**STATE OF MAINE**

**Department of Health and Human Services**

*Office of Child and Family Services*



**RFP# 202503031**

**Resource Family Support Services**

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| --- | --- | --- | --- |
| **RFP Coordinator** | **NAME:** | | Casandra Manson |
| **TITLE:** | | Procurement Manager |
| **EMAIL:** | | [Casandra.Casey.Manson@maine.gov](mailto:Casandra.Casey.Manson@maine.gov) |
| *All communication regarding the RFP must be made through the RFP Coordinator.* | | | |
| **Informational Meeting** | **DATE:** | | May 8, 2025 |
| **TIME:** | | 2:00 PM |
| **LOCATION:** | | An informational session regarding this RFP will be held via Zoom [WEB LINK FOR RFA 202503031](https://mainestate.zoom.us/j/87668622792?pwd=pXorJpKOmtlyMbH94fJ9FBjxhbshD2.1) Meeting ID: 876 6862 2792 Passcode: 79277737, or by phone at 1-646-876-9923 using the Meeting ID provided. |
| **Submitted Questions Due Date** | May 13, 2025, no later than 11:59 p.m., local time | | |
| *All questions must be received by the RFP Coordinator by the date and time listed above.* | | | |
| **Notice of Intent to Bid Due Date** | May 23, 2025, no later than 11:59 p.m., local time | | |
| *All notice of intents must be received by the RFP Coordinator by the date and time listed above.* | | | |
| **Proposal Submission Deadline** | **DATE:** | June 2, 2025, no later than 11:59 p.m., local time. | |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) | |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | | |

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PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202503031**

**Resource Family Support Services**

The State of Maine is seeking proposals for Resource Family Support Services.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

An Information Meeting will be held on May 8, 2025 at 2:00 PM at the following location: <https://mainestate.zoom.us/j/87668622792?pwd=pXorJpKOmtlyMbH94fJ9FBjxhbshD2.1>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on June 2, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Abuse or Neglect** | As defined in [22 M.R.S.A §4002(1)](http://legislature.maine.gov/legis/statutes/22/title22sec4002.html). |
| [**Adoption**](https://www.mainelegislature.org/legis/statutes/22/title22sec4050.html) | A process whereby a person assumes the parenting of a child, from that person’s biological or legal parent(s), and in so doing, permanently transfers all rights and responsibilities from the biological parent or parents. |
| **Adoption Specific Support Group** | A group of Adoptive Parents who meet for the purposes of support and education to assist them in parenting their adoptive Children. |
| **Adoptive Parent** | An individual(s) who has been granted by a court, legal Permanent custody of the Youth. Assumes the parenting of a child, from that person’s biological or legal parent(s), and in so doing, permanently transfers all rights and responsibilities from the biological parent or parents. |
| **Allegation Prevention and Protocol** | Training which informs the Resource Family of the process involved when the Department receives a report of Abuse or Neglect in a Resource Family home or receives a report alleging a licensing rule violation. |
| **Camperships** | Funds provided to enable Kinship, Permanency Guardianship, and Adopted Youth to attend summer camp. |
| **Community Partner** | Individuals who are united or associated with each other in achieving a goal within a sphere of common interest. Specific to Resource Family Support Services, a Community Partner is one that collaborates with the Office of Child and Family Services (OCFS), in supporting Resource Families, including Kinship Families, who care for Youth either temporarily or permanently in a home separate from their birth family’s home. |
| **Department** | Maine’s Department of Health and Human Services |
| **Foster Care** | A temporary living arrangement in which Resource Families provide for the care of Youth in Care. |
| **Foster Care Placement** | Occurs when a Youth in Care is placed by the Department in the home of a Resource Family who has been approved by the Department. |
| **Individualized Educational Plan (IEP)** | A plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services. |
| **Kinship Advisory Committee** | Awarded Bidder-managed committee made up of Kinship parents representing OCFS Districts. The Kinship Advisory Committee informs policy and issues relevant to the Kinship community. |
| **Kinship Family(ies)** | Care of Youth by Relatives through a Foster Care or Out-of-Home Placement as the result of court action, such as guardianship or Adoption, or an informal placement between family members. Relatives refer to individuals who are related to the child by blood, marriage, or Adoption or an individual who is part of the family support system, such as a non-related godparent, present or former caretaker, close family friend, neighbor, or other adult who has a close and caring relationship with the child. |
| **Kinship Specialists** | Kinship Navigator Program staff who provide direct support to Kinship Families. |
| **MaineIT** | The State Office of Information Technology |
| **Mentor** | An experienced Foster Parent in good standing with the Department who volunteers to support newly licensed Foster Parents in enhancing their knowledge of how to effectively and collaboratively participate as a team member in meeting the needs of Youth who may be placed into their home. |
| **OCFS** | The Department’s Office of Child and Family Services |
| **OCFS Districts** | Refer to **Appendix H** (Supporting Documents Tab of the Provider Packet). |
| **Peer Support Group** | Individuals who come together to learn, share, and apply collective skills and knowledge to achieve shared goals, which are relevant to providing a safe, stable, and permanent placement for Youth to create the experience of a successful transition to adulthood. |
| **Permanency** | A safe, committed, loving relationship that is intended to last forever between the Youth and adult (that can include the birth family, extended kin, friends, foster and Adoptive Parent, and/or other caring adults identified by the Youth). |
| **Permanency Guardianship/Order** | As defined in [22 M.R.S.A. §4038-B](http://legislature.maine.gov/legis/statutes/22/title22sec4038-B.html) and [4038-C](http://legislature.maine.gov/legis/statutes/22/title22sec4038-C.html). |
| **Resource Family(ies)** | Individual(s) who provide care to a Youth in the child welfare system and who are Resource Families, Permanency guardians, Adoptive Parents, Kinship Families, or members of the Youth’s extended birth family. Resource Families do not have to be licensed. |
| **Resource Parent Advisory Committee** | Awarded Bidder-managed committee made up of Resource Families representing OCFS Districts. The Resource Parent Advisory Committee informs policy and issues relevant to the Resource Family community. |
| **Respite Care** | As defined in [34-B M.R.S.A. § 6201(2-A)](http://www.mainelegislature.org/legis/statutes/34-B/title34-Bsec6201.html). |
| **RFP** | Request for Proposals |
| **State** | State of Maine |
| **Termination of Parental Rights** | As defined in [22 M.R.S.A. §4056](https://www.mainelegislature.org/legis/statutes/22/title22sec4056.html). |
| **Trauma-informed** | A practice approach in social and medical services that recognizes and responds to the impact of traumatic stress on Youth, caregivers, and service providers. Programs and agencies using a Trauma-informed approach infuse and sustain trauma awareness, knowledge, and skills into their organizational cultures, practices, and policies. Service providers act in collaboration with all those who are involved using the best available science to facilitate and support the recovery and resiliency of the Youth and family. |
| **Warm-Line** | A toll-free telephone number available 24/7/365. The Warm-Line has an answering service and an after-hours number available for use when a Resource Family identifies an urgent need to talk with the awarded Bidder’s staff regarding an issue of concern. The Warm-Line staff are expected to know resources and supports specific to Resource Families and connect callers to those options when identified. |
| **Welcome Packet** | Information provided to new Resource Families and Kinship Families. |
| **Youth** | An individual who is younger than eighteen (18) years of age. |
| **Youth in Care** | Youth who are in the custody of the Department. |
| **504 Plan** | A plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. |

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

**RFP# 202503031**

**Resource Family Support Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking Resource Family Support Services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine Residents. In addition, the Department recognizes the value of assisting families in providing for the development, health, and safety needs of children. The Department’s Office of Child and Family Services (OCFS) assists the Department in achieving its goals for families in alignment with its strategic plan and through its Divisions: Child Welfare Services, Early Care and Education, and Operations. The Divisions work together to support families to ensure the safety, Permanency, and wellbeing of children.

Resource Family Support Services assist Resource Families in their role of caregivers for Youth placed in their homes by the Department. These services enhance the caregiver’s skills as a Resource Family and support increased understanding of the role shared with the Department in promoting timely Permanency outcomes (including Reunification, as defined in [22 M.R.S.A. §4041 (1-A)(A)(1)](http://legislature.maine.gov/legis/statutes/22/title22sec4041.html)) for Youth in Care.

Resource Family Support Services include training, support, outreach services, and quality assurance for Resource Families, to actively support them in their role when Youth are placed in their home. These services prevent Resource Families from experiencing a sense of isolation due to their unique role. Service goals are achieved through actively supporting various forms of connection of the Resource Families to peers who are providing similar caregiver services to Youth.

Aligned with the OCFS’ vision to support Youth as they transition through childhood and into adulthood, the OCFS is committed to ensuring Youth are residing in safe and stable homes. Resource Family Support Services have historically been demonstrated in the State and other states to effectively increase retention of the Resource Families.

Resource Family Support Services include the Kinship Navigator Program. The Kinship Navigator Program is a Kinship Resource Family-specific service that educates the public through collaboration with school systems, medical facilities, courts, police departments, and other community programs. The Kinship Navigator Program provides an extensive list of resources and supports for families to utilize and to better prepare them for being Kinship Families and provides a Kinship Family-specific respite program.

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

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

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

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 10/1/2025 | 9/30/2027 |
| Renewal Period #1 | 10/1/2027 | 9/30/2029 |
| Renewal Period #2 | 10/1/2029 | 9/30/2030 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

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

**Specific instructions for the Bidder to provide a narrative response to the Scope of Services may be found in Part IV, Section III, Services to be Provided.**

1. **Resource Family Support Services Facility and Program Requirements**
   * + 1. Provide an office location(s) capable of ensuring Statewide services to Resource Families.
       2. Operate Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding [State holidays](https://www.maine.gov/bhr/state-employees/holiday-schedule/2025-Holiday-Schedule) and administrative closings.
       3. Provide and maintain a toll-free Warm-Line accessible to callers 24/7/365 with an answering service, as well as an after-hours number.
       4. Provide Resource Family Support Services at no cost to all Resource Families throughout the State.
2. **Resource Family Support Services**
3. Provide, for Department approval, a Statewide Peer Support and Adoption Specific Support Groups Annual Plan, within thirty (30) calendar days of the start of the initial period of performance, which includes:
   1. Anticipated modalities, locations, times, and facilitators delineated by county.
      1. Prior to reducing the number of Peer Support and Adoption Specific Peer Support Groups, seek approval from the Department.
4. Provide Peer Support and Adoption Specific Support Groups to Resource Families.
   1. Peer Support Group
      1. Provide in-person, virtual, or hybrid Peer Support Groups in each of the State’s sixteen (16) counties which shall:
         1. Be held, at minimum, once per month;
         2. Provide childcare for attendees;
         3. Provide trainings related to the needs of Resource Families; and
         4. Offer informal supports such as encouragement, comfort, and advice.
      2. Facilitate the Peer Support Group or work with OCFS District staff and other Community Partners in providing administrative or other forms of assistance to an existing Peer Support Group within each county.
   2. Adoption Specific Support Groups
      1. Provide in-person and/or virtual Adoption Specific Support Groups in:
         1. Bangor;
         2. Augusta; and
         3. Portland.
      2. Ensure each Adoption Specific Support Group:
         1. Provides trainings related to the needs of Resource Families;
         2. Offers informal supports such as encouragement, comfort, and advice;
         3. Is held, at minimum, one (1) time per month;
         4. Includes Trauma-informed trainings; and
         5. Provides childcare for attendees.
5. Meet with OCFS staff annually at each OCFS District to introduce services to new OCFS staff.
   1. Develop an agenda that is geared towards assessing satisfaction with services provided to the Resource Parents within the OCFS District, and
   2. Respond to specific issues brought up by OCFS District staff, within five (5) business days, with a plan to address those issues.
6. Create and submit a Welcome Packet to the Department for approval, within thirty (30) calendar days of the start of the initial period of performance. Welcome Packets distributed to a new Resource Family shall include, but not be limited to:
   1. A Resource Family brochure of available services.
   2. A complimentary pass to family and/or children’s events in Maine.
   3. Information about free passes to Children’s Museums in Maine.
   4. A newsletter.
   5. A schedule of dates, locations, and times of Peer Support Groups.
   6. Discount/certificate/cards donated by local business to be used at various businesses and amusements throughout the State:
      1. Collaborate with local business to procure donations.
   7. Create a Resource Family Quick Guide.
7. Ensure Resource Families have access to:
   1. Mentoring services by:
      1. Recruiting and training Mentors; and
      2. Linking Resource Families with Mentors within thirty (30) calendar days of the Resource Family’s request.
   2. Scholarships to post-Adoptive Parents, up to two hundred dollars ($200) per parent, to attend the annual in-State conference.
   3. Camperships for Adopted Youth and Youth who are under a Permanency Guardianship/Order up to five hundred dollars ($500) per child:
      1. Develop policy and procedures regarding Camperships.
8. **Kinship Navigator Program**
9. Provide Kinship Navigator Program Services, at no cost, to all Kinship Families throughout the State.
10. Ensure the Kinship Navigator Program provides community outreach and awareness by:
    * + - 1. Educating the general public through collaboration with:
      1. School systems;
      2. Medical facilities;
      3. Courts;
      4. Police departments’; and
      5. Other community programs.
    1. Coordinating and delivering, at minimum, one (1) training per OCFS District, per month.
    2. Developing and printing Kinship Navigator Program brochures, flyers, and posters to distribute at local pediatric and geriatric offices, grocery stores, public schools, public municipality offices, etc.
    3. Attending a variety of community events and resource fairs to provide printed materials and information about kinship care and available services.

Provide Kinship Family Welcome Packets which include, but are not limited to:

* 1. A Kinship Family brochure of available services.
  2. A complimentary pass to family and/or children’s events in the State.
  3. Information about free passes to Children’s Museum in the State.
  4. A newsletter.
  5. A schedule of dates, locations, and times of Peer Support Groups.
  6. Discount cards created by the awarded Bidder, to be used at various businesses and amusements throughout the State:
     1. Collaborate with local businesses to procure donations.

Providing a Kinship Family Respite Care program.

* 1. Collaborate and refer Kinship Families to Department-identified Respite Care programs, such as, but not be limited to:

[NAMI, Maine](https://namimaine.org/); and

[Safe Families for Children, Maine Chapter](https://maine.safe-families.org/).

Develop, implement, and disseminate, a Department-approved quarterly Kinship Family Satisfaction Survey, for Kinship Families, to inform program improvement.

Ensure the survey remains anonymous.

Provide a Kinship Family website that links Kinship Families to community resources including, but not be limited to:

* 1. A Kinship Family Resource Guide that contains an extensive list of resources and supports such as:
     1. Caring for themselves so they can care for others.
     2. Respite Care opportunities.
     3. Formalized Respite Care.
     4. Summer/day camps.
     5. Group meetings.
     6. Tip sheets regarding:

1. Working through divided family loyalties;
2. Visitation; and
3. Birth family connections.
   1. Legal relationship definitions.
   2. How to obtain legal documents on behalf of the child:
      1. Birth certificate;
      2. State identification card for activities that require proof of age;
      3. Social Security Card;
      4. Guardianship/Adoption; and
      5. Power of Attorney.
   3. Educational System:
      1. Enrolling Youth into school;
      2. Early childhood programs;
      3. Daycare information; and
      4. School Individualized Educational Plan (IEP) and 504 Plans.
   4. Emergency financial assistance.
   5. Food and shelter security information.
   6. Tax credit information.
   7. Other community resources and support services.
   8. TANF application and eligibility requirements.
   9. [Women, Infants, and Children (WIC) Nutrition Program](https://www.maine.gov/dhhs/mecdc/population-health/wic/) application and eligibility requirements.
   10. Locations of [Probate Courts](https://www.maineprobate.net/search/).
   11. [The Department](https://www.maine.gov/dhhs/).
   12. [OCFS](https://www.maine.gov/dhhs/ocfs).
   13. [Generations United](https://www.gu.org/).
   14. [GrandFamilies.org](https://www.grandfamilies.org/).

Provide Kinship Family specific trainings, specifically:

* 1. Trainings identified by the Department that meet the needs of the populations;
  2. Trainings that include, but are not limited to:
     1. Divided family loyalties;
     2. Birth parent connections;
     3. How trauma impacts the brain;
     4. Substance use and prevention;
     5. Sensory integration;
     6. School IEPs/504 plans;
     7. Healthy family relationships; and
     8. Understanding the Kinship Families’ role and expectations in the probate court proceedings.

Kinship Navigator Program staffing shall include at minimum:

* + - * 1. One (1) Kinship Navigator Manager to provide oversight of the Kinship Navigator Program; and
        2. Two (2) Kinship Specialists to provide direct support to Kinship Families, including but not limited to:

Completing tasks and duties assigned by the Kinship Program Manager;

Assisting Kinship Families with navigating the probate court system;

Assisting families with obtaining and completing legal paperwork needed; and

Assisting Kinship Families in identifying needs and barriers to provide a safe and permanent home for Youth.

1. **Annual Training Conference, Trainings, and Events**
2. **Annual Training Conference**
3. Conduct and host an annual training conference for Resource Families, Department staff, and community providers.
   * 1. Alternate locations annually between Bangor and Portland.
     2. Provide advertising/marketing throughout the State.
     3. Utilize the results of the previous year’s conference evaluation feedback as a guide when developing the upcoming annual training conference.
     4. Include both local and national presenters covering topics relevant to Resource Families.
     5. Work with the Department to develop trainings on topics relevant to, and supportive of, the Department’s initiatives, policies, and goals.
4. Develop and submit a plan, six (6) months prior to the scheduled training conference, outlining the conference details including but not limited to:
   * + - 1. Names and qualifications of all proposed speakers/presenters;
         2. Brief descriptions of each of the content topics to be covered; and
         3. Justification for why each topic and speaker/presenter was selected.
5. Obtain Department approval of the speakers/presenters, training topics, and content of the conference prior to execution.
6. Distribute and retrieve a Department-approved evaluation form to each conference participant at the end of the conference to assess the conference in terms of quality, content, and relevance to Resource Families.
7. Provide a summary of recommendations to the Department for program improvement within thirty (30) calendar days following the conference.
8. **Trainings**
9. Provide Department-approved trainings both in-person and virtually related to:
10. Allegation Prevention and Protocol training and support related to allegations of Abuse or Neglect, to be provide annually and upon Resource Family request; and
11. Up-to-date information to Resource Families regarding changes in OCFS policy, upon OCFS request.
12. Changes to trainings must be Department-approved prior to implementation.
13. Coordinate, schedule, and co-facilitate, with Department-identified agencies, OCFS Resource Family introductory training in all OCFS Districts in person and virtually.
14. Provide one (1) Department-identified Adoption competency training to Mentors, support group leaders, and the awarded Bidder’s staff.
15. Provide an annual leadership training event which includes:
16. Topics that help maintain the fidelity of Resource Family best practices to increase the Permanency outcomes for Youth:
    * 1. Collaborate with the Department to identify training topics.
17. Post-Adoption supports and services to inform attendees.
18. Conduct, a minimum of six (6) trainings per year at locations and times convenient to Adoptive and Permanency Guardianship Families, including but not limited to:
    * + - 1. Trauma, grief, and loss;
          2. Birth family connections;
          3. Healthy relationships;
          4. Resources for success; and
          5. Substance abuse prevention.
19. **Events**
20. Provide support to each OCFS District to create a plan for Resource Family appreciation and social events.
    * + - 1. Ensure each plan is approved by the Department prior to implementation;
          2. Organize and implement the events listed within each plan;
          3. Allocate a maximum of two thousand five hundred dollars ($2,500) for planned activities per OCFS District, unless otherwise directed or agreed upon by the Department.

At minimum, fifty percent (50%) of event funds must be allocated to education and Resource Family activities.

* + - * 1. Ensure each OCFS District plan includes:

1. Detailed logistical plans of the event, planned activities, trainings, and informational sessions;
2. Scheduled events at times that are convenient and reasonable to encourage Resource Family participation;
3. Engagement of Community Partners, organizations, and local businesses in supporting the activities, such as:
4. Donations of food and alcohol-free beverages;

A maximum of ten dollars ($10) per person may be spent on food and alcohol-free beverages.

1. Materials and/or activities; and
2. Discounted venues, or other financial support.
3. **General Requirements**
4. Establish and maintain relationships with local businesses and organizations to provide material goods to Resource Families.
5. Promptly communicate with Resource Families related to, but not be limited to:
6. Department-generated communication to be shared with the Resource Family Parent(s).
7. Notification of social events and training opportunities for Resource Families.
8. Information on accessing available material goods, to include, but not be limited to:
   * 1. Diapers;
     2. Cribs;
     3. Clothes; and
     4. New or barely used child restraint systems (refer to [29-A M.R.S. §2081](https://legislature.maine.gov/legis/statutes/29-A/title29-Asec2081.html)), in good condition.
9. Opportunities to network with peers.
10. Access to Town Hall call links.
11. Create and distribute an online newsletter at least six (6) times per calendar year that informs families of events, Permanency achievements and outcomes, a calendar of events, and a listing of Peer Support Groups Statewide.
12. Provide a lending library (both physical and virtual) with resource books and other materials for increasing knowledge and insight into issues affecting Youth who may have experienced trauma or who may require special care as a result of medical or developmental needs.
13. Coordinate, manage, and facilitate the membership and monthly meetings of the Resource Parent Advisory Committee in collaboration with OCFS, to advise the Department on policy, practice, and other issues important to Resource Families.
14. Coordinate, manage, and facilitate the membership and monthly meetings of the Kinship Advisory Committee in collaboration with OCFS, to advise the Department on policy, practice, and other issues important to Kinship Families.
15. Develop and maintain a website to serve as a primary method of disseminating up-to-date information to the Resource Families which contains:
    * 1. Information regarding upcoming events;
      2. New Department policies and/or practices:
      3. Opportunities for Youth and family participation in community events; and
      4. Links to other resources.
16. **Confidentiality and Website Requirements**
17. Obtain and maintain insurance as outlined in the State of Maine [IT-Service Contract](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/IT%20Service%20Contract%20%28IT-SC%29%20Template%20%28locked%29_1.31.25.pdf), under Rider B-IT, Section 19. Insurance Requirements.
18. If the awarded Bidder electronically collects sensitive information (PII, PHI, and/or other confidential data) as part of the service delivery under the contract awarded under this RFP, the awarded Bidder must implement risk assessment and vulnerability scanning policies and procedures, at minimum to be equivalent to MaineIT policies for:

[Risk Assessment Policy & Procedures (RA-1)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/RiskAssessmentPolicyProcedure.pdf); and

[Vulnerability Scanning Procedure (RA-5)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/VulnerablityScanningProcedure.pdf).

1. Comply with all State and Federal laws regarding the protection of confidential and/or sensitive information that is collected or maintained by the awarded Bidder, including, as applicable, notification to individuals in the event of unauthorized access or disclosure.
2. Comply with all confidentiality requirements outlined in the State of Maine [IT-Service Contract](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/IT%20Service%20Contract%20%28IT-SC%29%20Template%20%28locked%29_1.31.25.pdf), under Rider B-IT, Section 30. Confidentiality.
3. The State does consume any awarded Bidder application, nor does the awarded Bidder consume any State application.
4. Ensure the website adheres to the State’s MaineIT [Digital Accessibility Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf) and [Social Media for State Business Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/SocialMediaStateBusiness.pdf).
5. Ensure no data is released regarding the usage of the website without the written approval from the Department. This is regardless of whether the data would be given away, sold, bartered, or through any other arrangement.
6. Ensure any data collected, used, and reported on, for public website, will be de-identified meeting the definition of TLP White as required by the MaineIT [Data Classification Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DataClassificationPolicy.pdf).
7. Ensure the website does not include:
   1. TikTok, which describes the social networking service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited.
8. **Recordkeeping, Management, and Supportive Documentation**
9. Ensure no Personally Identifiable Information (PII) is collected from Resource Families or others receiving support services under the contract resulting from this RFP.
10. Develop, disseminate, and collect a Department-approved annual customer satisfaction survey for Resource Families.
    1. Ensure surveys remain anonymous.
    2. Divide Resource Families evenly into four (4) groups, surveying one (1) group per quarter, annually.
11. Develop, disseminate, and collect a Department-approved exit survey for Resource Families that choose to no longer provide Out-of-Home or Foster Care Placement.
12. Ensure surveys remain anonymous.
13. Keep a record of and provide a summary of themes reflected in the exit surveys.
14. Provide copies of exit surveys to the Department, as requested.
15. Meet annually with OCFS District staff to:
16. Introduce Resource Family Support Services to new OCFS staff;
17. Develop a Department-approved agenda for meetings, which is geared towards assessing satisfaction with services provided to Resource Families within the OCFS District; and
18. Respond with a plan, within five (5) business days, to address those issues brought up by the Department’s OCFS District staff.
19. **Performance Measures**
20. Perform all services proposed in response to this RFP by achieving all Performance Measures listed in **Table 1**.
    1. Submit documentation to support the performance measure utilizing **Appendix H** (Provider Packet Template) or via a third-party data source, as indicated within the performance measure data source column of **Table 1**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1**  **Mandatory Performance Measures** | | | |
|
| **Performance Measure** | | **Assessment Cycle** | **Supportive Documentation and Performance Measure Source** |
| *Office Goal/Initiative: Strategic Goal #1: Improve stability, health and well-being, and quality permanent connections of individuals and families.* | | | |
| **a.** | Eighty-five percent (85%) of Resource Families surveyed report the services are helpful in keeping a safe and stable home for Youth in Care. | Quarterly | Provider Packet |
| **b.** | Eighty-five percent (85%) of Resource Families surveyed who exited the program report services supported their Foster Care experience. | Quarterly | Provider Packet |
| **c.** | Eighty-five percent (85%) of Kinship Families surveyed report Kinship Navigator Program services enhanced their ability to care for their Youth. | Quarterly | Provider Packet |
| **d.** | Ninety-five percent (95%) of Kinship Families requesting respite services will be referred to a respite provider within five (5) days. | Quarterly | Provider Packet |
| **e.** | One hundred percent (100%) of Resource Families are linked with Mentors within thirty (30) days of the Resource Families request. | Quarterly | Provider Packet |

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

|  |  |  |
| --- | --- | --- |
| **Table 2 – Required Reports** | | |
| **Name of Report** | | **Description or Appendix #** |
| **a.** | Provider Packet | **Appendix H** |
| **b.** | Quarterly Report of Revenue and Expenses | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management/contract-documents). |
| **c.** | Contract Closeout Report | Located at the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management/contract-documents). |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 3**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 3 – Required Reports Timelines** | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** |
| **a.** | Provider Packet | Each quarter | Thirty (30) calendar days after the end of each quarter |
| **b.** | Quarterly Report of Revenue and Expenses | Each quarter | Thirty (30) calendar days after the end of each quarter |
| **c.** | Contract Closeout Report | Entire contract period | Sixty (60) calendar days following the close of the contract period. |

**PART III KEY RFP EVENTS**

1. **Informational Meeting**

The Department will sponsor an Informational Meeting concerning the RFP beginning at the date, time and location shown on the RFP cover page. The purpose of the Informational Meeting is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Informational Meeting is not mandatory, it is strongly encouraged that interested Bidders attend.

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

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

## Notice of Intent to Bid

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

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

* + - 1. **Submission:** Notices of Intent to Bid are to be submitted only to the RFP Coordinator listed on this RFP’s cover page. The Bidder is responsible for allowing adequate time for delivery. The Department assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

1. **Proposal Submission**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   3. **Submission Format:**
      1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202503031 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required information and attachments stated in PART IV, Section I, should be included in one (1) PDF file.

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

*PDF format preferred*

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

**Appendix D** (Subcontractor Form), if applicable

**Appendix E** (Litigation Form)

All required information and attachments stated in PART IV, Section II, should be included in one (1) PDF file.

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

*PDF format preferred*

**Appendix F** (Response to Proposed Services)

All required information and attachments stated in PART IV, Section III, should be included in one (1) PDF file.

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

*Excel format preferred*

**Appendix G** (Cost Proposal and Budget Narrative)

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

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

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

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

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

**Proposal Format and Contents**

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

* 1. **Proposal Cover Page**

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

* 1. **Responsible Bidder Certification**

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

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

* 1. **Overview of the Organization**

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

* 1. **Subcontractor**

If subcontractors are to be used, including consultants, Bidders must complete **Appendix D** (Subcontractor Form) providing a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Project Team Organizational Chart**

Bidders must provide a legible organizational chart of the project team including to whom the project team reports. Note: individual project team positions are to be identified in the job description and staffing plan requirements of **Appendix F** (Response to Proposed Services).

* 1. **Litigation**

Bidders must complete **Appendix E** (Litigation Form) providing a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none” on **Appendix E** (Litigation Form).

* 1. **Financial Viability**

Bidders must provide the three (3) most recent years of Financial Statements audited or reviewed by a Certified Public Accountant; and

* 1. **Certificate of Insurance**

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

|  |  |
| --- | --- |
| **Required Attachments Related to Organization Qualifications and Experience** | |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form |
| Two (2) | Subcontractor Form |
| Three (3) | Organizational Chart |
| Four (4) | Litigation Form |
| Five (5) | Financial Viability |
| Six (6) | Certificate of Insurance |

Attachments 1 – 6 must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 6 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of this RFP.

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

Bidder must complete **Appendix F** (Response to Proposed Services) by providing a detailed response to the requirements outlined in this RFP.

|  |  |
| --- | --- |
| **Required Attachments Related to Proposed Services** | |
| **Attachment #:** | **Attachment Name:** |
| Seven (7) | Sample Welcome Packets |
| Eight (8) | Job Descriptions |
| Nine (9) | Staffing Plan |

Attachments 7 – 9 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 7 – 9 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of this RFP.

**Section IV Cost Proposal and Budget Narrative** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period, starting 10/1/2025 and ending on 9/30/2027.
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

1. Bidders must fill out **Appendix G** (Cost Proposal and Budget Narrative), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.
   * 1. Costs associated with implementing the Resource Family Support Services and Kinship Navigator Program must be accounted for in separate columns and include costs related to each separate service.
     2. Include $80,000.00 for Camperships.
     3. Identify and include funds leveraged from other sources that will be used to cover specific expenses, if applicable.

A written commitment for leveraged funding sources must be included in the budget narrative attachment.

1. **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
   4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

**Section I. Preliminary Information (No Points)**

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

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

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

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

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

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

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

* 1. Cost Proposal (25 points)
  2. Budget Narrative (5 Points)
  3. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
  4. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = pro-rated score

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

The remaining five (5) points allocated to the Cost Proposal (**Appendix G**) will be used to evaluate the responsiveness of the narrative material and supporting documentation for accuracy and reasonableness of the proposed cost (assumptions used in calculating the costs). The evaluation team will use a consensus approach to evaluate and score the budget narrative.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

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

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

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

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

Forms and contract documents commonly used by the Department can be found on the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management).

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

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

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

1. **Standard State Contract Provisions**
   1. Contract Administration

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

* 1. Payments and Other Provisions

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

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

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Subcontractor Form

**Appendix E** – Litigation Form

**Appendix F** – Response to Proposed Services

**Appendix G** – Cost Proposal and Budget Narrative

**Appendix H** – Provider Packet Template

**Appendix I** – Notice of Intent to Bid

**Appendix J** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

**PROPOSAL COVER PAGE**

**RFP# 202503031**

**Resource Family Support Services**

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

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

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

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

**APPENDIX B**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202503031**

**Resource Family Support Services**

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

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

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

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

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202503031**

**Resource Family Support Services**

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

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

|  |
| --- |
| **Provide a description of three (3) projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.**  *If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project One** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Project Start Date** |  | | **Project End Date** |  |
| **Include a detailed description of the project below:** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Two** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Project Start Date** |  | | **Project End Date** |  |
| **Include a detailed description of the project below:** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Three** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Project Start Date** |  | | **Project End Date** |  |
| **Include a detailed description of the project below:** | | | | |
|  | | | | |

**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

## SUBCONTRACTOR FORM

**RFP# 202503031**

**Resource Family Support Services**

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

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| **If subcontractors, including consultants, are to be used, provide each individual subcontractor’s business or consultant’s name, contact person, address, phone number, and a brief description of the subcontractor’s organizational or consultant’s capacity and qualifications. Bidders should add additional Subcontractors/Consultants as needed.** |

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

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

**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

## LITIGATION FORM

**RFP# 202503031**

**Resource Family Support Services**

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

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| --- |
| **Provide a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none.”** |

|  |  |
| --- | --- |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |

**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

## RESPONSE TO PROPOSED SERVICES

**RFP# 202503031**

**Resource Family Support Services**

**The Response to Proposed Services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**



**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

**COST PROPOSAL AND BUDGET NARRATIVE**

**RFP# 202503031**

**Resource Family Support Services**

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

Bidders must submit a cost proposal that includes the cost necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.

* 1. Costs associated with implementing the Resource Family Support Services and Kinship Navigator Program must be accounted for in separate columns and include costs related to each separate service.
  2. Include $80,000.00 for Camperships, $40,000.00 per year.
  3. Identify and include funds leveraged from other sources that will be used to cover specific expenses, if applicable.
     1. A written commitment for leveraged funding sources must be included in the budget narrative attachment.

The total expenses amount identified on Tab 2, Form 2 Expense Summary for the Resource Family Support Services and Kinship Navigator Program combined will be used to score the cost proposal as defined in Part V, B. of the RFP

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



**The Budget Form Instructions may be obtained in a PDF (.pdf) format by double clicking on the document icon below.**



|  |
| --- |
| **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms. |
|  |

**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

**PROVIDER PACKET TEMPLATE**

**RFP# 202503031**

**Resource Family Support Services**

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



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

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

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| --- | --- |
| **Signature of person authorized to enter into the contract with the Department:** | |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX J**

**State of Maine**

**Department of Health and Human Services**

*Office of Child and Family Services*

**SUBMITTED QUESTIONS FORM**

**RFP# 202503031**

**Resource Family Support Services**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

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

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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