified Recovery Coach status

6. Met.

7. Met.

**G. Reporting/Site Review Requirements**

1. Met.

2. Met.

**H. Performance Measures**

1. Provided detailed response.

**I. Reports**

1. Provided detailed response.

2. Provided detailed response.

**2. Staffing**

a. Provided Attachment 11, detailed job descriptions that strongly encourage those with LE to apply.

b. N/A- no subcontractors.

c. Met.

**3. Implementation - Work Plan**

a. Very detailed plan submitted in Attachment 12

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Providing community education about Substance Use Disorders for 11 years</li><li>• Nonprofit was formed in 2018</li><li>• Provides Recovery Coaching services at the program and in schools</li><li>• Embraces harm reduction and the importance of a multiple pathways to recovery philosophy</li><li>• Serves a rural population</li><li>• Served 4100 people at the center in 2022</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• Indicates none</li></ul>                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Provided tax returns for 2021-2023</li></ul>                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Provided, expires 5/18/2025</li></ul>                                                                                                                                                                                                                                                                                                                                                           |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ol style="list-style-type: none"><li>1. 19 VFW St. Lincoln, ME. Open 40 hours per week from 10am-6pm Monday through Friday. May open outside of these hours for coordinated events or activities.</li><li>2. Reports that they have insurance that meets and will maintain this insurance</li><li>3. Meets requirements</li><li>4. Provided a plan on how to ensure staff understand and follow an All Pathways to Recovery approach<br/>Q- Is observation of staff within the fidelity of the peer model?</li><li>5. Meets requirements</li><li>6. Reports that they are in compliance, does not detail how</li><li>7. Will provide online groups and telehealth one on one coaching to support the rural population<br/>Will collaborate with the Region 4 Regional Recovery Support Center Network</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unclear how they will coordinate in person groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>1. Meets requirements</li><li>2. Provides a Community Greenhouse<br/>Does outreach through a weekly article in the local newspaper</li><li>3. Q- Is the Center director attending groups to assess quality within fidelity of peer model?</li><li>4. Meets requirements</li><li>5. Will meet with participants to discuss needs and provide resource lists<br/>Has partnership and collaborations with local resources</li><li>6. Unclear if trainings include DEI topics</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>C. Record Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ol style="list-style-type: none"><li>1. Plans to find and implement an electronic medical record that is in compliance</li><li>2. Will work with an IT consultant to become in compliance</li><li>3. Reports that they currently meet these requirements and commits to continuing to meet them, does not explain how</li><li>4. Meets requirements</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>D. Center Website Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ol style="list-style-type: none"><li>1. Commits to meeting</li><li>2. States that they will hold the IT consultant responsible for this requirement</li><li>3. Commits to meeting</li><li>4. Will create a policy to ensure all data is TLP White</li><li>5. Commits to meeting</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>E. Services to be Provided to Participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ol style="list-style-type: none"><li>1. Meets requirements</li><li>2. Minimally meets requirements, plan lacks detail on how each area will be accomplished</li><li>3. Provides detailed information on staff training but minimally answers how they will assist participants in building recovery capital</li><li>4. Plans to add groups for family and affected others<br/>Included a list of groups that they have or currently offer</li><li>5. Unclear how the Bidder will meet this requirement</li><li>6. Training on how to use 211, Crisis Line, and other resources<br/>Will include what to do during an after hours emergency</li><li>7. Quarterly Training plan appears to be for staff and not participants and community members</li><li>8. Will have a suggestion box for recreation activity ideas from participants that will be review when creating the monthly calendars for each quarter</li><li>9. Currently uses donation and commits to continue funding recreation activities in this way</li></ol> |
| <b>F. Staffing Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/2025

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

1. Added lived experience to all job descriptions  
Includes a question on application asking applicants to speak about their experience  
Unclear how they will find or recruit new staff
2. Detailed case review of each participant during supervision may not be in fidelity with the peer model  
Does not mention the Recovery Tracking Tool
3. Meets requirements
4. Plans to monitor compliance during supervision sessions, lacks detail on how they will support staff through the process
5. Provides a plan for tracking, lacks detail on how they will support staff through the process
6. Does not address how the Bidder will ensure that coaches maintain certification
7. Provides a plan for tracking, does not provide a plan for providing CoacherVision to their coaches

**G. Reporting/Site Review Requirements**

1. States they will submit via the File Transfer Portal but lacks detail on password protection or how they will accomplish this requirement
2. States the staff member responsible for each requirement but lacks detail on how they will accomplish  
Does not mention coaches or participants in the people that will be available to interview with Department staff during visits

**H. Performance Measures**

1. Lacks detail on how they will meet each Performance Measure

**I. Reports**

1. Meets requirements
2. Meets requirements

**2. Staffing**

- a. Recovery Coach description states they report to the Recovery Coach Coordinator, that position is not listed in the job descriptions
- b. Indicates none
- c. Meets requirements

**3. Implementation - Work Plan**

- a. Implementation plans suggest a 7/1/25 contract start date  
Plan describes in detail the work to be completed before the contract start date  
After the contract start date plan includes creating participation survey submitting quarterly reports, site visits, and the contract close out (schedule for 2030)  
Plans does not appear to include to implementation of coaching services, outreach activities or other center operations

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                  |
| <ul style="list-style-type: none"><li>SAL has been engaging in community education of SUD, for the last 11 years, forming a 501c in 2018. 3 projects outlined</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                         |
| <b>3. Project Team Organizational Chart</b>                                                                                                                             |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                                |
| <b>4. Litigation</b>                                                                                                                                                    |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                         |
| <b>5. Financial Viability</b>                                                                                                                                           |
| <ul style="list-style-type: none"><li>Based on size, no audits performed, or required, tax returns for 21,22, 2023 included</li></ul>                                   |
| <b>6. Certificate of Insurance</b>                                                                                                                                      |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                                |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ol style="list-style-type: none"><li>Operates currently 40hrs, 10-6pm, Mon-Fri. Provide minimum 2 staff members at all times</li><li>met</li><li>each individual is met privately to allow self identification; service delivered is then based on how they identify</li><li>by embracing the Recovery Bill of Rights, staff training on all pathways, and supervision provided to identify possible bias</li><li>services always FOC; board is configured to ensure 55% of members consist of those with lived experience</li><li>has demonstrated compliance within their current DHHS contract</li><li>coordination will be provided by leadership structure, supervision, support and collaboration with other centers and incorporating online meetings</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ol style="list-style-type: none"><li>Center will be staffed for in person recovery support, and virtually</li><li>Att.7 – met – detailed outline of recovery activities</li><li>Center will coordinate staff to support participants by the staffing pattern, program schedule, staff training</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

4. Employment needs supported with hands on assistance, access to PCs, and facilitating access to external services
5. Community supports provided by brokering resources and their broad collaboration network
6. Att.8 – met – orientation for staff provided in training curriculum and initial onboarding

**C. Record Management Requirements**

1. Undergoing search for a dedicated EHR system
2. met
3. met
4. met

**D. Center Website Requirements**

1. Plans underway for website design; structure clearly outlined
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 recovery coaching is arranged during participant orientation; CCAR training will provide guidance
2. Staff are trained to collaborate with participants to create a Recovery Action Plan
3. Assist in building recovery capital with participants by increasing their support system, improving coping strategies, and recovery capital training
4. Diverse selection of groups available, to be expanded with this award
5. Peer led guidance by groups and community activities
6. Orientation for participants is planned with a handbook, in the first 30 days
7. Att.9 – met – education and outreach provided in person and virtually, by staff with lived experience
8. Att.10 – met – center facilitates recovery recreational activities
9. Events have been hosted and funded by donations, and contract funds, will be allocated to remain under 2%

**F. Staffing Requirements**

1. Staff will be screened for lived experience qualifications, as listed in the staff job description
2. The RCC will ensure oversight, support, and supervision
3. Intend to fulfill the staffing plan and recruitment by offering competitive wage
4. met
5. met
6. met

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/9/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                               |
|-----------------------------------------------|
| 7. met                                        |
| <b>G. Reporting/Site Review Requirements</b>  |
| 1. met<br>2. met                              |
| <b>H. Performance Measures</b>                |
| 1. met                                        |
| <b>I. Reports</b>                             |
| 1. met<br>2. met                              |
| <b>2. Staffing</b>                            |
| a. Att.11 - met<br>b. none<br>c. att.12 - met |
| <b>3. Implementation - Work Plan</b>          |
| a. Att.13 - met                               |

|                                                                |
|----------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Agency has provided services for 11 years, gaining 501 © 3 in 2018</li><li>• Indicates provision of recovery and harm reduction services</li><li>• Indicates 4100 center attendees in 2022</li><li>• Indicates provision of recovery coaching at local school</li><li>• Briefly describes community engagement activities</li><li>• Indicates delivery of multicultural events and LGBTQA specific events</li><li>• Has adopted National Standards on Culturally and Linguistically Appropriate Services</li><li>• Project 1 – City of Bangor Public Health and Community Services – project to prevent opioid overdose 2022-2024</li><li>• Project 2 – Recovery Coaching – personal reference from a person who received recovery coaching</li><li>• Project 3 – community outreach and education -</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• Indicates none to be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Positions related to this project identifiable in presented materials</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Indicates no litigation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Included 3 years 990 tax filings</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Included and valid at time of submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                 |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                     |  |
| <ol style="list-style-type: none"><li>1. 19 VFW St in Lincoln Maine – hours 10a-6p M-F – flexibility for activities outside of normal hours</li><li>2. Met</li><li>3. Met</li><li>4. Response indicates Center aligns with Recovery Bill of Rights<br/>Indicates staff are screened to ensure alignment with all pathways philosophy</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

Indicates the process for training, supervision, and observation to ensure all pathway philosophy

Indicates process for participant surveys, reviewed by the board, to assess implementation of all pathways practices

5. Indicates board comprised of 55% individuals with direct lived experience – however, in the board list included, it is unclear if that goal is currently achieved due to vacancies
6. Response indicates experience in meeting requirements, but offers minimal detail to this effect
7. Response focuses on recovery center network  
Met requirement with minimal detail

**B. Recovery Support Services**

1. Response provides minimal detail
2. Attachment 7 identifies appropriate cadence for activities, but offers little detail about the intended audience, topics  
Narrative response provides additional detail  
Met requirement
3. Response lacks detail
4. Met requirement  
Indicates participant survey questions specific to employment supports
5. Response lacks detail and relies heavily on referrals network
6. Response and attachment lack sufficient detail

**C. Record Management Requirements**

1. Plan to search for and select an electronic medical records system  
Lacks detail beyond a commitment to adhere to requirements
2. Plan to consult with IT consultant and expand IT services to meet requirement
3. Response refers to experience holding contract with the state of maine and indicates the ED is responsible for compliance  
Response lacks detail
4. Indicates IT consultant will ensure compliance, including policy development

**D. Center Website Requirements**

1. Met requirement
2. Indicates IT consultant will be charged with meeting requirement
3. Met requirement
4. Indicates IT consultant to be charged with responsibility for developing policy and practices related to data sharing and deidentification
5. Met

**E. Services to be Provided to Participants**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Met requirement  
Includes draft recoveree satisfaction survey questions
2. Met requirement
3. Response lacks detail
4. Included examples of groups and sample weekly calendar
5. Response provides minimal detail
6. Response does not address Maine Crisis line, Peer Support Line, or 988  
Response lacks details
7. Attachment 9 plan appears to be designed for center staff and volunteers rather than be provided in the community
8. Narrative response and attachment 10 include minimal detail. Example calendar includes appropriate activities
9. Met

**F. Staffing Requirements**

1. Response includes minimal detail
2. Met requirement  
Identifies Center Director as responsible for coordination of Recovery Coaches, including recruitment, hiring, supervision
3. Indicates plan to employ 5 pt recovery coaches, each at 0.25 FTE for a total of 1.25 FTE
4. Met requirement – response indicates accountability and compliance, but does not offer strategies for offering coaches support
5. Met requirement - response indicates accountability and compliance, but does not offer strategies for offering coaches support
6. Met requirement – indicates coaches may be terminated for failure to comply – does not offer support to coaches for achieving this requirement
7. Met requirement – plan includes compliance and accountability, but does not offer support to coaches for achieving this requirement

**G. Reporting/Site Review Requirements**

1. Minimal detail provided
2. Met requirement

**H. Performance Measures**

1. Minimal detail provided -

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/11/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Each job description includes responsibilities and minimum qualifications</li><li>b. Indicates none</li><li>c. Staffing plan indicates PT coaches to be scheduled at Center 9 hours per week leaving 1 hour per week to attend staff meeting. Unclear when Coaches will attend coachervision, supervision, or trainings required for certification<br/>Indicates volunteers will supplement the presented schedule, but no details provided and no volunteer job description provided. Unclear what role volunteers will play</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>a. Implementation plan indicates services to begin on 7/1/25<br/>Plan includes several action items up to October 2025 before jumping to 7/30/30<br/>Plan lacks detail</li></ul> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/8/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Existent for 11 years, incorporated as 501(c)(3) in 2018</li><li>• Staff are all CCAR trained recovery coaches</li><li>• Connected to local schools, one of only recovery centers providing youth-focused recovery services</li><li>• Deep connections in communities, including numerous events and community mobilizations and long-standing relationships</li><li>• No substantial DEI efforts describes aside from conducting outreach at events geared towards diverse populations</li><li>• Indicates adopted CLAS standards, provides limited examples that do not suggest deep integration into work</li><li>• Includes three relevant projects, including:<ul style="list-style-type: none"><li>○ Prescription Drug Overdose community-based work</li><li>○ Recovery Support Services - provides contact information of recipient?</li><li>○ Outreach around substance use and recovery</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Enterprise level organizational chart provided, including project team. Uncertain how Coach Coordinator and Center Coordinator break down.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Attached 990s prepared by a CPA in 2022 and 2023, 990 provided for 2021</li><li>• Total budget of \$113k, substantial losses in 2023, but maintaining assets that support 6 months of operations based on previous expenditures</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Valid certificate of insurance provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>1. Met requirement</li><li>2. Met requirement</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/8/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

3. Met requirement
4. Bidder provides concise description of the hiring and supervisory process to maintain an All Pathways Towards Recovery approach. Does not touch on programs and service offerings.
5. Response lacks detail on how services may be funded to maintain offerings free of charge. Indicates that Board currently consists of 55% people with lived experience of recovery, although 3 seats are vacant.
6. Response lacks detail regarding oversight with respects to ongoing compliance with state and federal laws.
7. Bidder discusses how it will offer recovery group facilitation and resource connections specific to its rural service area. This includes providing online groups as well as regional collaboration. Does not discuss in-person groups provided or how it will coordinate offerings. Does not meaningfully discuss coordination of orientations.

**B. Recovery Support Services**

1. Refers to section E for discussion of how RSS will be provided.
2. Bidder provides concrete examples of outreach and engagement activities that have occurred and will continue including gatherings, collaborative projects, tabling at events, public speaking at schools, among others. Bidder submitted outreach and engagement plan, including concrete outreach and engagement activities, their frequency, and person responsible.
3. Met requirement. Discusses screening Participants for mental health disorders, raises questions about fidelity.
4. Bidder effectively links staffing model to ability to provide supports by ensure there are two people available to provide more intensive supports.
5. Bidder lists potential referral partners to support meeting participants' needs. List includes Health Equity Alliance which is no longer in operation.
6. Bidder provides a comprehensive list of required trainings for which they will track completion throughout the year. This includes culturally competent services, Trauma-informed practice, and Strength-based practice. No description of trainings provided.

**C. Record Management Requirements**

1. Indicates that Bidder will be purchasing an EMR that meets DHHS requirements.
2. Met requirement
3. Response lacks detail. Bidder indicates the Executive Director will ensure compliance with confidentiality law, but does not discuss how.
4. Met requirement

**D. Center Website Requirements**

1. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/8/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

2. Response lacks detail. Bidder indicates that the IT consultant will be responsible for ensuring following state policies but does not discuss how.
3. Response lacks detail. Bidder indicates they will adapt current policies and have staff review them, but does not address compliance with policies.
4. Response lacks detail. Bidder indicates that the IT consultant will be responsible for ensuring following state policies but does not discuss how.
5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a detailed description of how they will offer Recovery Coaching Services, including how Participants will be referred into services and activities supported by Recovery Coaches.
2. Met requirement
3. Bidder discusses training around Recovery capital but does not discuss how they will support Participants in building Recovery Capital.
4. Bidder provides a number of facilitated groups for Participants and links to staffing model. Bidder provides a example of a weekly schedule.
5. Discusses the role Recovery Coaches will play in supporting Recoveree's in navigating groups and finding opportunities byt does not address other Participants
6. Bidder indicates that they will develop an orientation handbook to be reviewed with people after joining the center.
7. Bidder provides a Quarterly Training Plan including general recovery education, family and relationship dynamics. Plan does not appear to address recovery allies and understanding prevention.
8. Bidder provides recreational and social events plan including an example monthly calendar that includes at least 2 events per week. Plan does not include opportunities for positive contributions to the community.
9. Response lacks detail. Indicates that they will not expend more than 2% on recreational and social events without further discussion.

**F. Staffing Requirements**

1. Response lacks detail. Briefly discusses hiring process without discussing retention or staffing levels.
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/8/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response focuses on data collection, but does not address how performance measures will be met

**I. Reports**

1. Bidder does not address how data will be collected, although address in H1
2. Bidder provides a detailed description of how reports will be completed and filed on time.

**2. Staffing**

- a. Met requirement. Unclear where Recovery Coach Coordination and Recovery Center Coordination fit into job descriptions.
- b. None indicated
- c. Bidder provided staffing plan including multiple shifts per day. Staffing plan does not

**3. Implementation - Work Plan**

- a. Bidder's work plan included specific tasks and person responsible for carrying it out, including rough time frames for execution

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Bidder proposal totals \$559k , 500% of current budget
- Proposal includes \$272k in personnel salary, including 8.55% fringe, not including health and dental
- Total utilities exceed \$21k, double the occupancy for the space
- Maintenance costs estimated at \$8k
- Budget includes \$13k in supplies
- Other costs estimated at \$43k, including payroll processing, software and data tracking services, independent audit (which would be under consultants)
- Lists \$151k indirect, 41.08% , which is especially high, and a number of indirect expenses are already indicated in the budget narrative
- Budget form is incomplete, does not include indirect



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/9/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• 11 year history of SUD community education, became 501(c)(3) in 2018</li><li>• Bidder states that programming in 2022 had 4100 attendees.</li><li>• Three staff and ten volunteers provide Recovery Coaching/ support services and harm reduction initiatives both on-site and within schools</li><li>• Notes highly involved contractors for IT and Development.</li><li>• Recovery coaching is provided weekly at a local school.</li><li>• Bidder states they hosted hundreds of informational events geared towards meeting the needs of residents, raised awareness about services offered and gained the trust of community members.</li><li>• Conducted outreach at community events including multi-cultural events, events geared towards celebrating LGBTQIA2S+</li><li>• Adopted the National Standards on Culturally and Linguistically Appropriate Services.</li><li>• Provided 3 projects relevant to this RFP.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• None stated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Provided, meets requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• None stated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Provided IRS form 990EZ for years 2021, 2022, and 2023, appears financially viable.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Provided, current</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                      |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                          |  |
| <ol style="list-style-type: none"><li>1. Located at 19 VFW St. in Lincoln, ME, operates 40 hours per week from 10am-6pm Monday through Friday with additional hours of operation planned.</li><li>2. Met.</li><li>3. Met.</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/9/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

4. Interview process, training, staff observation, supervision, center oversight and participant satisfaction survey reviewed by Board of Directors are planned to ensure All Pathways approach, non-judgment and welcoming environment are provided at the center.
5. Bidder states that services are free of charge but did not describe how they will ensure that continues. Bidder states that the Board of Directors is comprised of 55% lived experience, and such persons are marked with an asterisk on the chart provided but the chart does not clearly identify LE seats, which are vacant, or contain any asterisks.
6. Met.
7. Demonstrated understanding of rural access to support services and will develop virtual options to meet this need. Part of Region 4 Regional Recovery Support Center Network MOU. Provision of orientations to Center staff, volunteers, and Participants lacked details.

**B. Recovery Support Services**

1. Response lacked details. The bidder primarily described staff availability at the center but did not describe services provided in-person for participants. Virtual Recovery Support Services are minimally described.
2. Met.
3. Programming to support participant's needs is not addressed adequately in this response.
4. Met.
5. Transportation support minimally addressed, justice system navigation not addressed.
6. Met. I-Bidder previously stated that RCs would be hired for 10 hours weekly yet orientation is offered once monthly over two weeks, totaling 30 hours. The frequency and length of this initial orientation potentially delays a part time RC from being able to deliver RCS to participants. Trainings listed that reference topics such as risk indicators, safety or crisis may be outside of peer fidelity. One Cultural Competency training only minimally addresses required DEI trainings.

**C. Record Management Requirements**

1. Bidder plans to purchase and utilize an Electronic Medical Record system that may not be appropriate for non-clinical center services.
2. Met.
3. Response lacks detail.
4. Met.

**D. Center Website Requirements**

1. Met.
2. Met.
3. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:** 6/9/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

4. Met.

5. Met.

**E. Services to be Provided to Participants**

1. Met.

2. Met.

3. Met.

4. Met.

5. P- RCs participate in training/groups with center participants to reduce initial overwhelm. Community contribution support was minimally described. Feedback mechanisms were minimally described.

6. Bidder notes they will develop a participant handbook that will be used for orientation, includes what to do if they are not feeling as though their Recovery Coach is a good match for them; and how to file grievance. Q- Participants will be asked to sign a confidential service agreement- for what purpose beyond noting that orientation took place? Could be seen as a barrier to non-clinical service and impact peer fidelity.

7. Attachment 9- Quarterly Training Plan, did not adequately address outreach to Participants, families, and Affected Others in schools, trade schools, higher education settings, and within the broader local community or prevention and creating recovery allies.

8. Response lacked detail.

9. Met.

**F. Staffing Requirements**

1. Response lacked detail. Application and interview question requesting that a candidate describe their lived experience raises concerns around ethics and hiring legalities.

2. Bidder states that supervision will entail a detailed case review of each participant receiving RCS- this could impact peer fidelity. Tracking tool not addressed.

3. Response lacks detail. Volunteer coaching opportunities were not noted.

4. Response lacks detail for how Bidder will ensure coaches are registered or certified beyond stating that it is required to provide RCS.

5. Response lacks detail.

6. Response lacks detail.

7. Met.

**G. Reporting/Site Review Requirements**

1. Response lacks detail.

2. Bidder did not address facilitating and participating in interviews of Center staff, volunteers, and Participants, conducted by the Department's assessment team.

**H. Performance Measures**

1. Response lacks detail.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 4

**BIDDER NAME:** Save A Life, Inc.

**DATE:**6/9/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                |
|----------------------------------------------------------------|
| <b>I. Reports</b>                                              |
| 1. Response lacks detail.<br>2. Response lacks detail          |
| <b>2. Staffing</b>                                             |
| a. Provided attachment 12, met.<br>b. N/A<br>c. Met.           |
| <b>3. Implementation - Work Plan</b>                           |
| a. Met.                                                        |
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
| •                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• More than 60 years of offering Substance Use and Mental Health Treatment</li><li>• Is a CCBHC</li><li>• Operates 27 locations in three counties</li><li>• Supports up to 5500 clients per year</li><li>• Provides services for crisis, sexual assault, brain injury, and intellectual disabilities</li><li>• Took over operations of a peer recovery program called the Drop-In Center in 1994</li><li>• Operated 4 recovery centers since 2018</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Provided, includes 1 case</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Provided audited documents form 2021, 2022, and thru 9/30/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided, expires 1/15/2026</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ol style="list-style-type: none"><li>1. 311 Main Street, Calais, ME<br/>Monday through Friday 9am-5pm<br/>Piloting extended hours on Tuesdays 7am-3pm, Thursdays 11am-7pm, and Sundays 1pm-4pm<br/>Will review schedule quarterly<br/>Centrally located near other resources</li><li>2. Reports that they will continue to maintain insurance as required</li><li>3. Eligibility is determined through conversation with new participants</li><li>4. Meets requirements<br/>Will offer Wellbriety<br/>Partners with OPTIONS liaisons for harm reduction supplies and education</li><li>5. Meets requirements</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

6. Meets requirements  
Meets with landlord annually to ensure compliance with lease  
Works with local code enforcement to ensure compliance

7. Meets requirements

**B. Recovery Support Services**

1. Reports that they provide in person and telephone support  
Appears heavy in resource connection, unclear what other services are provided in person by the center
2. Meets requirements
3. Lacks detail on how they will coordinate staff and programming
4. Provides training for staff and volunteers on resume writing and mock interviews
5. Will connect participants to other resources for each of the required areas  
Obtains donations for participant needs
6. Meets requirements

**C. Record Management Requirements**

1. Plans to utilize their current Electronic Health Record (EHR)  
Will look at other Department approved tracking systems if requested  
Reports that the current (EHR) meets Department confidentiality policies  
Lacks detail on what will be included in their tracking forms
2. Utilizes a cyber security firm for risk assessments and vulnerability scanning
3. Will utilize current EHR  
Will implement an Incident Response Plan by 1/1/26
4. Reports that they are in compliance as evidenced by other contracts

**D. Center Website Requirements**

1. Will create a website by April 2026  
States that it will include all information in this requirement but lacks detail on how that will look and function
2. Meets requirements
3. States that this information will only be available to the IT department to avoid release of information
4. Reports that their IT Department will utilize an online program to deidentify all information and ensure that any information shared meets TLP White
5. Meets requirements

**E. Services to be Provided to Participants**

1. Meets requirements
2. Appears to focus on training for staff but unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems
3. Meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

Focuses heavily on staff training

4. Meets requirements
5. Monthly peer led forums will be held
6. Orientation is typically held on the first or second visit to the center  
Meets requirements
7. Attachment 9 includes a detailed training plan
8. Meets requirements
9. Meets requirements

**F. Staffing Requirements**

1. Lacks detail on how they will employ staff including recruitment and hiring policies  
Reports that they will hire a part time Recovery Coach Coordinator and part time Center Manager with lived experience
2. States that Recovery Coach Coordinator is responsible for overseeing recovery coaching services  
Does not describe how Recovery Coach Coordinator will meet this requirement
3. Meets requirements
4. Commits to meeting, lacks detail on how they will support staff and volunteers through the process
5. Recovery Coach Coordinator will engage in weekly check ins with Coaches to work through barriers
6. Lacks detail on how they will support Coaches with maintaining their certification
7. Recovery Coach Coordinator will assist with barriers during weekly check ins  
Unclear who will be providing CoacherVision

**G. Reporting/Site Review Requirements**

1. Reports that they currently meet this requirement and will continue to do so
2. Meets requirements

**H. Performance Measures**

1. Meets requirements

**I. Reports**

1. Meets requirements
2. Meets requirements

**2. Staffing**

- a. Recovery Center Manager and Recovery Coach Coordinator say they are a 40 hour per week positions, is listed as .5FTE in other places
- b. None indicated
- c. Recovery Coach Coordinator is listed as .5FTE with the same individual listed as a Recovery Coach as .5FTE, unclear if this is a fulltime Coordinator position or if they are filling two part time roles

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                     |
|---------------------------------------------------------------------|
| <b>3. Implementation - Work Plan</b>                                |
| a. Plan only includes the first year of the initial contract period |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• The center, at 311 Main St., Calais, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Included - none</li></ul>                                                                                                                                                                                                                                                                |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Included – too brief</li></ul>                                                                                                                                                                                                                                                           |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• 1 case, involving a death in a jail, still open</li></ul>                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Statements provided</li></ul>                                                                                                                                                                                                                                                            |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Included - current</li></ul>                                                                                                                                                                                                                                                             |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>1. The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours</li><li>2. met</li><li>3. participants eligibility via self identity, established by warm intro to staff, identity is discovered thru Mi conversationally</li><li>4. all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display</li><li>5. all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% people with lived experience</li><li>6. met</li><li>7. Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

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**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

1. Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough
2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

**C. Record Management Requirements**

1. met
2. met
3. met
4. met

**D. Center Website Requirements**

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants orientation held on their 1<sup>st</sup> or 2<sup>nd</sup> visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F. Staffing Requirements</b>                                                                                                                                                                        |
| 1. Vague and incomplete<br>2. RCC is responsible – lacks detail<br>3. Staff will be trained, seek volunteers from the community, sharing info at common events<br>4. met<br>5. met<br>6. met<br>7. met |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                           |
| 1. We've been doing it, and completing it<br>2. met                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                                                         |
| 1. met                                                                                                                                                                                                 |
| <b>I. Reports</b>                                                                                                                                                                                      |
| 1. met<br>2. met                                                                                                                                                                                       |
| <b>2. Staffing</b>                                                                                                                                                                                     |
| a. Att.11 - met<br>b. Included - none<br>c. Att.12 - met                                                                                                                                               |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                   |
| a. Att.13 - met                                                                                                                                                                                        |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• The center location is centrally located near other services, important community amenities, and a probation office located upstairs</li><li>• Incumbent provider</li><li>• More than 60 years of service, operating more than 27 locations agency serves more than 5,500 people annually</li><li>• Offers wide array of behavioral health services</li><li>• More than 30 years offering peer services</li><li>• Indicates agency's board is comprised of 61% individuals with lived experience</li><li>• Peer Advisory Committee</li><li>• Indicates MH Peer Centers operated by agency adhere to Consumer Operated Service Provider (COSP) model</li><li>• Recovery Friendly Workplace designee with a history of hiring current and former consumers of services</li><li>• Cultural competency training required for all staff as part of regular onboarding, and interpreter services provided to service recipients as a matter of policy</li><li>• Project 1 - Recovery Centers – relevant</li><li>• Project 2 – MH Peer Centers – relevant</li><li>• Project 3 – MOUD services - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Indicates no subcontractors or consultants to be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Project team identifiable in org chart provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• One (1) case reported. Still in litigation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Included audited financial reports for 2021/2022 and 2022/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Included and valid at time of submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

| <b>Part IV, Section III Proposed Services</b> |  |
|-----------------------------------------------|--|
| <b>Part II</b>                                |  |
| <b>A. Recovery Support Center (Center)</b>    |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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1. Center located at 311 Main St Cailis, currently open 40 hours per week; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants  
Center is centrally located among a number of related community entities including provider locations, college campus, and local amenities
2. Indicates provider agency will obtain insurance on behalf of Center, referring to attached insurance cover sheet
3. Met requirement
4. Met requirement  
Indicates variety of programming including groups, MOUD, and harm reduction
5. Washington County Community Action Team transitioned into advisory body and includes at minimum 51% individuals with lived experience
6. Indicates Chief Administrative and Chief Financial Officer are responsible for compliance
7. Met requirement  
Includes reference to coordination of some groups and activities as well as staff and volunteer orientation.  
Lacks detail

**B. Recovery Support Services**

1. Indicates coaching, peer support, referrals to resources, and development of checklist to ensure all participants receive consistent support
2. Outreach and engagement plan (att 7) includes appropriate events, collaborations, and activities at an appropriate cadence
3. All staff trained to be Recovery Ally's –  
Response references staff training and referring participants to external services and resources, but does not address Center programming
4. Local job board and computers/printers available  
Staff and volunteer support resume development and mock interviews  
Families Future Downeast and Sunrise Economic Council present at Center once each month  
Refers to other supports including EMDC, FedCap, and Northeastern Workforce Development Corps  
MaineHealth Employment Specialist on site regularly
5. Response focuses on referrals to other community entities and only minimally addresses Center based support
6. Indicates 2 levels of volunteer orientation; 1 for administrative tasks, and ; 2 for peer support including recovery coaching  
Att 8 – staff and volunteer orientation plan – detailed plan included

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

\*\*\*\*\*

1. Proposes creating internal data tracking system within existing electronic health records system. Little detail provided. Unclear if the system would align with peer fidelity.
2. Bidder contracts with a cybersecurity consultant. Plan to expand this work to include risk assessments
3. Response does not address paper copies of confidential data, focusing on information stored on HER.  
Lacks detail
4. Response includes minimal detail

**D. Center Website Requirements**

1. Met requirement with minimal detail. Refers to implementation plan
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Response includes limited detail  
Indicates staff and volunteer supervision to be the primary focus agency will employ to ensure this requirement is met
3. Met requirement
4. Met requirement
5. Monthly peer-led forums to gain suggestions about participants' needs  
Met requirement
6. Orientation typically takes place during first or second visit to Center  
Orientation includes asking participants about access needs and accommodations
7. Attachment 9 – quarterly training plan – meets all requirements  
Attachment includes images and overview of planned education offerings
8. Attachment 10 – recreation and activities plan – meets requirement
9. Met requirement

**F. Staffing Requirements**

1. Response includes minimal detail, referring evaluator to staffing plan in attachment 11  
Indicates Center Manager will be responsible for meeting requirement
2. Response includes minimal detail, referring evaluator to Recovery Coach Coordinator job description in attachment 11 – staffing plan
3. Response indicates a close working relationship with Healthy Acadia to expand recovery coaching, but provides no detail about this work if awarded  
Met requirement
4. Met requirement with minimal detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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|                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Met requirement                                                                                                                                                                                                                 |
| 6. Met requirement with minimal detail                                                                                                                                                                                             |
| 7. Met requirement with minimal detail                                                                                                                                                                                             |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                       |
| 1. Indicates experience meeting this requirement for other contracts, but does not commit to reporting requirement                                                                                                                 |
| 2. Met requirement                                                                                                                                                                                                                 |
| <b>H. Performance Measures</b>                                                                                                                                                                                                     |
| 1. Met requirement                                                                                                                                                                                                                 |
| <b>I. Reports</b>                                                                                                                                                                                                                  |
| 1. Met requirement                                                                                                                                                                                                                 |
| 2. Met requirement                                                                                                                                                                                                                 |
| <b>2. Staffing</b>                                                                                                                                                                                                                 |
| a. Each position includes responsibilities and minimum qualifications                                                                                                                                                              |
| b. Indicates no subcontractors                                                                                                                                                                                                     |
| c. Staffing plan indicates 1.6FTE's for 4 positions – unclear how the bidder will maintain hours of operations listed earlier in this proposal<br>The same individual listed as both recovery coach coordinator and recovery coach |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                               |
| a. Implementation plan provided in time bound format and includes tasks and staff position responsible<br>Plan only extends 12 month while initial period of performance is 24 months                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/17/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout region, supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services</li><li>• Board comprised of over 61% people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency trainings by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by bidder's Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, language spoken and other areas of diversity within it's HER</li><li>• Includes 3 relevant projects:<ul style="list-style-type: none"><li>○ Recovery Support Peer Centers</li><li>○ Mental Health Peer Run Recovery Centers</li><li>○ Medications for Opioid Use Disorder programming</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Attached, includes 3 positions totaling 1.6 FTE</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• One case provided. Not deemed relevant to the RFP.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• Provided 3 years of financial statements reviewed by a CPA</li><li>• No concerns identified</li><li>• \$17M in assets in 2023</li><li>• Revenue upwards of \$25M, net of 1.7M in 2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• Provided and valid</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/17/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Met requirement; discusses central location of the Center
2. Minimally met requirement – refers to Attachment 6
3. Focus on relationship building and building and open dialogue
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**B. Recovery Support Services**

1. Emphasizes listening and resource connections as a cornerstone of practice. Collaborates with OPTIONS liaisons around transportation.
2. Provided outreach and engagement plan, including a rough outline of potential open houses, tabling opportunities, outreach through allied facilities, participation in collaboratives, and awareness events
3. All staff trained to be a recovery ally through strong orientation focused on relationship building and dialogue. Ongoing training to staff to support various needs of Participants.
4. Met requirement
5. Response lacks detail regarding how staff/volunteer will assist Participants to access particular supports
6. Provided Center Staff and Volunteer Training and Orientation Plan, including multiple tiers and ongoing training. Plan covers required areas. Ongoing training includes targeted opportunities through other resources.

**C. Record Management Requirements**

1. Met requirement
2. Response lacks detail regarding how policies and procedures will be expanded to address deficits
3. Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
4. Response lacks detail on how the bidder will comply with the IT-Service Contract.

**D. Center Website Requirements**

1. Response lacks detail in how its website will meet the requirements, refers to attachment 13
2. Response captures aspects of accessibility but does not address how its website aligns with the indicated policies.
3. Met requirement
4. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/17/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a concise description of how recovery coaching services will be provided to Participants and the role of the Recovery Coach Coordinator
2. Response seems to pertain to Recoverees but may not be inclusive of other Participants
3. Met requirement
4. Met requirement – refers to attachment 7
5. Will host a monthly peer-led forum to discuss community needs; not certain response addresses the question as intended
6. Orientation is customized to meet the needs of each participant
7. Quarterly Training Plan broken down by audiences. Inclusive of Understanding Prevention Recovery Education, Family & Relationship Dynamics, and Recovery Allies.
8. Recreational and Social Events plan attached. Includes array of social events ranging in frequency from weekly to annually, including indended audiences.
9. Response lacks detail regarding how Bidder will ensure events utilize no more than 2% of Department funding

**F. Staffing Requirements**

1. Response lacks detail – Bidder does not addres show staffing levels are sufficient to meet the need
2. Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
3. Response details how Bidder will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
4. Met requirement
5. Met requirement
6. Response refers to previous response that indicates how Bidder will ensure registered coaches receive certification
7. Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

**I. Reports**

1. Met requirement
2. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

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**DATE:** 6/17/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**2. Staffing**

- a. Job descriptions attached. Met requirement.
- b. None indicated
- c. Staffing plan attached. Met requirement.

**3. Implementation - Work Plan**

- a. Work plan attached. Work plan only includes 12 months of activities. Workplan reflects start-up of center, but does not adequately reflect normal operational tasks.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Cost proposal for \$272k, 1% of agency budget
- \$153k in salaries, with 25% fringe rate including health and dental
- \$6.6 k in supplies, \$2.5k for website development
- \$33k in indirect, approved by federal DHHS
- All other costs appear reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Current center is centrally located to clinical and community resources utilized by the population that the center aims to serve.</li><li>• Bidder is a Certified Community Behavioral Health Clinic (CCBHC).</li><li>• Agency has 60 years of service and is the largest behavioral healthcare provider in the region, operating 27 service locations across Aroostook, Hancock, and Washington counties.</li><li>• Agency serves 5500 clients annual with a staff of 350+.</li><li>• Services include mental health, substance use (including four substance use recovery centers), crisis, sexual assault, prevention, brain injury, and programs for adults with intellectual disabilities.</li><li>• Bidder states referral sources through contractual agreements that include behavioral health services in county jails, school districts, hospitals, FQHCs, and other social service agencies.</li><li>• Bidder states 30 years' experience providing peer recovery center services.</li><li>• Bidder states promotion of DEI through consumer feedback, Peer Advisory Committee (PAC), which is comprised of 100% consumers of behavioral health services, community volunteer groups, community advisory groups, and two centers operating under the Consumer Operated Service Provider (COSP) Model.</li><li>• Bidder notes youth engagement with prevention programs in schools, colleges, and Job Corps.</li><li>• Bidder notes participation in recovery events tribal leaders in Washington County, annual Pride Aroostook festival; recovery coaching in jails; support for unhoused individuals at recovery housing centers and individuals seen at or released from local hospitals.</li><li>• Became Recovery Friendly Workplace in 2022</li><li>• Notes cultural competency training via Relias, and local tribal leaders.</li><li>• N-Certified Clinical Consultant (CCS) team and EHR function, ClaimTrack are not relevant to non-clinical services this RFP</li><li>• Provided description of three projects- Projects 1 &amp; 2 are relevant to this RFP, Project 3 describes clinical capabilities in offering MOUD which is somewhat relevant.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Met</li> </ul>                                                                                                                                                   |
| <b>4. Litigation</b>                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• One case stated, details confidential.</li> </ul>                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Provided audited financial statements for September 30<sup>th</sup>, 2023-2022, and September 30<sup>th</sup>, 2022-2021. Appears financially viable.</li> </ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Provided, current.</li> </ul>                                                                                                                                    |

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. The Center, located at 311 Main Street, Calais, Washington County, will be open a minimum of 40 hours per week M-F 9:00 a.m. – 5:00 p.m. Piloting extended hours.
2. Met.
3. Met.
4. New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach. P- OPTIONS Liaisons are on-site two days per week for harm reduction education and distribution of supplies.
5. Bidder states services are free of charge. Utilizes Washington County Community Action Team (WCCAT) as advisory council, that meets quarterly, and Bidder states is comprised of members with 51% lived experience.
6. Met.
7. Response lacks details.

**B. Recovery Support Services**

1. Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Bidder describes utilizing referrals but does not address center services.
2. Attachment 7 lacks details on how the Bidder will provide outreach and engagement activities to the broader community.
3. Response lacks detail as to how staff and programming is coordinated to support Participant's needs. N- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity.
4. Met.
5. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

- |                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Met. Attachment 8 notes that MANDT training is part of new hire orientation- this training may not be appropriate for peer supporters and could impact fidelity. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| <b>C. Record Management Requirements</b> |
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|------------------------------------------|
| 1. Met.<br>2. Met.<br>3. Met.<br>4. Met. |
|------------------------------------------|

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|---------------------------------------|
| <b>D. Center Website Requirements</b> |
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- |                                                     |
|-----------------------------------------------------|
| 1. Met.<br>2. Met.<br>3. Met.<br>4. Met.<br>5. Met. |
|-----------------------------------------------------|

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|---------------------------------------------------|
| <b>E. Services to be Provided to Participants</b> |
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| 1. The description of RCS to be provided to Participants does not fully realize the CCAR model.<br>2. Response lacks detail.<br>3. Response lacks detail.<br>4. Response lacks detail.<br>5. Response lacks detail.<br>6. Met.<br>7. Attachment 9 provided, Met.<br>8. Attachment 10 provided, robust list of recreational and pro-social activities.<br>9. Met. |
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| <b>F. Staffing Requirements</b> |
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Response lacks detail.<br>2. Minimally met.<br>3. P- collaboration with Healthy Acadia supports additional RC availability.<br>4. Met.<br>5. Response does not meet requirements.<br>6. Response does not meet requirements.<br>7. Met. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|----------------------------------------------|
| <b>G. Reporting/Site Review Requirements</b> |
|----------------------------------------------|

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|-----------------------------|
| 1. Minimally met.<br>2. Met |
|-----------------------------|

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| <b>H. Performance Measures</b> |
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- |         |
|---------|
| 1. Met. |
|---------|

|                   |
|-------------------|
| <b>I. Reports</b> |
|-------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Calais)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Met.                                                                                                                                            |
| 2. Met.                                                                                                                                            |
| <b>2. Staffing</b>                                                                                                                                 |
| a. Recovery Center Manager position does not state lived experience is a requirement.                                                              |
| b. None                                                                                                                                            |
| c. Attachment 12 indicates that Recovery Coach Coordinator and Recovery Coach are the same staff person dedicating 50% of their time to each role. |
| <b>3. Implementation - Work Plan</b>                                                                                                               |
| a. Attachment 13 provided, detailed plan.                                                                                                          |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• More than 60 years of offering Substance Use and Mental Health Treatment</li><li>• Is a CCBHC</li><li>• Operates 27 locations in three counties</li><li>• Supports up to 5500 clients per year</li><li>• Provides services for crisis, sexual assault, brain injury, and intellectual disabilities</li><li>• Took over operations of a peer recovery program called the Drop-In Center in 1994</li><li>• Operated 4 recovery centers since 2018</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Provided, includes 1 case</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Provided audited documents form 2021, 2022, and thru 9/30/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided, expires 1/15/2026</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ol style="list-style-type: none"><li>1. 1 Water St, Caribou, ME<br/>Open Monday through Friday 8am-4pm<br/>Piloting additional hours on Tuesdays 8am-6pm, Thursdays 8am-6pm, and Saturdays 9am-12pm<br/>Schedule will be reviewed quarterly</li><li>2. Reports that they will continue to maintain insurance as required</li><li>3. Eligibility is determined through conversation with new participants</li><li>4. Meets requirements<br/>Will offer Wellbriety<br/>Partners with OPTIONS liaisons for harm reduction supplies and education</li><li>5. Meets requirements</li><li>6. Meets requirements</li></ol> |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

Meets with landlord annually to ensure compliance with lease  
Works with local code enforcement to ensure compliance

7. Meets requirements

**B. Recovery Support Services**

1. Reports that they provide in person and telephone support  
Appears heavy in resource connection, unclear what other services are provided in person by the center
2. Meets requirements
3. Lacks detail on how they will coordinate staff and programming
4. Provides training for staff and volunteers on resume writing and mock interviews
5. Will connect participants to other resources for each of the required areas  
Obtains donations for participant needs
6. Meets requirements

**C. Record Management Requirements**

1. Plans to utilize their current Electronic Health Record (EHR)  
Will look at other Department approved tracking systems if requested  
Reports that the current (EHR) meets Department confidentiality policies  
Lacks detail on what will be included in their tracking forms
2. Utilizes a cyber security firm for risk assessments and vulnerability scanning
3. Will utilize current EHR  
Will implement an Incident Response Plan by 1/1/26
4. Reports that they are in compliance as evidenced by other contracts

**D. Center Website Requirements**

1. Will create a website by April 2026  
States that it will include all information in this requirement but lacks detail on how that will look and function
2. Meets requirements
3. States that this information will only be available to the IT department to avoid release of information
4. Reports that their IT Department will utilize an online program to deidentify all information and ensure that any information shared meets TLP White
5. Meets requirements

**E. Services to be Provided to Participants**

1. Meets requirements
2. Appears to focus on training for staff but unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems
3. Meets requirements  
Focuses heavily on staff training

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

4. Meets requirements
5. Monthly peer led forums will be held
6. Orientation is typically held on the first or second visit to the center  
Meets requirements
7. Attachment 9 includes a detailed training plan
8. Meets requirements
9. Meets requirements

**F. Staffing Requirements**

1. Meets requirements
2. States that Recovery Coach Coordinator is responsible for overseeing recovery coaching services  
Does not describe how Recovery Coach Coordinator will meet this requirement
3. Meets requirements
4. Commits to meeting, lacks detail on how they will support staff and volunteers through the process
5. Recovery Coach Coordinator will engage in weekly check ins with Coaches to work through barriers
6. Lacks detail on how they will support Coaches with maintaining their certification
7. Recovery Coach Coordinator will assist with barriers during weekly check ins  
Unclear who will be providing CoacherVision

**G. Reporting/Site Review Requirements**

1. Reports that they currently meet this requirement and will continue to do so
2. Meets requirements

**H. Performance Measures**

1. Meets requirements

**I. Reports**

1. Meets requirements
2. Meets requirements

**2. Staffing**

- a. Recovery Center Manager says it is a 40 hour per week positions, is listed as .5FTE in other places
- b. None Indicated
- c. Meets requirements

**3. Implementation - Work Plan**

- a. Plan only includes the first year of the initial contract period

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• The center, at 1 Water St., Caribou, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• Included - none</li></ul>                                                                                                                                                                                                                                                                |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Included – too brief</li></ul>                                                                                                                                                                                                                                                           |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• 1 case, involving a death in a jail, still open</li></ul>                                                                                                                                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Statements provided</li></ul>                                                                                                                                                                                                                                                            |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Included - current</li></ul>                                                                                                                                                                                                                                                             |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>1. The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours</li><li>2. met</li><li>3. participants eligibility via self identity, established by warm intro to staff, identity is discovered thru Mi conversationally</li><li>4. all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display</li><li>5. all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% people with lived experience</li><li>6. met</li><li>7. Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

1. Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough
2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

**C. Record Management Requirements**

1. met
2. met
3. met
4. met

**D. Center Website Requirements**

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants orientation held on their 1<sup>st</sup> or 2<sup>nd</sup> visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F. Staffing Requirements</b>                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>1. Vague and incomplete</li><li>2. RCC is responsible – lacks detail</li><li>3. Staff will be trained, seek volunteers from the community, sharing info at common events</li><li>4. met</li><li>5. met</li><li>6. met</li><li>7. met</li></ul> |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>1. We've been doing it, and completing it</li><li>2. met</li></ul>                                                                                                                                                                             |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>1. met</li></ul>                                                                                                                                                                                                                               |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>1. met</li><li>2. met</li></ul>                                                                                                                                                                                                                |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>a. Att.11 - met</li><li>b. Included - none</li><li>c. Att.12 - met</li></ul>                                                                                                                                                                   |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>a. Att.13 - met</li></ul>                                                                                                                                                                                                                      |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"><li>• The center location is centrally located near other services, important community amenities, and 2 local sober houses</li><li>• Incumbent provider</li><li>• More than 60 years of service, operating more than 27 locations agency serves more than 5,500 people annually</li><li>• Offers wide array of behavioral health services</li><li>• More than 30 years offering peer services</li><li>• Indicates agency's board is comprised of 61% individuals with lived experience</li><li>• Peer Advisory Committee</li><li>• Indicates MH Peer Centers operated by agency adhere to Consumer Operated Service Provider (COSP) model</li><li>• Recovery Friendly Workplace designee with a history of hiring current and former consumers of services</li><li>• Cultural competency training required for all staff as part of regular onboarding, and interpreter services provided to service recipients as a matter of policy</li><li>• Project 1 - Recovery Centers – relevant</li><li>• Project 2 – MH Peer Centers – relevant</li><li>• Project 3 – MOUD services - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>• Indicates no subcontractors or consultants to be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Project team identifiable in org chart provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"><li>• One (1) case reported. Still in litigation.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• Included audited financial reports for 2021/2022 and 2022/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Included and valid at time of submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

| <b>Part IV, Section III Proposed Services</b> |  |
|-----------------------------------------------|--|
| <b>Part II</b>                                |  |
| <b>A. Recovery Support Center (Center)</b>    |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Center located at 1 Water St Caribou, currently open 40 hours per week; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants  
Center is centrally located among several related community entities including provider locations, pharmacy, MAT provider, local sober houses, and local amenities
2. Indicates provider agency will obtain insurance on behalf of Center, referring to attached insurance cover sheet
3. Met requirement
4. Met requirement  
Indicates variety of programming including groups, MOUD, and harm reduction
5. Center Manager is developing an advisory group that will have, at minimum, 51% members with lived experience
6. Indicates Chief Administrative and Chief Financial Officer are responsible for compliance
7. Met requirement  
Includes reference to coordination of some groups and activities as well as staff and volunteer orientation.  
Lacks detail

**B. Recovery Support Services**

1. Indicates coaching, peer support, referrals to resources, and development of checklist to ensure all participants receive consistent support
2. Outreach and engagement plan (att 7) includes appropriate events, collaborations, and activities at an appropriate cadence
3. All staff trained to be Recovery Ally's –  
Response references staff training and referring participants to external services and resources, but does not address Center programming
4. Local job board and computers/printers available  
Staff and volunteer support resume development and mock interviews  
Families Future Downeast and Sunrise Economic Council present at Center once each month  
Refers to other supports including EMDC, FedCap, and Northeastern Workforce Development Corps  
MaineHealth Employment Specialist on site regularly
5. Response focuses on referrals to other community entities and only minimally addresses Center based support
6. Indicates 2 levels of volunteer orientation; 1 for administrative tasks, and ; 2 for peer support including recovery coaching  
Att 8 – staff and volunteer orientation plan – detailed plan included

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Proposes creating internal data tracking system within existing electronic health records system. Little detail provided. Unclear if the system would align with peer fidelity.
2. Bidder contracts with a cybersecurity consultant. Plan to expand this work to include risk assessments
3. Response does not address paper copies of confidential data, focusing on information stored on HER.  
Lacks detail
4. Response includes minimal detail

**D. Center Website Requirements**

1. Met requirement with minimal detail. Refers to implementation plan
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Response includes limited detail  
Indicates staff and volunteer supervision to be the primary focus agency will employ to ensure this requirement is met
3. Met requirement
4. Met requirement
5. Monthly peer-led forums to gain suggestions about participants' needs  
Met requirement
6. Orientation typically takes place during first or second visit to Center  
Orientation includes asking participants about access needs and accommodations
7. Attachment 9 – quarterly training plan – meets all requirements  
Attachment includes images and overview of planned education offerings
8. Attachment 10 – recreation and activities plan – meets requirement
9. Met requirement

**F. Staffing Requirements**

1. Response includes minimal detail, referring evaluator to staffing plan in attachment 11  
Indicates Center Manager will be responsible for meeting requirement
2. Response includes minimal detail, referring evaluator to Recovery Coach Coordinator job description in attachment 11 – staffing plan
3. Response indicates a close working relationship with Healthy Acadia to expand recovery coaching, but provides no detail about this work if awarded  
Met requirement
4. Met requirement with minimal detail



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Met requirement                                                                                                                                                                    |
| 6. Met requirement with minimal detail                                                                                                                                                |
| 7. Met requirement with minimal detail                                                                                                                                                |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                          |
| 1. Indicates experience meeting this requirement for other contracts, but does not commit to reporting requirement                                                                    |
| 2. Met requirement                                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                                        |
| 1. Met requirement                                                                                                                                                                    |
| <b>I. Reports</b>                                                                                                                                                                     |
| 1. Met requirement                                                                                                                                                                    |
| 2. Met requirement                                                                                                                                                                    |
| <b>2. Staffing</b>                                                                                                                                                                    |
| a. Each position includes responsibilities and minimum qualifications                                                                                                                 |
| b. Indicates no subcontractors                                                                                                                                                        |
| c. Staffing plan indicates 2.10 FTE's for 4                                                                                                                                           |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                  |
| a. Implementation plan provided in time bound format and includes tasks and staff position responsible<br>Plan only extends 12 month while initial period of performance is 24 months |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout region, supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services</li><li>• Board comprised of over 61% people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency trainings by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by bidder's Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, language spoken and other areas of diversity within its HER</li><li>• Includes 3 relevant projects:<ul style="list-style-type: none"><li>○ Recovery Support Peer Centers</li><li>○ Mental Health Peer Run Recovery Centers</li><li>○ Medications for Opioid Use Disorder programming</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Attached, includes 4 positions totaling 2.1 FTE</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• One case provided. Not deemed relevant to the RFP.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided 3 years of financial statements reviewed by a CPA</li><li>• No concerns identified</li><li>• \$17M in assets in 2023</li><li>• Revenue upwards of \$25M, net of 1.7M in 2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Provided and valid</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Met requirement; discusses central location of the Center
2. Minimally met requirement – refers to Attachment 6
3. Focus on relationship building and building and open dialogue
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**B. Recovery Support Services**

1. Emphasizes listening and resource connections as a cornerstone of practice. Collaborates with OPTIONS liaisons around transportation.
2. Provided outreach and engagement plan, including a rough outline of potential open houses, tabling opportunities, outreach through allied facilities, participation in collaboratives, and awareness events
3. All staff trained to be a recovery ally through strong orientation focused on relationship building and dialogue. Ongoing training to staff to support various needs of Participants.
4. Met requirement
5. Response lacks detail regarding how staff/volunteer will assist Participants to access particular supports
6. Provided Center Staff and Volunteer Training and Orientation Plan, including multiple tiers and ongoing training. Plan covers required areas. Ongoing training includes targeted opportunities through other resources.

**C. Record Management Requirements**

1. Met requirement
2. Response lacks detail regarding how policies and procedures will be expanded to address deficits
3. Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
4. Response lacks detail on how the bidder will comply with the IT-Service Contract.

**D. Center Website Requirements**

1. Response lacks detail in how its website will meet the requirements, refers to attachment 13
2. Response captures aspects of accessibility but does not address how its website aligns with the indicated policies.
3. Met requirement
4. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a concise description of how recovery coaching services will be provided to Participants and the role of the Recovery Coach Coordinator
2. Response seems to pertain to Recoverees but may not be inclusive of other Participants
3. Met requirement
4. Met requirement – refers to attachment 7
5. Will host a monthly peer-led forum to discuss community needs; not certain response addresses the question as intended
6. Orientation is customized to meet the needs of each participant
7. Quarterly Training Plan broken down by audiences. Inclusive of Understanding Prevention Recovery Education, Family & Relationship Dynamics, and Recovery Allies.
8. Recreational and Social Events plan attached. Includes array of social events ranging in frequency from weekly to annually, including intended audiences.
9. Response lacks detail regarding how Bidder will ensure events utilize no more than 2% of Department funding

**F. Staffing Requirements**

1. Response lacks detail – Bidder does not address show staffing levels are sufficient to meet the need
2. Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
3. Response details how Bidder will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
4. Met requirement
5. Met requirement
6. Response refers to previous response that indicates how Bidder will ensure registered coaches receive certification
7. Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

**I. Reports**

1. Met requirement
2. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

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**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**2. Staffing**

- a. Job descriptions attached. Met requirement.
- b. None indicated
- c. Staffing plan attached. Met requirement.

**3. Implementation - Work Plan**

- a. Work plan attached. Work plan only includes 12 months of activities. Workplan reflects start-up of center, but does not adequately reflect normal operational tasks.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Cost proposal for \$330k, 1% of agency budget
- \$187k in salaries, with 25% fringe rate including health and dental
- \$6.6 k in supplies, \$2.5k for website development
- \$40k in indirect, approved by federal DHHS
- All other costs appear reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"><li>• Current center is centrally located to clinical and community resources utilized by the population that the center aims to serve.</li><li>• Bidder is a Certified Community Behavioral Health Clinic (CCBHC).</li><li>• Agency has 60 years of service and is the largest behavioral healthcare provider in the region, operating 27 service locations across Aroostook, Hancock, and Washington counties.</li><li>• Agency serves 5500 clients annual with a staff of 350+.</li><li>• Services include mental health, substance use (including four substance use recovery centers), crisis, sexual assault, prevention, brain injury, and programs for adults with intellectual disabilities.</li><li>• Bidder states referral sources through contractual agreements that include behavioral health services in county jails, school districts, hospitals, FQHCs, and other social service agencies.</li><li>• Bidder states 30 years' experience providing peer recovery center services.</li><li>• Bidder states promotion of DEI though consumer feedback, Peer Advisory Committee (PAC), which is comprised of 100% consumers of behavioral health services, community volunteer groups, community advisory groups, and two centers operating under the Consumer Operated Service Provider (COSP) Model.</li><li>• Bidder notes youth engagement with prevention programs in schools, colleges, and Job Corps.</li><li>• Bidder notes participation in recovery events tribal leaders in Washington County, annual Pride Aroostook festival; recovery coaching in jails; support for unhoused individuals at recovery housing centers and individuals seen at or released from local hospitals.</li><li>• Became Recovery Friendly Workplace in 2022</li><li>• Notes cultural competency training via Relias, and local tribal leaders.</li><li>• N-Certified Clinical Consultant (CCS) team and EHR function, ClaimTrack are not relevant to non-clinical services this RFP</li><li>• Provided description of three projects- Projects 1 &amp; 2 are relevant to this RFP, Project 3 describes clinical capabilities in offering MOUD which is somewhat relevant.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Met</li> </ul>                                                                                                                                                   |
| <b>4. Litigation</b>                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• One case stated, details confidential.</li> </ul>                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Provided audited financial statements for September 30<sup>th</sup>, 2023-2022, and September 30<sup>th</sup>, 2022-2021. Appears financially viable.</li> </ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Provided, current</li> </ul>                                                                                                                                     |

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. The Center, located at 1 Water Street, Caribou, Aroostook County, will be open a minimum of 40 hours per week M-F 8:00 a.m. – 4:00 p.m. Piloting extended hours.
2. Met.
3. Met.
4. New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach.
5. Bidder states services are free of charge. Advisory Council is being formed and Bidder agrees to comply with the requirement that the composition of that council has at least 51% lived experience.
6. Met.
7. Response lacks detail.

**B. Recovery Support Services**

1. Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Bidder describes utilizing referrals but does not address center services.
2. Attachment 7 lacks details on how the Bidder will provide outreach and engagement activities to the broader community.
3. Response lacks detail as to how staff and programming is coordinated to support Participant's needs. N- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity.
4. Met.
5. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

- |                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Met. Attachment 8 notes that MANDT training is part of new hire orientation- this training may not be appropriate for peer supporters and could impact fidelity. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                          |
|------------------------------------------|
| <b>C. Record Management Requirements</b> |
|------------------------------------------|

- |                                          |
|------------------------------------------|
| 1. Met.<br>2. Met.<br>3. Met.<br>4. Met. |
|------------------------------------------|

|                                       |
|---------------------------------------|
| <b>D. Center Website Requirements</b> |
|---------------------------------------|

- |                                                     |
|-----------------------------------------------------|
| 1. Met.<br>2. Met.<br>3. Met.<br>4. Met.<br>5. Met. |
|-----------------------------------------------------|

|                                                   |
|---------------------------------------------------|
| <b>E. Services to be Provided to Participants</b> |
|---------------------------------------------------|

- |                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The description of RCS to be provided to Participants does not fully realize the CCAR model.<br>2. Response lacks detail.<br>3. Response lacks detail.<br>4. Response lacks detail.<br>5. Response lacks detail.<br>6. Met.<br>7. Attachment 9 provided, Met<br>8. Attachment 10 provided, robust list of recreational and pro-social activities.<br>9. Met. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                 |
|---------------------------------|
| <b>F. Staffing Requirements</b> |
|---------------------------------|

- |                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Response lacks detail.<br>2. Minimally met.<br>3. Met.<br>4. Met.<br>5. Response does not meet requirements.<br>6. Response does not meet requirements.<br>7. Met. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                              |
|----------------------------------------------|
| <b>G. Reporting/Site Review Requirements</b> |
|----------------------------------------------|

- |                              |
|------------------------------|
| 1. Minimally met.<br>2. Met. |
|------------------------------|

|                                |
|--------------------------------|
| <b>H. Performance Measures</b> |
|--------------------------------|

- |         |
|---------|
| 1. Met. |
|---------|

|                   |
|-------------------|
| <b>I. Reports</b> |
|-------------------|



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Caribou)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                       |
|---------------------------------------------------------------------------------------|
| 1. Met.                                                                               |
| 2. Met.                                                                               |
| <b>2. Staffing</b>                                                                    |
| a. Recovery Center Manager position does not state lived experience is a requirement. |
| b. None.                                                                              |
| c. Met.                                                                               |
| <b>3. Implementation - Work Plan</b>                                                  |
| a. Attachment 13 provided, detailed plan.                                             |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• More than 60 years of offering Substance Use and Mental Health Treatment</li><li>• Is a CCBHC</li><li>• Operates 27 locations in three counties</li><li>• Supports up to 5500 clients per year</li><li>• Provides services for crisis, sexual assault, brain injury, and intellectual disabilities</li><li>• Took over operations of a peer recovery program called the Drop-In Center in 1994</li><li>• Operated 4 recovery centers since 2018</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Provided, includes 1 case</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Provided audited documents form 2021, 2022, and thru 9/30/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided, expires 1/15/2026</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ol style="list-style-type: none"><li>1. 106 Main St, Suite 13, Houlton, ME<br/>Open Monday through Friday 8am-4pm<br/>Piloting additional hours on Tuesdays and Thursday from 8am-6pm and Saturdays from 9am-12pm<br/>Schedule will be reviewed quarterly</li><li>2. Reports that they will continue to maintain insurance as required</li><li>3. Eligibility is determined through conversation with new participants</li><li>4. Meets requirements<br/>Will offer Wellbriety<br/>Partners with OPTIONS liaisons for harm reduction supplies and education</li><li>5. Meets requirements</li><li>6. Meets requirements<br/>Meets with landlord annually to ensure compliance with lease</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Works with local code enforcement to ensure compliance<br>7. Meets requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1. Reports that they provide in person and telephone support<br>Appears heavy in resource connection, unclear what other services are provided in person by the center<br>2. Meets requirements<br>3. Lacks detail on how they will coordinate staff and programming<br>4. Provides training for staff and volunteers on resume writing and mock interviews<br>5. Will connect participants to other resources for each of the required areas<br>Obtains donations for participant needs<br>6. Meets requirements                         |
| <b>C. Record Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1. Plans to utilize their current Electronic Health Record (EHR)<br>Will look at other Department approved tracking systems if requested<br>Reports that the current (EHR) meets Department confidentiality policies<br>Lacks detail on what will be included in their tracking forms<br>2. Utilizes a cyber security firm for risk assessments and vulnerability scanning<br>3. Will utilize current EHR<br>Will implement an Incident Response Plan by 1/1/26<br>4. Reports that they are in compliance as evidenced by other contracts |
| <b>D. Center Website Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1. Will create a website by April 2026<br>States that it will include all information in this requirement but lacks detail on how that will look and function<br>2. Meets requirements<br>3. States that this information will only be available to the IT department to avoid release of information<br>4. Reports that their IT Department will utilize an online program to deidentify all information and ensure that any information shared meets TLP White<br>5. Meets requirements                                                 |
| <b>E. Services to be Provided to Participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. Meets requirements<br>2. Appears to focus on training for staff but unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems<br>3. Meets requirements<br>Focuses heavily on staff training<br>4. Meets requirements                                                                                                                                                                                                                                              |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

\*\*\*\*\*

5. Monthly peer led forums will be held
6. Orientation is typically held on the first or second visit to the center  
Meets requirements
7. Attachment 9 includes a detailed training plan
8. Meets requirements
9. Meets requirements

**F. Staffing Requirements**

1. Meets requirements
2. States that Recovery Coach Coordinator is responsible for overseeing recovery coaching services  
Does not describe how Recovery Coach Coordinator will meet this requirement
3. Meets requirements
4. Commits to meeting, lacks detail on how they will support staff and volunteers through the process
5. Recovery Coach Coordinator will engage in weekly check ins with Coaches to work through barriers
6. Lacks detail on how they will support Coaches with maintaining their certification
7. Recovery Coach Coordinator will assist with barriers during weekly check ins  
Unclear who will be providing CoacherVision

**G. Reporting/Site Review Requirements**

1. Reports that they currently meet this requirement and will continue to do so
2. Meets requirements

**H. Performance Measures**

1. Meets requirements

**I. Reports**

1. Meets requirements
2. Meets requirements

**2. Staffing**

- a. Recovery Center Manager says it is a 40 hour per week positions, is listed as .5FTE in other places
- b. None Indicated
- c. Meets requirements

**3. Implementation - Work Plan**

- a. Plan only includes the first year of the initial contract period

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• The center, at 106 Main St., suite 13, Houlton, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Included - none</li></ul>                                                                                                                                                                                                                                                                           |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Included – too brief</li></ul>                                                                                                                                                                                                                                                                      |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• 1 case, involving a death in a jail, still open</li></ul>                                                                                                                                                                                                                                           |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Statements provided</li></ul>                                                                                                                                                                                                                                                                       |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Included - current</li></ul>                                                                                                                                                                                                                                                                        |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>1. The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours</li><li>2. met</li><li>3. participants eligibility via self identity, established by warm intro to staff, identity is discovered thru Mi conversationally</li><li>4. all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display</li><li>5. all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% people with lived experience</li><li>6. met</li><li>7. Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

1. Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough
2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

**C. Record Management Requirements**

1. met
2. met
3. met
4. met

**D. Center Website Requirements**

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants orientation held on their 1<sup>st</sup> or 2<sup>nd</sup> visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F. Staffing Requirements</b>                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"><li>1. Vague and incomplete</li><li>2. RCC is responsible – lacks detail</li><li>3. Staff will be trained, seek volunteers from the community, sharing info at common events</li><li>4. met</li><li>5. met</li><li>6. met</li><li>7. met</li></ol> |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"><li>1. We've been doing it, and completing it</li><li>2. met</li></ol>                                                                                                                                                                             |
| <b>H. Performance Measures</b>                                                                                                                                                                                                                                                       |
| <ol style="list-style-type: none"><li>1. met</li></ol>                                                                                                                                                                                                                               |
| <b>I. Reports</b>                                                                                                                                                                                                                                                                    |
| <ol style="list-style-type: none"><li>1. met</li><li>2. met</li></ol>                                                                                                                                                                                                                |
| <b>2. Staffing</b>                                                                                                                                                                                                                                                                   |
| <ol style="list-style-type: none"><li>a. Att.11 - met</li><li>b. Included - none</li><li>c. Att.12 - met</li></ol>                                                                                                                                                                   |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                                                                                                 |
| <ol style="list-style-type: none"><li>a. Att.13 - met</li></ol>                                                                                                                                                                                                                      |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• The center location is centrally located near other services, important community amenities, MH Peer Center</li><li>• Incumbent provider</li><li>• More than 60 years of service, operating more than 27 locations agency serves more than 5,500 people annually</li><li>• Offers wide array of behavioral health services</li><li>• More than 30 years offering peer services</li><li>• Indicates agency's board is comprised of 61% individuals with lived experience</li><li>• Peer Advisory Committee</li><li>• Indicates MH Peer Centers operated by agency adhere to Consumer Operated Service Provider (COSP) model</li><li>• Recovery Friendly Workplace designee with a history of hiring current and former consumers of services</li><li>• Cultural competency training required for all staff as part of regular onboarding, and interpreter services provided to service recipients as a matter of policy</li><li>• Project 1 - Recovery Centers – relevant</li><li>• Project 2 – MH Peer Centers – relevant</li><li>• Project 3 – MOUD services - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• Indicates no subcontractors or consultants to be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Project team identifiable in org chart provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• One (1) case reported. Still in litigation.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Included audited financial reports for 2021/2022 and 2022/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Included and valid at time of submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Center located at 106 Main St, Suite 13 Houlton, currently open 40 hours per week; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants  
Center is centrally located among several related community entities including provider locations, pharmacy, MAT provider, MH Peer Center, and local amenities
2. Indicates provider agency will obtain insurance on behalf of Center, referring to attached insurance cover sheet
3. Met requirement
4. Met requirement  
Indicates variety of programming including groups, MOUD, and harm reduction
5. Center Manager is developing an advisory group that will have, at minimum, 51% members with lived experience
6. Indicates Chief Administrative and Chief Financial Officer are responsible for compliance
7. Met requirement  
Includes reference to coordination of some groups and activities as well as staff and volunteer orientation.  
Lacks detail

**B. Recovery Support Services**

1. Indicates coaching, peer support, referrals to resources, and development of checklist to ensure all participants receive consistent support
2. Outreach and engagement plan (att 7) includes appropriate events, collaborations, and activities at an appropriate cadence
3. All staff trained to be Recovery Ally's –  
Response references staff training and referring participants to external services and resources, but does not address Center programming
4. Local job board and computers/printers available  
Staff and volunteer support resume development and mock interviews  
Families Future Downeast and Sunrise Economic Council present at Center once each month  
Refers to other supports including EMDC, FedCap, and Northeastern Workforce Development Corps  
MaineHealth Employment Specialist on site regularly
5. Response focuses on referrals to other community entities and only minimally addresses Center based support
6. Indicates 2 levels of volunteer orientation; 1 for administrative tasks, and ; 2 for peer support including recovery coaching  
Att 8 – staff and volunteer orientation plan – detailed plan included

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Proposes creating internal data tracking system within existing electronic health records system. Little detail provided. Unclear if the system would align with peer fidelity.
2. Bidder contracts with a cybersecurity consultant. Plan to expand this work to include risk assessments
3. Response does not address paper copies of confidential data, focusing on information stored on HER.  
Lacks detail
4. Response includes minimal detail

**D. Center Website Requirements**

1. Met requirement with minimal detail. Refers to implementation plan
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Response includes limited detail  
Indicates staff and volunteer supervision to be the primary focus agency will employ to ensure this requirement is met
3. Met requirement
4. Met requirement
5. Monthly peer-led forums to gain suggestions about participants' needs  
Met requirement
6. Orientation typically takes place during first or second visit to Center  
Orientation includes asking participants about access needs and accommodations
7. Attachment 9 – quarterly training plan – meets all requirements  
Attachment includes images and overview of planned education offerings
8. Attachment 10 – recreation and activities plan – meets requirement
9. Met requirement

**F. Staffing Requirements**

1. Response includes minimal detail, referring evaluator to staffing plan in attachment 11  
Indicates Center Manager will be responsible for meeting requirement
2. Response includes minimal detail, referring evaluator to Recovery Coach Coordinator job description in attachment 11 – staffing plan
3. Response indicates a close working relationship with Healthy Acadia to expand recovery coaching, but provides no detail about this work if awarded  
Met requirement
4. Met requirement with minimal detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Met requirement                                                                                                                                                                    |
| 6. Met requirement with minimal detail                                                                                                                                                |
| 7. Met requirement with minimal detail                                                                                                                                                |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                          |
| 1. Indicates experience meeting this requirement for other contracts, but does not commit to reporting requirement                                                                    |
| 2. Met requirement                                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                                        |
| 1. Met requirement                                                                                                                                                                    |
| <b>I. Reports</b>                                                                                                                                                                     |
| 1. Met requirement                                                                                                                                                                    |
| 2. Met requirement                                                                                                                                                                    |
| <b>2. Staffing</b>                                                                                                                                                                    |
| a. Each position includes responsibilities and minimum qualifications                                                                                                                 |
| b. Indicates no subcontractors                                                                                                                                                        |
| c. Staffing plan indicates 2.10 FTE's for 4                                                                                                                                           |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                  |
| a. Implementation plan provided in time bound format and includes tasks and staff position responsible<br>Plan only extends 12 month while initial period of performance is 24 months |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout region, supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services</li><li>• Board comprised of over 61% people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency trainings by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by bidder's Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, language spoken and other areas of diversity within its HER</li><li>• Includes 3 relevant projects:<ul style="list-style-type: none"><li>○ Recovery Support Peer Centers</li><li>○ Mental Health Peer Run Recovery Centers</li></ul></li><li>• Medications for Opioid Use Disorder programming</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Attached, includes 4 positions totaling 2.1 FTE</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• One case provided. Not deemed relevant to the RFP.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided 3 years of financial statements reviewed by a CPA</li><li>• No concerns identified</li><li>• \$17M in assets in 2023</li><li>• Revenue upwards of \$25M, net of 1.7M in 2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Provided and valid</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Met requirement; discusses central location of the Center
2. Minimally met requirement – refers to Attachment 6
3. Focus on relationship building and building and open dialogue
4. Does not reference harm reduction or other pathways that might indicate openness towards people in active drug use
5. Met requirement
6. Met requirement
7. Met requirement

**B. Recovery Support Services**

1. Emphasizes listening and resource connections as a cornerstone of practice. Collaborates with OPTIONS liaisons around transportation.
2. Provided outreach and engagement plan, including a rough outline of potential open houses, tabling opportunities, outreach through allied facilities, participation in collaboratives, and awareness events
3. All staff trained to be a recovery ally through strong orientation focused on relationship building and dialogue. Ongoing training to staff to support various needs of Participants.
4. Met requirement
5. Response lacks detail regarding how staff/volunteer will assist Participants to access particular supports
6. Provided Center Staff and Volunteer Training and Orientation Plan, including multiple tiers and ongoing training. Plan covers requires areas. Ongoing training includes targeted opportunities through other resources.

**C. Record Management Requirements**

1. Met requirement
2. Response lacks detail regarding how policies and procedures will be expanded to address deficits
3. Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
4. Response lacks detail on how the bidder will comply with the IT-Service Contract.

**D. Center Website Requirements**

1. Response lacks detail in how its website will meet the requirements, refers to attachment 13
2. Response captures aspects of accessibility but does not address how its website aligns with the indicated policies.
3. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

4. Met requirement

5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a concise description of how recovery coaching services will be provided to Participants and the role of the Recovery Coach Coordinator
2. Response seems to pertain to Recoverees but may not be inclusive of other Participants
3. Met requirement
4. Met requirement – refers to attachment 7
5. Will host a monthly peer-led forum to discuss community needs; not certain response addresses the question as intended
6. Orientation is customized to meet the needs of each participant
7. Quarterly Training Plan broken down by audiences. Inclusive of Understanding Prevention Recovery Education, Family & Relationship Dynamics, and Recovery Allies.
8. Recreational and Social Events plan attached. Includes array of social events ranging in frequency from weekly to annually, including intended audiences.
9. Response lacks detail regarding how Bidder will ensure events utilize no more than 2% of Department funding

**F. Staffing Requirements**

1. Response lacks detail – Bidder does not address show staffing levels are sufficient to meet the need
2. Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
3. Response details how Bidder will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
4. Met requirement
5. Met requirement
6. Response refers to previous response that indicates how Bidder will ensure registered coaches receive certification
7. Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

**I. Reports**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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|--------------------|
| 1. Met requirement |
| 2. Met requirement |

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|--------------------|
| <b>2. Staffing</b> |
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|------------------------------------------------|
| a. Job descriptions attached. Met requirement. |
| b. None indicated                              |
| c. Staffing plan attached. Met requirement.    |

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| <b>3. Implementation - Work Plan</b> |
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| a. Work plan attached. Work plan only includes 12 months of activities. Workplan reflects start-up of center, but does not adequately reflect normal operational tasks. |
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| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b> |
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| <ul style="list-style-type: none"><li>• Cost proposal for \$330k, 1% of agency budget</li><li>• \$187k in salaries, with 25% fringe rate including health and dental</li><li>• \$6.6 k in supplies, \$2.5k for website development</li><li>• \$40k in indirect, approved by federal DHHS</li><li>• All other costs appear reasonable</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Current center is centrally located to clinical and community resources utilized by the population that the center aims to serve.</li><li>• Bidder is a Certified Community Behavioral Health Clinic (CCBHC).</li><li>• Agency has 60 years of service and is the largest behavioral healthcare provider in the region, operating 27 service locations across Aroostook, Hancock, and Washington counties.</li><li>• Agency serves 5500 clients annual with a staff of 350+.</li><li>• Services include mental health, substance use (including four substance use recovery centers), crisis, sexual assault, prevention, brain injury, and programs for adults with intellectual disabilities.</li><li>• Bidder states referral sources through contractual agreements that include behavioral health services in county jails, school districts, hospitals, FQHCs, and other social service agencies.</li><li>• Bidder states 30 years' experience providing peer recovery center services.</li><li>• Bidder states promotion of DEI through consumer feedback, Peer Advisory Committee (PAC), which is comprised of 100% consumers of behavioral health services, community volunteer groups, community advisory groups, and two centers operating under the Consumer Operated Service Provider (COSP) Model.</li><li>• Bidder notes youth engagement with prevention programs in schools, colleges, and Job Corps.</li><li>• Bidder notes participation in recovery events tribal leaders in Washington County, annual Pride Aroostook festival; recovery coaching in jails; support for unhoused individuals at recovery housing centers and individuals seen at or released from local hospitals.</li><li>• Became Recovery Friendly Workplace in 2022</li><li>• Notes cultural competency training via Relias, and local tribal leaders.</li><li>• N-Certified Clinical Consultant (CCS) team and EHR function, ClaimTrack are not relevant to non-clinical services this RFP</li><li>• Provided description of three projects- Projects 1 &amp; 2 are relevant to this RFP, Project 3 describes clinical capabilities in offering MOUD which is somewhat relevant.</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Met</li> </ul>                                                                                                                                                   |
| <b>4. Litigation</b>                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• One case stated, details confidential.</li> </ul>                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Provided audited financial statements for September 30<sup>th</sup>, 2023-2022, and September 30<sup>th</sup>, 2022-2021. Appears financially viable.</li> </ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Provided, Current</li> </ul>                                                                                                                                     |

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. The Center, located at 106 Main Street, Suite 13, Houlton, Aroostook County, will be open a minimum of 40 hours per week M-F 8:00 a.m. – 4:00 p.m. Piloting extended hours.
2. Met.
3. Met.
4. New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach.
5. Bidder states services are free of charge. Advisory Council is being formed and Bidder agrees to comply with the requirement that the composition of that council has at least 51% lived experience.
6. Met.
7. Response lacks detail.

**B. Recovery Support Services**

1. Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Bidder describes utilizing referrals but does not address center services.
2. Attachment 7 lacks details on how the Bidder will provide outreach and engagement activities to the broader community.
3. Response lacks detail as to how staff and programming is coordinated to support Participant's needs. N- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity.
4. Met.
5. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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| 6. Met. Attachment 8 notes that MANDT training is part of new hire orientation- this training may not be appropriate for peer supporters and could impact fidelity. |
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| <b>C. Record Management Requirements</b> |
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| 1. Met.<br>2. Met.<br>3. Met.<br>4. Met. |
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| <b>D. Center Website Requirements</b> |
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| 1. Met.<br>2. Met.<br>3. Met.<br>4. Met.<br>5. Met. |
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| <b>E. Services to be Provided to Participants</b> |
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| 1. The description of RCS to be provided to Participants does not fully realize the CCAR model.<br>2. Response lacks detail.<br>3. Response lacks detail.<br>4. Response lacks detail.<br>5. Response lacks detail.<br>6. Met.<br>7. Attachment 9 provided, Met<br>8. Attachment 10 provided, robust list of recreational and pro-social activities.<br>9. Met. |
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| <b>F. Staffing Requirements</b> |
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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Response lacks detail.<br>2. Minimally met.<br>3. Met.<br>4. Met.<br>5. Response does not meet requirements.<br>6. Response does not meet requirements.<br>7. Met. |
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| <b>G. Reporting/Site Review Requirements</b> |
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|------------------------------|
| 1. Minimally met.<br>2. Met. |
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| <b>H. Performance Measures</b> |
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| 1. Met. |
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| <b>I. Reports</b> |
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Houlton)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                       |
|---------------------------------------------------------------------------------------|
| 1. Met.                                                                               |
| 2. Met.                                                                               |
| <b>2. Staffing</b>                                                                    |
| a. Recovery Center Manager position does not state lived experience is a requirement. |
| b. None.                                                                              |
| c. Met.                                                                               |
| <b>3. Implementation - Work Plan</b>                                                  |
| a. Attachment 13 provided, detailed plan.                                             |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• More than 60 years of offering Substance Use and Mental Health Treatment</li><li>• Is a CCBHC</li><li>• Operates 27 locations in three counties</li><li>• Supports up to 5500 clients per year</li><li>• Provides services for crisis, sexual assault, brain injury, and intellectual disabilities</li><li>• Took over operations of a peer recovery program called the Drop-In Center in 1994</li><li>• Operated 4 recovery centers since 2018</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Provided, includes 1 case</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Provided audited documents form 2021, 2022, and thru 9/30/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided, expires 1/15/2026</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
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| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ol style="list-style-type: none"><li>1. 11 Free St, Machias, ME<br/>Open Monday through Friday from 9am-5pm<br/>Piloting additional hours on Mondays and Wednesdays from 11am-7pm and Saturdays from 1pm-4pm<br/>Schedule will be reviewed quarterly</li><li>2. Reports that they will continue to maintain insurance as required</li><li>3. Eligibility is determined through conversation with new participants</li><li>4. Meets requirements<br/>Will offer Wellbriety<br/>Partners with OPTIONS liaisons for harm reduction supplies and education</li><li>5. Meets requirements</li><li>6. Meets requirements</li></ol> |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

Meets with landlord annually to ensure compliance with lease  
Works with local code enforcement to ensure compliance

7. Meets requirements

**B. Recovery Support Services**

1. Reports that they provide in person and telephone support  
Appears heavy in resource connection, unclear what other services are provided in person by the center
2. Meets requirements
3. Lacks detail on how they will coordinate staff and programming
4. Provides training for staff and volunteers on resume writing and mock interviews
5. Will connect participants to other resources for each of the required areas  
Obtains donations for participant needs
6. Meets requirements

**C. Record Management Requirements**

1. Plans to utilize their current Electronic Health Record (EHR)  
Will look at other Department approved tracking systems if requested  
Reports that the current (EHR) meets Department confidentiality policies  
Lacks detail on what will be included in their tracking forms
2. Utilizes a cyber security firm for risk assessments and vulnerability scanning
3. Will utilize current EHR  
Will implement an Incident Response Plan by 1/1/26
4. Reports that they are in compliance as evidenced by other contracts

**D. Center Website Requirements**

1. Will create a website by April 2026  
States that it will include all information in this requirement but lacks detail on how that will look and function
2. Meets requirements
3. States that this information will only be available to the IT department to avoid release of information
4. Reports that their IT Department will utilize an online program to deidentify all information and ensure that any information shared meets TLP White
5. Meets requirements

**E. Services to be Provided to Participants**

1. Meets requirements
2. Appears to focus on training for staff but unclear how they will assist Participants with setting Recovery goals, developing a Recovery Action Plan, and solving problems
3. Meets requirements  
Focuses heavily on staff training

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

4. Meets requirements
5. Monthly peer led forums will be held
6. Orientation is typically held on the first or second visit to the center  
Meets requirements
7. Attachment 9 includes a detailed training plan
8. Meets requirements
9. Meets requirements

**F. Staffing Requirements**

1. Lacks detail on how they will employ staff including recruitment and hiring policies  
Reports that they will hire a part time Recovery Coach Coordinator and part time Center Manager with lived experience
2. States that Recovery Coach Coordinator is responsible for overseeing recovery coaching services  
Does not describe how Recovery Coach Coordinator will meet this requirement
3. Meets requirements
4. Commits to meeting, lacks detail on how they will support staff and volunteers through the process
5. Recovery Coach Coordinator will engage in weekly check ins with Coaches to work through barriers
6. Lacks detail on how they will support Coaches with maintaining their certification
7. Recovery Coach Coordinator will assist with barriers during weekly check ins  
Unclear who will be providing CoacherVision

**G. Reporting/Site Review Requirements**

1. Reports that they currently meet this requirement and will continue to do so
2. Meets requirements

**H. Performance Measures**

1. Meets requirements

**I. Reports**

1. Meets requirements
2. Meets requirements

**2. Staffing**

- a. Recovery Center Manager and Recovery Coach Coordinator say they are a 40 hour per week positions, is listed as .5FTE in other places
- b. None indicated
- c. Recovery Coach Coordinator is listed as .5FTE with the same individual listed as a Recovery Coach as .5FTE, unclear if this is a fulltime Coordinator position or if they are filling two part time roles

**3. Implementation - Work Plan**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/17/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                     |
|---------------------------------------------------------------------|
| a. Plan only includes the first year of the initial contract period |
|---------------------------------------------------------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>The center, at 11 Free St., Machias, centrally located near other services, ensuring easy access to recovery services, including CCBHC. With over 60 years of service, operating 27 service locations, and over 30 years providing peer recovery services. 3 projects outlined</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                                                                                                                                                                                |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>Included – too brief</li></ul>                                                                                                                                                                                                                                                           |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>1 case, involving a death in a jail, still open</li></ul>                                                                                                                                                                                                                                |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>Statements provided</li></ul>                                                                                                                                                                                                                                                            |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"><li>Included - current</li></ul>                                                                                                                                                                                                                                                             |  |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <ol style="list-style-type: none"><li>The center will be open min 40hrs, Mon-Fri 9 to 5, with staff coordinating to extend the hours</li><li>met</li><li>participants eligibility via self identity, established by warm intro to staff, identity is discovered thru Mi conversationally</li><li>all pathways are ensured by mentoring staff, orientation, and ongoing training in the culture of all pathways. Participants are offered education and relevant signage is visibly on display</li><li>all services are FOC, supported by state funding and in kind volunteers. Their advisory council is made up of over 51% people with lived experience</li><li>met</li><li>Recovery Coach Coordinator is provided by the Center Mgr., meeting weekly with staff, supervise, facilitate, and collaborate with outside groups &amp; organizations.</li></ol> |  |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

1. Recovery services to participants provided by trained staff, in person and over zoom hybrid. – response not specific enough
2. Att.7 – met – outreach & activities, as seen on monthly calendar, including community events
3. Staff coordinate to support participants by training staff, individually matching staff with participants
4. Employment services include access to PCs, staff support with resumes, mock interviews
5. Center has strong community relationships and connections, explained in general, not specific enough
6. Att.8 – met – Trauma Informed Care for clinicians not within peer scope, Relias training platform available

**C. Record Management Requirements**

1. met
2. met
3. met
4. met

**D. Center Website Requirements**

1. Stated intention to develop website, answer is brief and indirect
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 recovery support provided by aligning staff with participants, following CCAR model, offering guidance, support, encouragement
2. Ensure staff are accomplishing their goals by having weekly supervision, monitoring documentation, Coachervision process
3. Recovery capital is built with participants by training staff, conducting BARC, and other assessments
4. Variety of groups are provided, facilitated by staff and community members, in person and hybrid
5. Peer guidance provided by discussion in forums, not specific enough
6. Participants orientation held on their 1<sup>st</sup> or 2<sup>nd</sup> visit, includes the welcome packet and facility tour
7. Att.9 – met – training plan relying on partnerships
8. Att.10 - met
9. Leadership budget review

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

|                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F. Staffing Requirements</b>                                                                                                                                                                        |
| 1. Vague and incomplete<br>2. RCC is responsible – lacks detail<br>3. Staff will be trained, seek volunteers from the community, sharing info at common events<br>4. met<br>5. met<br>6. met<br>7. met |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                                           |
| 1. We've been doing it, and completing it<br>2. met                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                                                         |
| 1. met                                                                                                                                                                                                 |
| <b>I. Reports</b>                                                                                                                                                                                      |
| 1. met<br>2. met                                                                                                                                                                                       |
| <b>2. Staffing</b>                                                                                                                                                                                     |
| a. Att.11 - met<br>b. Included - none<br>c. Att.12 - met                                                                                                                                               |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                                   |
| a. Att.13 - met                                                                                                                                                                                        |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"><li>• The center location is centrally located near other services, important community amenities, 2 recovery residences</li><li>• Incumbent provider</li><li>• More than 60 years of service, operating more than 27 locations agency serves more than 5,500 people annually</li><li>• Offers wide array of behavioral health services</li><li>• More than 30 years offering peer services</li><li>• Indicates agency's board is comprised of 61% individuals with lived experience</li><li>• Peer Advisory Committee</li><li>• Indicates MH Peer Centers operated by agency adhere to Consumer Operated Service Provider (COSP) model</li><li>• Recovery Friendly Workplace designee with a history of hiring current and former consumers of services</li><li>• Cultural competency training required for all staff as part of regular onboarding, and interpreter services provided to service recipients as a matter of policy</li><li>• Project 1 - Recovery Centers – relevant</li><li>• Project 2 – MH Peer Centers – relevant</li><li>• Project 3 – MOUD services - relevant</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"><li>• Indicates no subcontractors or consultants to be used</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Project team identifiable in org chart provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• One (1) case reported. Still in litigation.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• Included audited financial reports for 2021/2022 and 2022/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Included and valid at time of submission</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Part IV, Section III Proposed Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Center located at 11 Free St, Machias, currently open 40 hours per week; staff are piloting some early mornings, evenings, and weekend hours to accommodate participants  
Center is centrally located among several related community entities including provider locations, pharmacy, MAT provider, MH Peer Center, and local amenities
2. Indicates provider agency will obtain insurance on behalf of Center, referring to attached insurance cover sheet
3. Met requirement
4. Met requirement  
Indicates variety of programming including groups, MOUD, and harm reduction
5. Washington County Community Action Team currently serving as advisory council, and includes at minimum 51% members with lived experience
6. Indicates Chief Administrative and Chief Financial Officer are responsible for compliance
7. Met requirement  
Includes reference to coordination of some groups and activities as well as staff and volunteer orientation.  
Lacks detail

**B. Recovery Support Services**

1. Indicates coaching, peer support, referrals to resources, and development of checklist to ensure all participants receive consistent support
2. Outreach and engagement plan (att 7) includes appropriate events, collaborations, and activities at an appropriate cadence
3. All staff trained to be Recovery Ally's –  
Response references staff training and referring participants to external services and resources, but does not address Center programming
4. Local job board and computers/printers available  
Staff and volunteer support resume development and mock interviews  
Families Future Downeast and Sunrise Economic Council present at Center once each month  
Refers to other supports including EMDC, FedCap, and Northeastern Workforce Development Corps  
MaineHealth Employment Specialist on site regularly
5. Response focuses on referrals to other community entities and only minimally addresses Center based support
6. Indicates 2 levels of volunteer orientation; 1 for administrative tasks, and ; 2 for peer support including recovery coaching  
Att 8 – staff and volunteer orientation plan – detailed plan included

**C. Record Management Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

1. Proposes creating internal data tracking system within existing electronic health records system. Little detail provided. Unclear if the system would align with peer fidelity.
2. Bidder contracts with a cybersecurity consultant. Plan to expand this work to include risk assessments
3. Response does not address paper copies of confidential data, focusing on information stored on HER.  
Lacks detail
4. Response includes minimal detail

**D. Center Website Requirements**

1. Met requirement with minimal detail. Refers to implementation plan
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Met requirement
2. Response includes limited detail  
Indicates staff and volunteer supervision to be the primary focus agency will employ to ensure this requirement is met
3. Met requirement
4. Met requirement
5. Monthly peer-led forums to gain suggestions about participants' needs  
Met requirement
6. Orientation typically takes place during first or second visit to Center  
Orientation includes asking participants about access needs and accommodations
7. Attachment 9 – quarterly training plan – meets all requirements  
Attachment includes images and overview of planned education offerings
8. Attachment 10 – recreation and activities plan – meets requirement
9. Met requirement

**F. Staffing Requirements**

1. Response includes minimal detail, referring evaluator to staffing plan in attachment 11  
Indicates Center Manager will be responsible for meeting requirement
2. Response includes minimal detail, referring evaluator to Recovery Coach Coordinator job description in attachment 11 – staffing plan
3. Response indicates a close working relationship with Healthy Acadia to expand recovery coaching, but provides no detail about this work if awarded  
Met requirement
4. Met requirement with minimal detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Met requirement                                                                                                                                                                    |
| 6. Met requirement with minimal detail                                                                                                                                                |
| 7. Met requirement with minimal detail                                                                                                                                                |
| <b>G. Reporting/Site Review Requirements</b>                                                                                                                                          |
| 1. Indicates experience meeting this requirement for other contracts, but does not commit to reporting requirement                                                                    |
| 2. Met requirement                                                                                                                                                                    |
| <b>H. Performance Measures</b>                                                                                                                                                        |
| 1. Met requirement                                                                                                                                                                    |
| <b>I. Reports</b>                                                                                                                                                                     |
| 1. Met requirement                                                                                                                                                                    |
| 2. Met requirement                                                                                                                                                                    |
| <b>2. Staffing</b>                                                                                                                                                                    |
| a. Each position includes responsibilities and minimum qualifications                                                                                                                 |
| b. Indicates no subcontractors                                                                                                                                                        |
| c. Staffing plan indicates 1.60 FTE's for 4 positions<br>Unclear is staffing shared in plan is adequate for hours of operations shared earlier in this proposal                       |
| <b>3. Implementation - Work Plan</b>                                                                                                                                                  |
| a. Implementation plan provided in time bound format and includes tasks and staff position responsible<br>Plan only extends 12 month while initial period of performance is 24 months |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• Parent organization is a CCBHC</li><li>• History of over 60 years of services</li><li>• Operates 27 service locations throughout region, supports up to 5,500 clients</li><li>• Over 30 years of experience providing peer recovery center services</li><li>• Board comprised of over 61% people with lived experience</li><li>• Peer participant input sought through Peer Advisory Committee, local volunteer teams, and other initiatives – 100% consumers – advisory committee regularly informs AMHC operations</li><li>• Briefly discussed outreach efforts to Tribal communities, LGBTQ+ community, jails, and youth</li><li>• Utilizes training service to train staff around cultural competency, identifies additional cultural competency trainings by Tribal leaders and the Office of Civil Rights</li><li>• Cultural competency emphasized by bidder's Certified Clinical Consultant team</li><li>• Tracks gender, ethnicity, language spoken and other areas of diversity within its HER</li><li>• Includes 3 relevant projects:<ul style="list-style-type: none"><li>○ Recovery Support Peer Centers</li><li>○ Mental Health Peer Run Recovery Centers</li></ul></li><li>• Medications for Opioid Use Disorder programming</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Attached, includes 4 positions totaling 1.6 FTE</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• One case provided. Not deemed relevant to the RFP.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provided 3 years of financial statements reviewed by a CPA</li><li>• No concerns identified</li><li>• \$17M in assets in 2023</li><li>• Revenue upwards of \$25M, net of 1.7M in 2023</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <ul style="list-style-type: none"><li>• Provided and valid</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Met requirement; discusses central location of the Center
2. Minimally met requirement – refers to Attachment 6
3. Focus on relationship building and building and open dialogue
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**B. Recovery Support Services**

1. Emphasizes listening and resource connections as a cornerstone of practice. Collaborates with OPTIONS liaisons around transportation.
2. Provided outreach and engagement plan, including a rough outline of potential open houses, tabling opportunities, outreach through allied facilities, participation in collaboratives, and awareness events
3. All staff trained to be a recovery ally through strong orientation focused on relationship building and dialogue. Ongoing training to staff to support various needs of Participants.
4. Met requirement
5. Response lacks detail regarding how staff/volunteers will assist Participants to access particular supports
6. Provided Center Staff and Volunteer Training and Orientation Plan, including multiple tiers and ongoing training. Plan covers requires areas. Ongoing training includes targeted opportunities through other resources.

**C. Record Management Requirements**

1. Met requirement
2. Response lacks detail regarding how policies and procedures will be expanded to address deficits
3. Response lacks detail regarding Incident Response Plan intended to meet the requirement upon funding
4. Response lacks detail on how the bidder will comply with the IT-Service Contract.

**D. Center Website Requirements**

1. Response lacks detail in how its website will meet the requirements, refers to attachment 13
2. Response captures aspects of accessibility but does not address how its website aligns with the indicated policies.
3. Met requirement
4. Met requirement



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a concise description of how recovery coaching services will be provided to Participants and the role of the Recovery Coach Coordinator
2. Response seems to pertain to Recoverees but may not be inclusive of other Participants
3. Met requirement
4. Met requirement – refers to attachment 7
5. Will host a monthly peer-led forum to discuss community needs; not certain response addresses the question as intended
6. Orientation is customized to meet the needs of each participant
7. Quarterly Training Plan broken down by audiences. Inclusive of Understanding Prevention Recovery Education, Family & Relationship Dynamics, and Recovery Allies.
8. Recreational and Social Events plan attached. Includes array of social events ranging in frequency from weekly to annually, including intended audiences.
9. Response lacks detail regarding how Bidder will ensure events utilize no more than 2% of Department funding

**F. Staffing Requirements**

1. Response lacks detail – Bidder does not address show staffing levels are sufficient to meet the need
2. Response lacks detail regarding how Recovery Coach Coordinator will ensure effective coordination and oversight beyond referencing their job description
3. Response details how Bidder will recruit volunteer recovery coaches but lacks detail on how Recovery Coaches will be coordinated
4. Met requirement
5. Met requirement
6. Response refers to previous response that indicates how Bidder will ensure registered coaches receive certification
7. Response lacks detail regarding how CoacherVision will be offered and received apart from emphasizing that it is mandatory

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response concisely describes how evaluation processes will inform adjustments to practices to meet performance measures

**I. Reports**

1. Met requirement
2. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

|                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Staffing</b>                                                                                                                                                      |
| a. Job descriptions attached. Met requirement.                                                                                                                          |
| b. None indicated                                                                                                                                                       |
| c. Staffing plan attached. Met requirement.                                                                                                                             |
| <b>3. Implementation - Work Plan</b>                                                                                                                                    |
| a. Work plan attached. Work plan only includes 12 months of activities. Workplan reflects start-up of center, but does not adequately reflect normal operational tasks. |

|                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part IV, Section IV. Cost Proposal and Budget Narrative</b>                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Cost proposal for \$281k, 1% of agency budget</li><li>• \$153k in salaries, with 25% fringe rate including health and dental</li><li>• \$6.6 k in supplies, \$2.5k for website development</li><li>• \$33k in indirect, approved by federal DHHS</li><li>• All other costs appear reasonable</li></ul> |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Overview of the Organization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Current center is centrally located to clinical and community resources utilized by the population that the center aims to serve.</li><li>• Bidder is a Certified Community Behavioral Health Clinic (CCBHC).</li><li>• Agency has 60 years of service and is the largest behavioral healthcare provider in the region, operating 27 service locations across Aroostook, Hancock, and Washington counties.</li><li>• Agency serves 5500 clients annual with a staff of 350+.</li><li>• Services include mental health, substance use (including four substance use recovery centers), crisis, sexual assault, prevention, brain injury, and programs for adults with intellectual disabilities.</li><li>• Bidder states referral sources through contractual agreements that include behavioral health services in county jails, school districts, hospitals, FQHCs, and other social service agencies.</li><li>• Bidder states 30 years' experience providing peer recovery center services.</li><li>• Bidder states promotion of DEI through consumer feedback, Peer Advisory Committee (PAC), which is comprised of 100% consumers of behavioral health services, community volunteer groups, community advisory groups, and two centers operating under the Consumer Operated Service Provider (COSP) Model.</li><li>• Bidder notes youth engagement with prevention programs in schools, colleges, and Job Corps.</li><li>• Bidder notes participation in recovery events tribal leaders in Washington County, annual Pride Aroostook festival; recovery coaching in jails; support for unhoused individuals at recovery housing centers and individuals seen at or released from local hospitals.</li><li>• Became Recovery Friendly Workplace in 2022</li><li>• Notes cultural competency training via Relias, and local tribal leaders.</li><li>• N-Certified Clinical Consultant (CCS) team and EHR function, ClaimTrack are not relevant to non-clinical services this RFP</li><li>• Provided description of three projects- Projects 1 &amp; 2 are relevant to this RFP, Project 3 describes clinical capabilities in offering MOUD which is somewhat relevant.</li></ul> |
| 2. Subcontractors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"><li>• None</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3. Project Team Organizational Chart                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

# STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Met</li> </ul>                                                                                                                                                   |
| <b>4. Litigation</b>                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• One case stated, details confidential.</li> </ul>                                                                                                                |
| <b>5. Financial Viability</b>                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Provided audited financial statements for September 30<sup>th</sup>, 2023-2022, and September 30<sup>th</sup>, 2022-2021. Appears financially viable.</li> </ul> |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Provided, Current</li> </ul>                                                                                                                                     |

## Part IV, Section III Proposed Services

### Part II

#### A. Recovery Support Center (Center)

1. The Center, located at 11 Free Street, Machias, Washington County, will be open a minimum of 40 hours per week M-F 9:00 a.m.-5:00 p.m. Piloting extended hours.
2. Met.
3. Met.
4. New staff and volunteers are mentored by seasoned staff and supervisors to ensure a culture of non-judgement and welcoming atmosphere. The center displays large graphics and provides education, information, and resources to support an All Pathways approach. P- P- OPTIONS Liaisons are on-site two days per week for harm reduction education and distribution of supplies.
5. Bidder states services are free of charge. Utilizes Washington County Community Action Team (WCCAT) as advisory council, that meets quarterly, and Bidder states is comprised of members with 51% lived experience.
6. Met.
7. Response lacks detail.

#### B. Recovery Support Services

1. Response lacks details on how Recovery Support Services will be delivered to Participants in-person at the center. Bidder describes utilizing referrals but does not address center services.
2. Attachment 7 lacks details on how the Bidder will provide outreach and engagement activities to the broader community.
3. Response lacks detail as to how staff and programming is coordinated to support Participant's needs. N- "Several Diagnosis: Substance Use Disorder, Mental Health Diagnosis, Personality Disorders such as Antisocial/Criminal thinking" training may not be appropriate for peer supporters and could impact fidelity.
4. Met.
5. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

6. Met. Attachment 8 notes that MANDT training is part of new hire orientation- this training may not be appropriate for peer supporters and could impact fidelity.

**C. Record Management Requirements**

1. Met.
2. Met.
3. Met.
4. Met.

**D. Center Website Requirements**

1. Met.
2. Met.
3. Met.
4. Met.
5. Met.

**E. Services to be Provided to Participants**

1. The description of RCS to be provided to Participants does not fully realize the CCAR model.
2. Response lacks detail.
3. Response lacks detail.
4. Response lacks detail.
5. Response lacks detail.
6. Met.
7. Attachment 9 provided, Met
8. Attachment 10 provided, robust list of recreational and pro-social activities.
9. Met.

**F. Staffing Requirements**

1. Response lacks detail.
2. Minimally met.
3. P- collaboration with Healthy Acadia supports additional RC availability.
4. Met.
5. Response does not meet requirements.
6. Response does not meet requirements.
7. Met.

**G. Reporting/Site Review Requirements**

1. Minimally met.
2. Met.

**H. Performance Measures**

1. Met.

**I. Reports**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc. (Machias)

**DATE:** 6/16/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Met.                                                                                                                                            |
| 2. Met.                                                                                                                                            |
| <b>2. Staffing</b>                                                                                                                                 |
| a. Recovery Center Manager position does not state lived experience is a requirement.                                                              |
| b. None                                                                                                                                            |
| c. Attachment 12 indicates that Recovery Coach Coordinator and Recovery Coach are the same staff person dedicating 50% of their time to each role. |
| <b>3. Implementation - Work Plan</b>                                                                                                               |
| a. Attachment 13 provided, detailed plan.                                                                                                          |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/17/25, 6/18/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

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**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• 503(c)(3) community health coalition that has been working since 2001</li><li>• 20 years of gran experience</li><li>• Been providing peer services for Substance Use Disorder since 2017</li><li>• Has 2 CCAR trainers and has trained 1050 peer coaches since 2016</li><li>• Started Maine RecoveryCorps in 2018</li><li>• Opened a recovery center in 2021 which includes a warming center for winter months</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Provided</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Provided audited forms for 2021, 2022, through 9/30/2023</li></ul>                                                                                                                                                                                                                                                                                                                                                       |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Provided, expires 10/1/25</li></ul>                                                                                                                                                                                                                                                                                                                                                                                      |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ol style="list-style-type: none"><li>1. 24 Church St, Ellsworth, ME<br/>Open Monday-Friday 8am-4pm<br/>Offers additional hours for evening and weekend programming</li><li>2. Meets requirements</li><li>3. Self-identification is completed through conversation</li><li>4. Detailed plan on how the Bidder ensures an All Pathways to Recovery philosophy</li><li>5. Meets requirements</li><li>6. Meets requirements</li><li>7. Detailed plan for Recovery Center Coordination</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ol style="list-style-type: none"><li>1. Meets requirements</li><li>2. Detailed outreach and engagement plan</li></ol>                                                                                                                                                                                                                                                                                                                                                                       |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/17/25, 6/18/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Convenes and participates in provider networks and community coalitions<br>Hosts community based events for ex. Marvelous Monday and Taco Tuesday<br>3. Meets requirements<br>4. Meets requirements<br>Will assist with digital literacy and navigating online job platforms<br>5. Has a food cupboard and fridge for meals and snacks<br>Has hygiene supplies and YMCA shower cards<br>Detailed plan for each area of this requirement<br>6. Detailed plan to meet requirements                                                                             |
| <b>C. Record Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1. Will utilize Recovery Data Platform<br>2. Meets requirements<br>3. Meets requirements<br>4. Meets requirements                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>D. Center Website Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1. Detailed plan on what their website will look like and how it will function<br>2. Meets requirements<br>3. Meets requirements<br>4. Reports that Recovery Data Platform is in compliance<br>Meets requirements<br>5. Meets requirements                                                                                                                                                                                                                                                                                                                   |
| <b>E. Services to be Provided to Participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1. Meets requirements<br>2. Provided a detailed description of what a Recovery Action Plan is<br>Meets requirements<br>3. Detailed plan on how coaches will assist participants with building Recovery Capital<br>4. Meets requirements<br>5. Meets requirements<br>6. Orientation includes a conversation about the Rights of Recipients<br>Orientation is flexible to meet participants comfort and communication needs<br>7. Detailed Training Plan was provided<br>8. Provided a robust array of recreational and social events<br>9. Meets requirements |
| <b>F. Staffing Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1. Meets requirements<br>2. Meets requirements<br>3. Provided a plan for how to find and recruit new coaches<br>Have CCAR trainers on staff                                                                                                                                                                                                                                                                                                                                                                                                                  |



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/17/25, 6/18/25

**EVALUATOR NAME:** Amanda Chamberlain

**EVALUATOR DEPARTMENT:** Children's Behavioral Health Services, OBH

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>4. Provided a plan for training new coaches, lacks detail on how they will support coaches through the registration and certification process</li><li>5. Provided a plan to track progress and types of documentation used, lacks detail on how they will support coaches through the process</li><li>6. Lacks detail on how they will ensure coaches maintain registration/certification</li><li>7. Meets requirements</li></ul> |
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| <b>G. Reporting/Site Review Requirements</b> |
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| <ul style="list-style-type: none"><li>1. Reports that they have completed this requirement for other contracts and will continue to do so if award<br/>Meets requirements</li><li>2. Reports that they have completed this requirement for other contracts and will continue to do so if award<br/>Meets requirements</li></ul> |
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| <b>H. Performance Measures</b> |
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| <ul style="list-style-type: none"><li>1. Lacks detail on how they will meet each performance measure</li></ul> |
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| <b>I. Reports</b> |
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| <ul style="list-style-type: none"><li>1. Meets requirements</li><li>2. Meets requirements</li></ul> |
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| <b>2. Staffing</b> |
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|-------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Meets requirements</li><li>b. None indicated</li><li>c. Meets requirements</li></ul> |
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| <b>3. Implementation - Work Plan</b> |
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| <ul style="list-style-type: none"><li>a. Provided a detailed implantation plan</li></ul> |
|------------------------------------------------------------------------------------------|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/17/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

| <b>Part IV. Section II. Organizational Qualification and Experience</b>                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>As a 501c3 community health coalition since 2001, build partnerships, coordinate programs, and provide education. Over 20 years experience with managing grants. 3 projects outlined</li></ul> |
| <b>2. Subcontractors</b>                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                                                                                      |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>included</li></ul>                                                                                                                                                                             |
| <b>4. Litigation</b>                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>Included - none</li></ul>                                                                                                                                                                      |
| <b>5. Financial Viability</b>                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>Included – 3 years</li></ul>                                                                                                                                                                   |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>Included - current</li></ul>                                                                                                                                                                   |

| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ol style="list-style-type: none"><li>INSPIRE center has been operating since 2021 Mon-Fri, 8am to 4pm, often offering evenings and weekends.</li><li>met</li><li>new participants are met with a brief orientation, and overview of services, then allowing those to have information to self identify if they wish</li><li>Center is committed to all pathways conducting diverse programming, center culture, inclusive messaging, feedback</li><li>Services always FOC, plans to finalize Advisory Council, comprised of over 51% in recovery from SUD</li><li>met</li><li>groups facilitated by combination of staff &amp; volunteers, with each group having a lead facilitator. All facilitators are trained, as are peers, volunteers and staff</li></ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ol style="list-style-type: none"><li>1n1 sessions are scheduled with recovery coaches and peer support; daily &amp; weekly facilitated groups, as well as phone based peer support and virtual coaching</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**BIDDER NAME:** Healthy Acadia

**DATE:** 6/17/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

2. Att.7 – met – combination of in person outreach, regional partnerships, transportation support, virtual access tools and inclusive community events
3. All team members are CCAR trained, to prepare for participant needs – lacks detail to answer specifics
4. Individualized support, community partnerships, and access to resources, such as resume development, job search assistance, mock interviews, career exploration. Partnerships exist with EMDC, DOL
5. Using holistic, person center approach, basic needs, clinical services, harm reduction, case mgmt., transportation, justice system navigation assistance is outlined, in a detailed response
6. Att.8 – met – robust orientation and training offered to staff

**C. Record Management Requirements**

1. Using RDP, center displays understanding of the requirements
2. met
3. met
4. met

**D. Center Website Requirements**

1. Met – center describes understanding and intention to comply
2. met
3. met
4. met
5. met

**E. Services to be Provided to Participants**

1. 1n1 individualized recovery coaching services, trained in CCAR, are provided by offering each participant, scheduled appointments or drop in access.
2. Recovery coaches and trained peer staff collaborate with participants to identify values, goals, next steps, including Recovery Action Plan
3. Recovery Capital assistance thru individualized recovery coaching, access to basic needs, social & community connections, education, encouraging volunteerism, cultural strengths, progress tracking
4. Robust schedule of facilitated groups are offered each week
5. Peer led guidance consists of Mutual support group navigation, community inclusion, volunteerism & participation
6. Orientation is ensured within participants first 30 days, to inform, empower & connect participants. This includes facility tour, variety of statewide resources and helplines
7. Att.9 – met – detailed response
8. Att.10 – met – detailed response
9. Vigilant budget monitoring, gathering donations

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/17/25

**EVALUATOR NAME:** Richard Freund

**EVALUATOR DEPARTMENT:** SUD Program/OBH

**F. Staffing Requirements**

1. Currently using MRC grant funds, committed to hiring staff with lived experience. Comprehensive and well supported staffing model, anchored by those with lived experience, integrated coaching services, and guided by experienced leadership
2. Met – display understanding of the process
3. Aided by the Healthy Acadia umbrella, including paid internship program
4. met
5. met
6. met
7. met

**G. Reporting/Site Review Requirements**

1. Doing it already, will continue
2. met

**H. Performance Measures**

1. met

**I. Reports**

1. met
2. met

**2. Staffing**

- a. Att.11 - met
- b. none
- c. att.12 - met

**3. Implementation - Work Plan**

- a. Att.13 - met

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/16/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
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| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"><li>• Community Health Org in operation since 2001</li><li>• Substance Prevention and Recovery, Basic Needs, Health Equity, Strong Beginnings, Healthy Aging, Active and Healthy Environments, Healthy Food for All, and Health Promotion and Management</li><li>• programs are available to everyone, with a focus on most vulnerable and at-risk community members</li><li>• response indicates a focus on community building</li><li>• providing peer services since 2018 through recovery coaching – Maine Alliance for Recovery Coaching</li><li>• Certified CCAR recovery trainers – has trained more than 1000 recovery coaches since 2016</li><li>• Recovery CORE recovery coaching intern program places coaches at sites across northern Maine</li><li>• SAMHSA MAT expansion grant – funding treatment for uninsured and underinsured</li><li>• Project HOPE – connecting county jails, expanding recovery supports across systems</li><li>• PROPSEER – supporting pregnant women and mom’s seeking recovery – includes program navigator serving indigenous communities</li><li>• Internal Healthy Equity team, close to completing Health Equity Strategic Plan</li><li>• Developed and delivered cultural competency training specific to relationship with indigenous communities</li><li>• Community Outreach and Equity Coordinator position</li><li>• Partnership with Mano en Mano</li><li>• Over 200 coaching sessions at Inspire Center annually</li><li>• Expanded peer approach to include Certified Intentional peer Support</li><li>• Project 1 – INSPIRE Center – Recovery Community Center and overnight warming Center</li><li>• Project 2 - Maine Recovery Core/ Maine Alliance for Recovery Coaching – Recovery Coach intern and coordination programs</li><li>• Project 3 – Safe Harbor – MARR Certified Recovery Residence for women and children</li><li>•</li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Indicated none</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/16/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

|                                                                                                                                                            |
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| <ul style="list-style-type: none"> <li>Detailed org chart indicates project staff, in-kind support, and complimentary staff for proposed center</li> </ul> |
| <b>4. Litigation</b>                                                                                                                                       |
| <ul style="list-style-type: none"> <li>Indicates none</li> </ul>                                                                                           |
| <b>5. Financial Viability</b>                                                                                                                              |
| <ul style="list-style-type: none"> <li>Included audited financial reports for 2021, 2022, and 2023</li> </ul>                                              |
| <b>6. Certificate of Insurance</b>                                                                                                                         |
| <ul style="list-style-type: none"> <li>Included and valid</li> </ul>                                                                                       |

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| <b>Part IV, Section III Proposed Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Part II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A. Recovery Support Center (Center)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ol style="list-style-type: none"> <li>Center located at 24 Church St, Ellsworth<br/>Center operates M-F 8a-4p, with occasional programming outside of those hours</li> <li>Indicates requirements have been reviewed by HR and Operations managers in collaboration with insurance provider, and commits to carrying necessary insurance to meet this requirement</li> <li>Indicates participants are able to self-identify during orientation</li> <li>Response demonstrates a variety of methods for providing an environment conducive to All Pathways practices including programmatic offerings, staff training and culture, peer guidance, participant autonomy<br/>Indicates processes for participant feedback and exploration of staff bias<br/>Indicates center signage and messaging that reflects all pathways philosophy</li> <li>Indicates board will have a budget to meet its goals<br/>Indicates Center staff to serve as liaison between Center/agency and board</li> <li>Indicates agency leadership responsible for enduring compliance, in partnership with advisory board</li> <li>Response details the process for coordinating group facilitators, peer support through recovery coaches, navigators, volunteers, and participant orientation<br/>Response does not address staff or volunteer orientation</li> </ol> |
| <b>B. Recovery Support Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"> <li>Indicates staff support participants in setting up tech to access online services<br/>Indicates provision of cultural and linguistic accommodations</li> <li>Indicates transportation support available to reduce barriers<br/>Engagement activities across Hancock, Washington, and Aroostook counties<br/>Indicates materials available in different languages and literacy levels<br/>Indicates participation in numerous stakeholder meetings<br/>Communications department ensures outreach across multiple media and platforms</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/16/25

**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

Indicates hosting a number of events to promotes center services

3. All staff trained in CCAR model  
Some staff pursuing training in Intentional Peer Support to better support participants with MH challenges  
Additional training to complement service delivery
4. Met requirement
5. Center offers food cupboard and snacks and meals  
Provides shower cards to local YMCA, hygiene products on site  
Center provides harm reduction supplies and host clinics  
Center has access to agency van  
Bus passes and gas cords available funded by donations
6. Detailed staff and volunteer orientation pan included in attachment 8  
Includes training and orientation tracking form

**C. Record Management Requirements**

1. Plan to use RDP
2. Met
3. Met
4. Commits to meeting requirement with consultation from agency's IT manager

**D. Center Website Requirements**

1. Dynamic and interactive calendar
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. All recovery coaches encouraged to work towards CIPSS certification  
Maine Association for Recovery Coaching and Hancock County Coaching Coordinator integrated into Center operations, supporting coaching connections and coordination  
Plan to add Recovery Coach interns through Recovery CORe program
2. Response describes recovery planning/goal setting support through the relationship between the participant and recovery coach – unclear how participants who do not engage a recovery coach receive this support
3. Detailed response indicates multiple, various ways Center programming supports the development of recovery capital
4. Met requirement – detailed response
5. Met response
6. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Michael Freysinger

**EVALUATOR DEPARTMENT:** DHHS/OBH

7. Detailed plan included in attachment 9 quarterly training plan 9 – narrative provides additional detail
8. Attachment 10 – recreational activities plan – detailed response indicates plan for many activities
9. Met requirement

**F. Staffing Requirements**

1. Plan to integrate staff through Maine Recovery Council grant and OBH MH Peer Center Grant  
Plan to utilize existing Recovery Coach Coordination and Recovery CORE programs to support coaching positions  
Response indicates commitment to culturally responsive, trauma informed peer services
2. Met requirement  
Response indicates existence of recovery coach coordination systems in place with plan to continue use
3. Indicates plan to leverage existing recovery coach coordination programming including paid interns and volunteers
4. Met requirement. Systems in use
5. Met requirement. System in use
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Response addresses report submission, not achieving performance measures

**I. Reports**

1. Response not found
2. Commits to timely reporting

**2. Staffing**

- a. Recovery Coach Coordinator position indicates reporting to CCAR Co-Directors – unclear what position this references  
All positions include responsibilities and minimum qualifications
- b. Indicates no subcontractors will be used
- c. Met requirement

**3. Implementation - Work Plan**

- a. Plan is presented in a time bound format and includes milestones and positions responsible



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

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**Individual Evaluator Comments:**

| Part IV. Section II. Organizational Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Overview of the Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <ul style="list-style-type: none"><li>• 501c3 community health coalition begun in 2001</li><li>• Over 20 years of experience managing grants and personnel, convening partnerships, implementing programming – exceeded contract deliverables through Peer Recovery Coaching program</li><li>• Providing peer services since 2017 as a provider of Recovery Coaching in Downeast Maine, including Maine RecoveryCorps</li><li>• Has managed multiple federally funded projects developing recovery supports and other services for people who use drugs</li><li>• Working relationship with tribal populations</li><li>• Formed internal health equity team in 2020 to examine policies, practices and programs through a DEI lens, and is finalizing health equity strategic plan</li><li>• Provides training around cultural competency, specifically surrounding tribal communities</li><li>• Recently added Community Outreach and Equity Coordinator to staff</li><li>• Opened Community Recovery center in 2021, all staff completed Recovery Coach Academy, working on CIPSS</li><li>• Provided 3 relevant projects:<ul style="list-style-type: none"><li>○ Warming center</li><li>○ Recovery Coach interns</li><li>○ Recovery residence for women and children</li></ul></li></ul> |  |
| <b>2. Subcontractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"><li>• Provides enterprise level organizational chart, including relevant team. Difficult to determine which staff are part of the team for this project and lines of authority in spite of highlighting.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>4. Litigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"><li>• None indicated</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>5. Financial Viability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• Three years of financial statements reviewed by a CPA provided</li><li>• No concerns regarding viability identified</li><li>• Revenues \$5.7M in 2022, assets 1.7k</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:** 6/20/25

**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

- Provided and valid

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. Met requirement
2. Met requirement
3. Response lacks detail. Bidder does not indicate how they will determine Participant eligibility.
4. Bidder provides a detailed description of approaches to promoting, supporting, and utilizing an All Pathways Towards Recovery approach. Response does not address means by which Bidder will ensure programming addresses people in active use.
5. Met requirement
6. Met requirement
7. Bidder provides a concise description of how groups, resource connections, peers, and orientations will be provided.

**B. Recovery Support Services**

1. Bidder provides a detailed description of recovery support services, including varying modalities and accommodations to support participation. Bidder will assist Participants with transportation coordination.
2. Provides a detailed outreach and engagement plan (attachment 7) including community and provider engagement, public communications, community-centered events, and evaluation of relationships.
3. Multiple staff members are CIPSS trained and bidder will continue to train staff in CIPSS and other relevant models. Beyond training bidder does not meaningfully address how they will coordinate staff and programming to Support Participants' needs.
4. Informal career coaching is provided to Participants.
5. Bidder provides a detailed description of how they will assist Participants with accessing community supports. Peer coaching from others with CPS involvement offered. Identifies access to other groups specific to individual's circumstances.
6. Bidder's commitment to training around DEI is clear in their narrative response. Orientation and training plan attached (attachment 8) including brief description of orientation and ongoing training and evaluation processes. Bidder includes detailed onboarding training tracker.

**C. Record Management Requirements**

1. Utilizes RDP
2. Bidder describes RDP's compliance with MaineIT policies
3. Met requirement

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**EVALUATOR NAME:** Kenney Miller

**EVALUATOR DEPARTMENT:** DHHS - OBH

4. Met requirement

**D. Center Website Requirements**

1. Met requirement
2. Met requirement
3. Met requirement
4. Met requirement
5. Met requirement

**E. Services to be Provided to Participants**

1. Bidder provides a richly detailed description of how they will offer Recovery Coaching Services.
2. Bidder provides a richly detailed description of how they will assist Participants with setting recovery goals, developing an action plan, and solving problems. Response indicates foundation these tasks in relationship and utilization of motivational interviewing and CCAR model.
3. Bidder provides a richly detailed description of how they will assist participants in building Recovery Capital, including recovery coaching, access to resources, building social connections, expanding vocational capital, encouraging volunteerism, promoting strengths, and ongoing reflection.
4. Met requirement
5. Bidder provides a richly detailed description of how they will provide guidance, feedback and social support in select domains, with especial focus on opportunities to boost community inclusion, and volunteerism and meaningful participation.
6. Met requirement
7. Bidder provides a detailed plan for how they will provide education and outreach to Participants, including delivery methods, geographic scope and accessibility, and coordination and collaboration. Response includes quarterly training plan (attachment 9) including array of training topics that touch on required focus areas, with a frequency ranging from annually to monthly and various locations. Some trainings include CEU's, others are peer-facilitated, and some are a series (ie. 3-6 weeks)
8. Response provides a recreational and social events plan (attachment 10) including a wide array of recreational and social events at different intervals, and indicates whether the purpose of each event is a prosocial activity, community connection, or otherwise. Activities include minimal explicit opportunities for community contribution.
9. Met requirement

**F. Staffing Requirements**

1. Provides a richly detailed description of how they will employ and/or subcontract sufficient staff with lived experience, including specific staff and transitions into greater responsibility if awarded.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** DHHS - OBH

2. Response addresses coordination, supporting participants, and tracking but does not meaningfully address how Coordination will recruit, train and supervise staff and volunteer recovery coaches.
3. Response speaks to bidder's in-depth experience with recruiting recovery coaches with lived experience, but does not go into depth about what they do or will do.
4. Met requirement
5. Met requirement
6. Met requirement
7. Met requirement

**G. Reporting/Site Review Requirements**

1. Met requirement
2. Met requirement

**H. Performance Measures**

1. Bidder addresses report submission but does not address how they will meet performance measures

**I. Reports**

1. Met requirement
2. Met requirement

**2. Staffing**

- a. Job descriptions provided. Descriptions do not reference lived experience. Background check's may discourage people from applying pending affirmative statements.
- b. None indicated
- c. Staffing plan provided, including position title, staff member name, qualifications, and FTE of each relevant member of the project team.

**3. Implementation - Work Plan**

- a. Bidder provides a richly detailed work plan including benchmarks and specific tasks to be completed in facilities and operational standards; recovery support services; website, outreach and social media; and staff and volunteer training.

**Part IV, Section IV. Cost Proposal and Budget Narrative**

- Bidders proposal totals \$398k, roughly 5% of annual budget
- Proposes \$235k in salaries, 44.6% fringe rate for staff.
- Incorporates occupancy, utilities, and maintenance into indirect allocation
- Travel seems low at \$1.4k given geographic breadth of service area, indicates use of Maine Recovery Funds to explain
- \$15k for supplies, including less than 2% for pro-social activities.
- Indirect rate of 19% totally \$63k

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

**RFP TITLE:** Recovery Support Centers – Area 5

**BIDDER NAME:** Healthy Acadia

**DATE:**6/18/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

\*\*\*\*\*

**Individual Evaluator Comments:**

**Part IV. Section II. Organizational Qualification and Experience**

**1. Overview of the Organization**

- 501(c)(3)
- Established in 2001
- Areas of focus are: Substance Prevention and Recovery, Basic Needs, Health Equity, Strong Beginnings, Healthy Aging, Active and Healthy Environments, Healthy Food for All, and Health Promotion and Management.
- Services are available to everyone with focus on vulnerable and at risk populations.
- Bidder notes that their approach is collaborative, creative, and community-based.
- Strong track record of engaging community members and partners.
- Over twenty years' experience with managing grants and personnel, convening diverse partnerships, implementing programming, tracking progress, reporting on deliverables, conducting evaluation processes, and working within budgets.
- Bidder has provided SUD peer support since March 2017.
- Trained 1050 recovery coaches since 2016.
- Added an AmeriCorps program called Maine RecoveryCorps in 2018 and now has 10 interns serving five counties.
- Bidder described grant management and program implementation in the following areas- SUD treatment, clinical training, partnering jails and providers, community education, care coordination, care navigation, harm reduction, pregnancy/parenting, increasing behavioral health capacity, and serving tribal populations.
- Formed an internal Health Equity Team in 2020 and is finalizing a strategic plan to increase DEI
- Hosted two trainings called "Strengthening Relationships with Cultural Competency: Increasing Understanding of the Passamaquoddy Tribe."
- Added Community Outreach and Equity Coordinator role and Navigator role specially serving mothers with SUD who are members of the Passamaquoddy Tribe.
- Opened INSPIRE (In Support of People in Recovery) Community Recovery Center in July 2021
- Incorporated mental health peer support with the IPS model to best serve community needs in addition to recovery coaching.
- Bidder notes 200 scheduled coaching sessions annually and 4000 walk-in interactions.
- Provided three highly relevant project descriptions as required.

**2. Subcontractors**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202501002

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**DATE:**6/18/2025

**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• None</li> </ul>                                                                                                                                                      |
| <b>3. Project Team Organizational Chart</b>                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Provided, very detailed. Project team for this RFP was clearly labeled and additional in-kind support and complimentary programming also clearly labeled.</li> </ul> |
| <b>4. Litigation</b>                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• None indicated</li> </ul>                                                                                                                                            |
| <b>5. Financial Viability</b>                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Provided financial statements for 2021, 2022, and 2023. Appears financially viable.</li> </ul>                                                                       |
| <b>6. Certificate of Insurance</b>                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Provided, current.</li> </ul>                                                                                                                                        |

**Part IV, Section III Proposed Services**

**Part II**

**A. Recovery Support Center (Center)**

1. The INSPIRE Community Recovery Center has been operating at 24 Church Street in Ellsworth since July 2021. INSPIRE is open, at minimum, Monday through Friday from 8am to 4pm, and often offers additional evening and weekend programming.
2. Met.
3. Met.
4. Bidder provided a list of services and programming demonstrating their commitment to All Pathways philosophy. Described staff training that supports culture of welcoming and non-judgmental environment, emphasizing empathy, active listening, and respect. Inclusive messaging and signage stating "All Are Welcome," and "Recovery Has Many Faces." Artwork, testimonials, and printed materials visually represent diversity. Bidder notes continuous feedback and responsiveness through participant surveys and engaging in reflective processes with staff to identify biases, improve service delivery, and adjust programming.
5. Bidder states services are free of charge. Finalizing Advisory Council and agrees to 51% lived experience composition. P-Designated INSPIRE staff member will support the will support the Council by crafting and facilitating meeting agendas, support reaching consensus on decisions, keeping members engaged, and presenting AC decisions to Healthy Acadia/INSPIRE. P-Council will be provided with an annual activities/programs budget to oversee in support of the programs they decide to prioritize.
6. Met.
7. Provided detailed response.

**B. Recovery Support Services**

1. P- Bidder notes that the center building is ADA-accessible and coaching rooms are a sensory-friendly environment- low stimulation. Bidder notes that services are designed

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**EVALUATOR DEPARTMENT:** OBH

to meet people where they are at geographically, emotionally, and logistically with phone-based, virtual support and group options, technical support for devices, and cultural and language support through translation services, bilingual staff when available, and referrals to culturally specific programs.

2. Attachment 7 provided, met.
3. Coordination of staff and programming not addressed.
4. Staff are available to assist with digital literacy, basic troubleshooting, and navigating online job platforms. Actively partners with employment and workforce development agencies, including DOL, for Participants needing specialized support, training, or certifications. P- notes that staff are available for support to address both emotional and logistical barriers to employment. Support available through scheduled sessions and drop-in availability to meet individual readiness and need.
5. Bidder provides a food cupboard and stocked refrigerator to provide meals, snacks and staples, shower cards to use at the local YMCA, strong partnerships with healthcare providers, warm hand-offs, and ongoing check-ins. Provides Naloxone, Fentanyl test strips, Xyzalazine test strips, Deterra Bags, overdose prevention and education materials. Offers on site HIV and Hepatitis C testing. Notes peer based coaching to support participants in how to advocate for themselves in service settings (demonstrates peer fidelity). Acquired a van in 2024 to support transportation. Provides bus passes, gas cards, or ride-sharing support. Notes Peer coaching for navigating reentry. N-Supporting compliance with case plans with CPS could be outside of peer fidelity. P-Notes emotional support and peer coaching from others who have experienced and successfully navigated CPS involvement. A comprehensive list of additional support referrals and services exceeds requirements.
6. Provided Attachment 8, detailed plan with a robust list of training topics and comprehensive orientation.

**C. Record Management Requirements**

1. Utilizes Recovery Data Platform (RDP), met.
2. Met.
3. Met.
4. Met.

**D. Center Website Requirements**

1. P- Bidder states that the website will be mobile-responsive and ADA-compliant and staff will provide technical assistance to ensure access to virtual options for participants. Bidder states that new features will include training registration portals, virtual resource libraries, and participant feedback forms.
2. Met.
3. Met.
4. Met.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

5. Met.

**E. Services to be Provided to Participants**

1. Met. I- Visibly posted “Rules of Conduct” are for coaches or for participants? Could have an impact on the fidelity of the CCAR model.
2. P- coaches prioritize relationship building first using MI, then supports a participant-developed RAP. P- problem solving support described with fidelity to peer principles. N- bidder states that coaches may participant in case consultation in addition to supervision and Coachervision- this could impact peer fidelity.
3. Bidder provided a detailed response and described 7 specific domains of support and services.
4. Bidder described robust list of facilitated groups offered to participants. P- groups offered specifically for Affected Others.
5. P- Bidder notes that staff support Participants to attend their first meetings, understand group expectations, and reflect on their experience to determine the best fit for their needs. Response demonstrates peer fidelity with informal encouragement, help navigating social anxiety or stigma, and modeling positive social interaction and boundary setting. P- promotes meaningful participation with opportunities to train as recovery coaches or peer leaders, low barrier internship opportunities, and recognition and appreciation of contributions that reinforce self-efficacy and purpose.
6. P- Participant orientation includes a description of what to expect from the coaching relationship and the matching process is based on individual goals, lived experience preferences, language needs, and availability. P- Bidder described orientation process as flexible in format and delivery with the participant’s preferences, comfort level, and communication needs prioritized. Printed and digital materials available. Participants are encouraged to bring supportive people with them. Follow-up check-ins ensure confidence and accessibility in orientation information and resources.
7. Attachment 9 provided, detailed plan with robust offerings.
8. Attachment 10 provided, very detailed, robust list of offerings. I- Safer sex resources and testing events provided by Maine Family Planning.
9. Met.

**F. Staffing Requirements**

1. Detailed response, robust plan describes internships, collaboration and partnerships to ensure adequate staffing and lived experience, exceeds requirements.
2. Met.
3. Met. Bidder notes abundant opportunities for coach recruitment.
4. Met.
5. Met.
6. Met.
7. Met.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Amanda Thompson

**EVALUATOR DEPARTMENT:** OBH

|                                              |                                        |
|----------------------------------------------|----------------------------------------|
| <b>G. Reporting/Site Review Requirements</b> |                                        |
| 1.                                           | Met.                                   |
| 2.                                           | Met.                                   |
| <b>H. Performance Measures</b>               |                                        |
| 1.                                           | Minimally met.                         |
| <b>I. Reports</b>                            |                                        |
| 1.                                           | Met.                                   |
| 2.                                           | Met.                                   |
| <b>2. Staffing</b>                           |                                        |
| a.                                           | Provided Attachment 11, met.           |
| b.                                           | None indicated.                        |
| c.                                           | Provided Attachment 12, detailed plan. |
| <b>3. Implementation - Work Plan</b>         |                                        |
| a.                                           | Provided Attachment 13, detailed plan. |



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202501002  
RFP TITLE: Recovery Support Centers**

I, Amanda Chamberlain, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Signed by:

*Amanda Chamberlain*

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**Signature**

Apr-30-2025

**Date**



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202501002  
RFP TITLE: Recovery Support Centers**

I, Richard Freund, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

A handwritten signature in blue ink that reads "Richard Freund".

00CDBCD3CE414FF...

**Signature**

Apr-30-2025

**Date**



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202501002  
RFP TITLE: Recovery Support Centers**

I, Michael Freysinger, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Signed by:

*Michael Freysinger*

5442AEB365C7470

**Signature**

Apr-30-2025

**Date**



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202501002  
RFP TITLE: Recovery Support Centers**

I, Kenney Miller, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Signed by:

Kenney Miller

3D6C0B0DE0C34EE...

**Signature**

Apr-30-2025

**Date**



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202501002  
RFP TITLE: Recovery Support Centers**

I, Amanda Thompson, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Signed by:

*Amanda Thompson*

F2D3707AD67D408...

**Signature**

Apr-30-2025

**Date**