**STATE OF MAINE**

**Department of Health and Human Services**

*Dorothea Dix and Riverview Psychiatric Centers*



**RFP# 202504054**

**Locum Tenens Services**

|  |  |  |
| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Casandra Manson |
| **TITLE:** | Procurement Administrator |
| **EMAIL:** | Casandra.R.Manson@Maine.Gov  |
| *All communication regarding the RFP must be made through the RFP Coordinator.* |
| **Submitted Questions Due Date** | August 4, 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.*  |
| **Proposal Submission Deadline** | **DATE:** | August 21,2025, no later than 11:59 p.m., local time. |
| **TO:** | 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# 202504054**

**Locum Tenens Services**

The State of Maine is seeking proposals from qualified vendors to enter into a Master Agreement to provide Locum Tenens Services, on an as needed basis, at Dorothea Dix and Riverview Psychiatric Centers.

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

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on August 21,2025. 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** |
| --- | --- |
| **Department** | Maine’s Department of Health and Human Services |
| **Hospital(s)** | The State’s psychiatric centers: 1. Dorothea Dix located at 656 State Street and 81 State Hospital Drive, Bangor, Maine.
2. Riverview located at 250 Arsenal Street, Augusta, Maine
 |
| **Locum Tenens** | Medical staff hired by or contracted with the awarded Bidder to provide medical coverage for the admission, treatment, and discharge of patients at the Hospital(s), including but not limited to Psychiatrists, Primary Care Physicians, Psychologists, Physician Assistants, Nurses, Nurse Practitioners, Residents, Mental Health Workers, and/or Clinical Director Assistants. |
| **RFP** | Request for Proposals |
| **State** | State of Maine |

**State of Maine**

**Department of Health and Human Services**

*Dorothea Dix and Riverview Psychiatric Centers*

**RFP# 202504054**

**Locum Tenens Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking qualified vendors to enter into a Master Agreement to provide Locum Tenens Services, on an as needed basis, at Dorothea Dix and Riverview Psychiatric Centers 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. The State currently has two (2) licensed psychiatric Hospitals, Dorothea Dix and Riverview. Each Hospital provides inpatient psychiatric treatment for adults with severe and persistent mental illness who may be referred for admission by acute and critical access hospitals and community providers, or who are otherwise ordered for psychiatric evaluation by the court. Hospital services are available to individuals regardless of ability to pay, providing the individual meets criteria for admission as set forth in Federal and State regulations, laws, and rule.

The Hospitals are governed under laws established by the Maine Legislature and the [Rights of Recipients of Mental Health Services](https://www.maine.gov/sos/sites/maine.gov.sos/files/content/assets/193c001.docx) to provide care and treatment to both voluntary and court-committed inpatients, as well as outpatients. The Hospitals are part of a comprehensive mental health system of services and serve patients Statewide which includes community mental health centers, private psychiatric and community hospitals, and private providers.

This RFP is seeking services of highly skilled, experienced, and qualified vendors that can provide Locum Tenens Services at the Hospitals on an as needed basis. The Locum Tenens Services will ensure the Hospitals receive constant and consistent on-duty coverage of usual inpatient needs, both psychiatric and medical, while ensuring continuity in patient care.

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 | 6/30/2027 |
| Renewal Period #1 | 7/1/2027 | 6/30/2029 |
| Renewal Period #2 | 7/1/2029 | 6/30/2030 |

1. **Number of Awards**

The Department anticipates making multiple awards resulting in Master Agreements as a result of this RFP process. Awarded Bidders will be added to the Department’s current list of Master Agreements for Locum Tenens Staffing Services.

The Department cannot guarantee any awarded Bidder will receive a specific volume of work, a specific total contract amount, or a specific order value under the Master Agreements resulting from this RFP. The Department intends to create a list of qualified vendors to be available to provide Locum Tenens Services to the Hospitals on an as needed basis. Once all Master Agreements are established and the Hospitals have a need for a Locum Tenens resource, the Hospital(s) will:

1. Notifying all vendors requesting recruitment of a Locum Tenens resource, and issue a Delivery Order to the vendor who recruits the qualified candidate approved by the Hospital; or
2. Select a vendor under the Master Agreement to recruit a particular Locum Tenens resource, and issue a Delivery Order once the qualified candidate approved by the Hospital.

**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, Proposed Services.**

1. **Recruitment Requirements**
	1. Recruit Locum Tenens, at the request of a Hospital(s), by advertising, screening, interviewing, and conducting all other aspects of recruitment for finding and attracting potential resources necessary to meet the medical staffing needs of the Hospitals and who will hold the temporary place of or substitute for a Hospital employee.
		1. Ensure requests for recruitment are fulfilled (at least one (1) proposed candidate has been deemed acceptable to Hospital(s)) within fifteen (15) calendar days of the initial written request.
		2. Ensure the Hospital(s) is afforded the opportunity to interview any final candidates identified by the awarded Bidder.
			1. All costs associated with pre-engagement of any Locum Tenens shall be the responsibility of the awarded Bidder, including but not limited to travel and lodging for interviews.
			2. The Hospital(s) will have the right to accept or reject any offer by awarded Bidder for any proposed Locum Tenens.
2. **Pre-Engagement Requirements**
3. Facilitate contingent engagement offers and conducts criminal background checks and/or license verifications in accordance with the [Department’s Rider D](https://www.maine.gov/dhhs/about/financial-management/contract-management/contract-documents), including applicable out-of-State background checks and license verifications, prior to any announced start date of the intended candidate.
	1. Coordinate with the Hospital(s), the Locum Tenens’ actual start date.
	2. Provide written notification to the Hospital(s) confirming the approved start date.
4. Work with the selected Locum Tenens to ensure they:
	1. Receive and pass a pre-engagement drug screening.
	2. Comply with immunization requires under [22 M.R.S.A. §802](https://www.mainelegislature.org/legis/statutes/22/title22sec802.pdf) and [10-144 C.M.R. Ch. 264](https://www.maine.gov/sos/sites/maine.gov.sos/files/inline-files/144c264-2023-149%20%28AMD%29.docx) and the Federal Centers for Disease Control and Prevention, [Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Settings, 2005](https://www.cdc.gov/mmwr/pdf/rr/rr5417.pdf), including but not limited to:

Ensuring Locum Tenens are not in a period of communicability of a communicable disease(s) ( mumps, varicella-zoster, rubella, rubeola, tuberculosis, COVID-19, or any other communicable disease as identified by the Hospital(s)).

The awarded Bidder shall be responsible for the cost incurred in providing the documentation of the immune status of Locum Tenens.

Ensure a signed letter of declination is provided to the Hospital(s) for Locum Tenens who decline the Hepatitis B vaccine.

The Hospital(s) Infection Control Nurse will evaluate the information received and give clearance for the Locum Tenens to begin orientation.

1. Submit Locum Tenens credentials to become privileged as a member of the Hospital(s), in accordance with the Hospital(s) bylaws, rules, and regulations.
	* 1. Ensure Locum Tenens expedite submission of credential in order to begin providing services in the required timeframe set forth by the Hospital(s).
2. Pass a competency assessment approved by the Department.
	* 1. The Hospital(s) will provide the awarded Bidder with a list of competencies required for each Locum Tenens position.
		2. Information obtained from the required orientation and trainings and initial competency assessment shall be used in the credentialing process to ensure Locum Tenens are qualified to provide medical coverage.
		3. Ensure Locum Tenens comply with the Hospital(s) periodic competency assessments.
		4. Initial and periodic competency assessments shall include the time period on which the assessment is based, an assessment of the Locum Tenens clinical judgment and skills, specific instances of treatment outcomes, and evaluations of patient outcomes compared to those for similar medical staff employed by the Hospital(s).
3. Sign a Memorandum of Understanding (MOU) with the Department prior to the start date of the Delivery Order, to include but not be limited to:
4. Terms of the MOU;
5. Compensation;
6. Work hours;
7. Termination;
8. Knowledge and certification requirements; and
9. Duties and deliverables.
10. Provide written confirmation to the Hospital(s) verifying the selected Locum Tenens file is current and has been provided to the awarded Bidder’s Human Resource Department, including but not limited to:
	* 1. Application for Engagement;
		2. Documentation of current employment verification and background screening;
		3. Documentation of a current drug screen;
		4. Records of counseling and disciplinary action;
		5. Verification of a valid, in good standing Maine license to practice in the respective field from the appropriate licensing board;

Applicable licensure must remain valid, in good standing throughout the term of the Locum Tenens tenure for providing medical coverage at the Hospital(s).

* + 1. Documentation of education and training (resume or curriculum vitae);
		2. Evidence of appropriate knowledge, experience, and competency related to the specific position responsibilities;

Conduct a competency assessment and provide the results to the Hospital(s) for review and approval.

* + 1. An annual packet, which includes yearly evaluations, competency assessments, signed confidentiality statements, and mandatory policies sign-off.
		2. Provide a portion of or full documentation of the selected Locum Tenens file upon request of the Hospital(s).
1. **Termination/Resignation Requirements**
2. Coordinate and facilitate meetings with the Hospital(s) and Locum Tenens when performance concerns arise.
	1. Prior to discussing termination of arise, the Hospital(s) will discuss any issues relating to the individual Locum Tenens with the awarded Bidder.
	2. The Hospital(s) and awarded Bidder shall collaborate and conduct any separation of engagement with the individual Locum Tenens.
	3. Locum Tenens shall be terminated immediately at the discretion of and as directed by the Hospital(s).
3. Notify the Hospital(s) immediately upon discovery of:
	1. Any adverse action being taken by any agency of any state against a Locum Tenens professional license; and/or
	2. If the Locum Tenens professional license expires during their engagement with the Hospital(s).
4. Immediately terminate Locum Tenens when:
5. He/she loses Locum Tenens privileges at the Hospital(s) secondary to revocation or suspension of the Locum Tenens license to practice in this State, or conviction of a felony; and/or
6. He/she loses Locum Tenens privileges at the Hospital(s) due to failure to meet the standards of the Hospital(s) medical staff bylaws.
7. The Hospital(s) Superintendent directs termination of the Locum Tenens.
8. Ensure the Hospital(s) receives at least thirty (30) calendar days written notice of the resignation of any Locum Tenens.
	1. If Locum Tenens resign or separate from the Hospital(s) without a thirty (30) calendar day written notice or fails to complete their engagement during the remainder of the thirty (30) calendar day written notice period, the awarded Bidder’s fees shall be pro-rated.
9. Replace Locum Tenens who are terminated, within thirty (30) calendar days to ensure continued medical coverage.
10. **General Requirements**
	* + 1. Secure medical malpractice insurance coverage for all Locum Tenens providing medical coverage through the awarded Bidder’s insurance carrier with limits of liability equal to or exceeding those required by the Hospital(s).
			2. Reimburse Locum Tenens for medical coverage provided at the Hospital(s).
				1. Comply with all record keeping requirements for human resources/payroll services.
			3. Work with the Hospital(s) Human Resource Office regarding the Department’s process for recruitment, hiring, record keeping, and termination procedures.

The hourly wage for individual Locum Tenens will be negotiated with the Hospital(s) and awarded Bidder.

Involve the Department and/or Hospital(s) in the Locum Tenens annual performance review process, when applicable.

Provide copies of human resources documents, including performance reviews, to the Department upon request.

1. Collaborate with the Department annually to review the Hospital(s) Locum Tenens engagement needs and prepare a mutually agreed upon staffing plan within the limitations of the Hospital(s) budget.
2. Ensure Locum Tenens who travel as part of their engagement are reimbursed in accordance with the [State’s travel policy](https://www.maine.gov/osc/travel).

Invoice the Hospital(s) for the allowable travel costs, including details regarding the miles traveled, receipts for expenses, and any other necessary documentation.

1. Adhere to requests for a detailed audit related to travel records within five (5) business days.
2. All travel must be preapproved by the Department.
3. Comply with all State and Federal rules, regulations and applicable standards, Hospital(s) policies and those of any regulatory or accreditation entities as determined by the Department.
4. Provide safeguards for Locum Tenens to perform work remotely on behalf of the Department and as approved by the Department.
5. Establish standardized written procedures for the reporting, investigation, follow-up, and tracking of any unexpected or sentinel incidents.
6. **Engagement Requirements**
7. Provide Locum Tenens as requested by the Hospital(s), on an as-needed basis, to provide continuity of care for psychiatric and medical coverage in the admission, treatment, and discharge of patients at the Hospital(s), including but not limited to:
	* + - 1. The specific scope of the Locum Tenens respective privileges;
				2. Requested hours of coverage;

The Hospital(s) will provide the specific hours of coverage needed for each Locum Tenens requested.

Hours of coverage may include, but not be limited to: days, nights, weekends, holidays, after hours, substitute coverage (i.e. vacations, sick leave, etc.)

* + - * 1. On-duty Locum Tenens providing after hours coverage at the Hospital(s) shall reside in the Hospital(s) sleeping quarters, at no cost to the awarded Bidder or the Locum Tenens.
1. Ensure Locum Tenens:
2. Comply with and perform expectations to be outlined in the specific Delivery Order.
3. Maintain required medical credentialing/licensing and Locum Tenens privileges at the Hospital(s).

Notify the Department and/or Hospital(s) immediately if any action is taken by any agency of any state against the Locum Tenens license to practice or if the practice license expires.

1. Perform services in accordance with the highest standards of medical care consistent with the standards established in the medical community of which the Hospital(s) is a part, and which may be amended, including:

The professional and ethical standards of the [American Medical Association](https://www.ama-assn.org/) or [American Osteopathic Association](https://osteopathic.org/), [American Psychiatric Association](https://www.psychiatry.org/psychiatrists) and [The Joint Commission on Accreditation of Healthcare Organizations](https://www.jointcommission.org/) (TJC) as related to the Locum Tenens respective practice type;

The provisions of the Department and Hospital(s) policies, procedures, bylaws, standards, as may be amended by law, regulation, or court order.

The [Rights of Recipients of Mental Health Services](https://www.maine.gov/sos/sites/maine.gov.sos/files/content/assets/193c001.docx);

Any requirements imposed by the [Federal Centers for Medicare and Medicaid Services](https://www.cms.gov/) (CMS) or the Department as may be amended from time to time; and

All other applicable State and Federal rules, regulations, and applicable standards, all Hospital(s) policies and those of regulatory bodies (TJC, CMS and the Department’s [Division of Licensing and Certification](https://www.maine.gov/dhhs/dlc)).

1. Do not perform outside practice duties without prior approval of the Hospital(s) designee.
2. Provide medical and psychiatric treatment to patients who are under the care of the Hospital(s), irrespective of the patients’ ability to pay.
3. **Orientation and Training Requirements**
	1. Ensure Locum Tenens attend all required Hospital(s) orientation and trainings, which may include, but not be limited to:
		* + 1. Mandatory orientation and trainings regarding the Hospital(s) facilities, practices, and procedures;
				2. Annual training in Behavioral Response Options (BRO);
				3. Behavioral Emergency Response Team (BERT) training;
				4. Bi-annual (every other year) CPR training/certification;
				5. Bi-annual (every other year) American Health Association (AHA) Basic Life Support (BLS) Healthcare Provider training;
				6. Non-Abusive Psychological and Physical Intervention (NAPPI) training;
				7. Adult Development training;
				8. Age Specific Competency training;
				9. Blood Borne Pathogens training;
				10. Boundaries and Treatment Modalities training;
				11. Code of Conduct training;
				12. Continuous Performance Improvement training;
				13. Emergency Preparedness training;
				14. Fire Extinguisher training;
				15. Hazard Communication training;
				16. Confidentiality training;
				17. Patient Rights training;
				18. Risk Management/Mandatory Reporting/Extreme Weather training;
				19. Sexual Harassment training;
				20. Suicide Prevention training; and/or
				21. Trauma and Sexual Abuse training.
4. **Locum Tenens Conversion to State Employment**
5. Cooperate with the Department in the instance of the Locum Tenens being selected to be hired under a State payroll line or a long-term contract with the Hospital(s), in converting the Locum Tenens in an efficient, effective, and timely manner, and in accordance with State human resources procedures and the agreed upon liquidation fee structure.

# **Reports**

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

|  |
| --- |
| **Table 1 – Required Reports** |
| **Name of Report** | **Description** | **Supportive Documentation** |
| **a.** | Recruitment and Engagement | Number of days between the Hospital(s) initial request for a candidate to the date the awarded Bidder provides at least one (1) acceptable candidate | Evidence of date of Hospital(s) request and Hospital(s) acceptance of at least one (1) candidate |
| Number of days between the Hospital(s) acceptance of a candidate until all background checks and Credentialing are provided to Hospital(s) | Evidence of the date Hospital(s) accepted candidate and date final background check/ credentials provided to the Hospital(s) |
| Percent of candidates presented to the Hospital(s) that are deemed acceptable to Hospital(s) | Names of candidates provided to, and names of candidates deemed acceptable to Hospital(s) |
| Percent of Locum Tenens who complete their contract term | Names of Locum Tenens, start dates of contracts and finish dates of contracts |
| Percent of Locum Tenens with any Hospital(s)-initiated disciplinary action | Number of Locum Tenens for which the awarded Bidder has received notice of disciplinary action by the Hospital(s), and total number of Locum Tenens contracted to Hospital(s) |
| **b.** | Competency Assessment | Demonstrates competency of the Locum Tenens being considered for engagement. |
| **c.** | Cost Report | Includes the compensation paid to Locum Tenens and the awarded Bidder’s costs. |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 2**:

|  |
| --- |
| **Table 2 – Required Reports Timelines** |
| **Name of Report** | **Period Captured by Report** | **Due Date** |
| **a.** | Recruitment and Engagement | Each quarter | Thirty (30) calendar days after the end of each quarter |
| **b.** | Competency Assessment | Point-in-time | Prior to the Locum Tenens engagement |
| **c.** | Cost Report | Each quarter | Fifteen (15) calendar days after the end of each quarter |

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix G** (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 following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

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

1. **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.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. 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# 202504054 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 documentation 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** (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 E** (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:**

*PDF format preferred*

**Appendix F** (Cost Proposal)

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.

Bidders’ 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. **Litigation**

Bidders must complete **Appendix D** (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 D** (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.

* 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) | Litigation |
| Three (3) | Financial Viability  |
| Four (4) | Certificate of Insurance |

Attachments 1 – 4 must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 4 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 E** (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:** |
| Five (5) | Liquidation Fee Structure |

Attachment 5 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachment 5 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of this RFP.

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

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the period starting 10/1/2025 and ending on 6/30/2030.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix F** (Cost Proposal), 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.

Hospital(s) requests for Locum Tenens on-call services shall not exceed two thousand dollars ($2,000) per on-call period performed.

Housing stipends shall not exceed three thousand dollars ($3,000) per month and will be determined on a case-by-case basis.

**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**Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **No Points** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **25 points** |
| **Section III.** | **Proposed Services** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **25 points** |
| **Section IV.** | **Cost Proposal** Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP.1. Recruitment Fee (25 points)
2. Mark-up Rate (25 points)
 | **50 points** |

1. **Scoring Process:** The evaluation and scoring of proposals will be conducted using a staged approach.  Proposals will be required to meet or exceed the stated minimum scoring requirements of the stage in which the proposal is being evaluated to move onto the next stage of evaluation. Any proposal not meeting the stated minimum scoring requirements of a stage will be ineligible for award consideration and, at that point, be removed from the evaluation process.

**Stage One – Organization Qualifications and Experience:** Bidders response to Part IV, Section II “Organization Qualifications and Experience” will be scored by the evaluation team using the consensus approach. Members of the evaluation team will not score this section individually but, instead, arrive at a consensus as to assignment of points for this section.  Proposals will be able to earn up to a maximum of **25** points for this section with the minimum score of **15** being required for a proposal to move onto Stage Two.

**Stage Two – Proposed Services:** Proposals with a score of **15** or higher in Stage One will move on to be evaluated for Part IV, Section III “Proposed Services” and will be scored by the evaluation team using the consensus approach.  Members of the evaluation team will not score this section individually but, instead, arrive at a consensus as to assignment of points for this section.  Proposals will be able to earn up to a maximum of **25** points for this section with the minimum score of **15** being required for a proposal to move onto Stage Three.

**Stage Three – Cost Proposal:** Proposals with a score of **15** or higher in Stage Two will move on to be evaluated for Part IV, Section IV “Cost Proposal”.  The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest recruitment fee will be awarded 25 points while the lowest mark-up rate will be awarded 25 points. Proposals with higher recruitment fees and mark-up rates will be awarded fewer points calculated in comparison with the lowest recruitment fee and mark-up rate.

The scoring formula is:

(Lowest submitted recruitment fee / recruitment fee being scored) x 25 = pro-rated score

(Lowest submitted mark-up rate / mark-up rate 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.

* 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 Master Agreementwith 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](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** – Litigation Form

**Appendix E** – Response to Proposed Services

**Appendix F** – Cost Proposal

**Appendix G** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Dorothea Dix and Riverview Psychiatric Centers*

**PROPOSAL COVER PAGE**

**RFP# 202504054**

**Locum Tenens 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**

*Dorothea Dix and Riverview Psychiatric Centers*

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202504054**

**Locum Tenens 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**

*Dorothea Dix and Riverview Psychiatric Centers*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202504054**

**Locum Tenens 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.** |

|  |
| --- |
| **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**

*Dorothea Dix and Riverview Psychiatric Centers*

## LITIGATION FORM

**RFP# 202504054**

**Locum Tenens Services**

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

|  |
| --- |
| **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 E**

**State of Maine**

**Department of Health and Human Services**

*Dorothea Dix and Riverview Psychiatric Centers*

## RESPONSE TO PROPOSED SERVICES

**RFP# 202504054**

**Locum Tenens Services**

**The response to proposed services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**

****

**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Dorothea Dix and Riverview Psychiatric Centers*

**COST PROPOSAL**

**RFP# 202504054**

**Locum Tenens Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
|  | **X%** | **= a multiplier of** | **1.XX** |
| **Proposed Recruitment Fee:** |  | **= a multiplier of** |  |
| **Proposed Mark-up Rate:** |  | **= a multiplier of** |  |

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. The proposed cost must be presented as a fixed Recruitment Fee and fixed Mark-up Rate.

1. The Recruitment Fee will be based upon the Hospital’s acceptance of a Locum Tenens candidate who has passed all pre-engagement requirements. The Department will not pay recruitment fees for resources not accepted by the Department. The Recruitment Fee must be based upon a percentage of the selected Locum Tenens annualized salary and identified as a multiplier – for example: 2% = a multiplier of 1.02.
2. Bidders must provide a Mark-up Rate for Locum Tenens. The Bidder’s Mark-up Rate must be identified as a multiplier – for example: 10% = a multiplier of 1.10.

The fixed Recruitment Fee and fixed Mark-up Rate will be used to score the cost proposal as defined in Part V, B.2, Stage 3. of the RFP.

***The Department and awarded Bidder will negotiate and agree upon salary/hourly rates based on the Locum Tenens education, experience, and abilities.***

**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Dorothea Dix and Riverview Psychiatric Centers*

**SUBMITTED QUESTIONS FORM**

**RFP# 202504054**

**Locum Tenens 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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