

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



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

May 27, 2025

Via Electronic Mail: travis@affm.net

Adoptive and Foster Families of Maine, Inc.
Travis Bryant, Executive Director
238 State Street, Suite 5
Brewer, ME 04412

SUBJECT: Notice of Conditional Contract Award under RFP # 202503031 Resource Family Support Services

Dear Mr. Bryant,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services for Resource Family Support Services. Pursuant to M.R.S. 22-A §214 (4)(C), which states, "If only one community service provider submits a notice of intent to bid, the commissioner may enter into negotiations concerning a contract with that provider..." therefore, the Department is hereby announcing its conditional contract award to Adoptive and Foster Families of Maine, Inc.

The Department will be contacting the aforementioned bidder 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).

Any person aggrieved by this 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, Division of Purchases, Chapter 120, § (2) (2).

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

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

Sincerely,

DocuSigned by:

John Feeney

39C9AA7C886B48B...

John Feeney

Chief Operating Officer

Office of Child and Family Services

DocuSigned by:

Debra Downer

5DC6307B8558482...

Debra Downer

Deputy Director for Competitive Procurement


Division of Contract Management

APPENDIX I

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT TO BID
RFP# 202503031
Resource Family Support Services

Bidder's Organization Name:	Adoptive and Foster Families of Maine Inc.		
Chief Executive - Name/Title:	Travis Bryant, Executive Director		
Tel:	207-827-2331	E-mail:	travis@affm.net
Headquarters Street Address:	238 State Street, Suite 5		
Headquarters City/State/Zip:	Brewer, Maine 04412		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Same as above		
Tel:	207-827-2331	E-mail:	travis@affm.net
Street Address:	238 State St. Suite 5		
City/State/Zip:	Brewer, Maine 04412		

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
Please see attachment I-1

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Travis Bryant	Title: Executive Director
Authorized Signature: 	Date: 05/12/2025

Description of the Bidder's experience and ability to perform the work required within this RFP.

Adoptive and Foster Families of Maine, Inc. (AFFM) possesses significant experience and a demonstrated ability to perform work that effectively supports resource families. Established in 1997, AFFM has a long-standing history of supporting adoptive, foster, and kinship families across Maine. Starting as a grassroots volunteer effort, AFFM quickly evolved into a statewide organization, securing a statewide contract within two years, highlighting its capacity to handle large-scale support.

AFFM's experience is further evidenced by its extensive collaborations with key stakeholders, including the University of Maine Center on Aging (CoA), the Department of Health and Human Services (DHHS), the University of Southern Maine, Maine Alliance of Family Organizations (MAFO), and Generations United. These partnerships have enabled AFFM to develop and deliver impactful initiatives such as the "Community Conversations" training and the Resource Parent Bill of Rights Policy.

AFFM's deep understanding of the needs of resource families is underscored by their active involvement in numerous state and national councils, including the National Foster Parent Association and the National Advisory Council to Support Grandparents Raising Grandchildren, the Maine Child Welfare Action Network, and the Resource Parent Advisory Committee. This engagement keeps AFFM at the forefront of best practices and policy developments. Notably, AFFM was recognized as the Parent Group of the Year in 2013 by the North American Council on Adoptive Children for its dedication to supporting permanency for youth. In 2024, the Grandfamilies & Kinship Support Network: A National Technical Assistance Center designated AFFM's Kinship Program as an exemplary program.

AFFM has a proven track record of securing and managing funding to expand its services, including specific funding for kinship family support from the John T. Gorman Foundation and the Brookdale Foundation, and additional state and federal grant funding for kinship navigational services. This demonstrates their ability to manage resources effectively and respond to the community's evolving needs.

The agency's growth from a volunteer-run operation to a staffed organization of 30 individuals, many with lived experience as resource families, showcases their organizational capacity and commitment to providing peer-informed support. AFFM currently connects with over 7,000 individuals annually statewide, offering a wide array of services including peer navigation, training, emergency financial assistance, and material goods. Satisfaction surveys indicate that over 85% of resource families feel AFFM's services support their experience, and 91% find their services helpful in maintaining safe and stable homes for youth.

Letter of Intent

State of Maine RFP# 202503031

Rev. 12/13/2024 – DAFS/Office of State Procurement Services
(DHHS Rev. 1/2025 – Subrecipient Services)

Recent data from 2024 further illustrate AFFM's capacity. The organization supported over 1,626 adoptive, foster, and kinship families and fulfilled over 611 financial requests totaling over \$221,953. Their programs, such as the campership program, Snowbuster Program, and provision of material goods, demonstrate a comprehensive approach to supporting the diverse needs of resource families. The designation of AFFM as an exemplary program by the Gand Families and Kinship Network in 2024 further validates their expertise and effectiveness in this field.

In conclusion, AFFM's extensive history, collaborative partnerships, proven ability to secure and manage funding, dedicated and experienced staff, broad service delivery, and positive outcomes demonstrate their strong capacity and experience to effectively perform the work required within this RFP.