**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #2 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP# 202508110 Implementation Reviewer for Child Welfare Psychotropic Medication Performance Criteria |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Child and Family Services |
| **SUBMITTED QUESTIONS DUE DATE:** | August 28, 2025, no later than 11:59 p.m. local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | September 10, 2025 |
| **PROPOSALS DUE DATE:** | September 18, 2025, no later than 11:59 p.m., local time **(as amended)** |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Proposal Due Date is amended. 2. Part II, E.6. language is revised. | |
| **REVISED LANGUAGE IN RFP:**   1. All references to the Proposal Submission Deadline of September 16, 2025, no later than 11:59 p.m., local time are changed to **September 18, 2025**, no later than 11:59 p.m., local time. 2. *Part II, E.6. language is amended to read:*    1. The State does not consume any awarded Bidder application, nor does the awarded Bidder consume any State application. | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Not Provided | Please provide clarification regarding whether current contractual agreements with the named agencies would disqualify us as an eligible bidder on RFP 202508110 Implementation Reviewer. |
| **Answer** | |
| All interested parties are eligible to submit a bid.  Per Part II, A.1.a., the Implementation Reviewer hired or subcontracted to be responsible for measuring progress for each Settlement Agreement performance criteria cannot have a Conflict of Interest. Refer to the RFP Terms/Acronyms with Definitions to review what is considered a Conflict of Interest. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part II, E.6. Page 10 | Part II(E)(6) states that “The State does consume any awarded Bidder application, nor does the awarded Bidder consume any State application.”   1. Should the underlined part read instead “does not consume?” 2. Can the State confirm that “consume” in this context means “integrate with?” |
| **Answer** | |
| 1. Correct, refer to the amended language at the beginning of this document. 2. “Consume” within this statement means “use”. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| **Appendix H** Page 29 | Is OCFS able to identify which of the 14 measures described in Appendix H (i) can be derived in the aggregate from statewide administrative data vs. (ii) can be estimated by reviewing a sample of case-level documents electronically vs. (iii) can be estimated by reviewing a sample of case-level documents stored onsite in hard copy form? |
| **Answer** | |
| Per the Settlement Agreement, sampling, data, and data analysis will be agreed to between the Parties and the Implementation Reviewer including the following for each criterion: (i) a definition of the case reviews to measure performance based on a representative sample of Class Members, where aggregate administrative data is otherwise unavailable; and (ii) the identification of the data source to be used to measure performance. The Implementation Reviewer shall use their discretion to determine the appropriate margin of error and confidence level to ensure that the sample is representative. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part I, C.  Page 7 | What dates of service is the Department using to define the Initial Period of Performance and Renewal Period 1, Renewal Period 2 and Renewal Period 3. |
| **Answer** | |
| Refer to the Start and End Dates outlined in Part I, C. Contract Terms. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part V, A.  Page 17 | When will the Department determine the need for interviews/presentations from the Bidder? |
| **Answer** | |
| The Department does not anticipate the need for interviews/presentations. However, it is at the Evaluation Team’s discretion to determine if clarification of information contained in the proposals received is necessary. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part V, A.  Page 17 | If the need is determined for interview/presentations from the Bidder will it be in-person or virtual? |
| **Answer** | |
| Evaluation Team requests for clarification of a Bidder’s proposal may be conducted via email or virtual. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| **Appendix H**,  Page 29  #6 | If emergency prescriptions were necessary on more than one occasion is the contractor expected to evaluate each episode? |
| **Answer** | |
| Yes, if they are part of the representative sample of class members. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| **Appendix H**,  Page 29  #7, 8, and 10 | Will a complete list of Authorized Consenters be provided as well as their confirmation of completed psychotropics training and passing test results? |
| **Answer** | |
| A list can be available to the Implementation Reviewer upon request. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| **Appendix H**, Page 29  #10 | Will the department provide the medical and mental health records in its entirety for each Foster Care member for review? |
| **Answer** | |
| For any member part of the representative sample, the Department will provide the records it retains in the child welfare information system or the case file. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| **Appendix H**,  Page 29  #10 | Will the contractor be required to seek additional medical and mental health records for when there is missing documentation? |
| **Answer** | |
| No, the Department will be responsible for obtaining records. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| **Appendix H**, Page 29  #10 | Can the Department provide a redacted medical and mental health record to examine for purposes of determining abstraction efforts? |
| **Answer** | |
| No. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part VI, A and B Page 19 | Can you clarify the contract type (time and materials, costs plus fixed fee, firm fixed price)? |
| **Answer** | |
| Time and materials. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 16 | What is the anticipated contract value for the services? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Will the Department be conducting the case reviews after they have been defined? |
| **Answer** | |
| The Implementation Reviewer will be required to conduct case reviews on an agreed upon case sample. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| **Appendix F**, Page 27 | Part II, E.6, under Confidentiality Requirements, can you clarify the statement “*6. The State does consume any awarded Bidder application, nor does the awarded Bidder consume any State application.”* |
| **Answer** | |
| Refer to the answer to question 2 and the amended language at the beginning of this document. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part II, B.2. Pages 8 and 9 | What is the current format and structure of the data that will need to be analyzed (e.g., databases, paper records, electronic health records, etc.)? |
| **Answer** | |
| Predominately data is retained in the child welfare information system but may include emails, spreadsheets, reports, or other documents maintained in the case file. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Part II, B.2.  Pages 8 and 9 | How many case reviews are anticipated per reporting period based on representative sampling requirements? |
| **Answer** | |
| Per the Settlement Agreement, the Implementation Reviewer collaborates with the Parties to develop a written plan with an approach to sampling, data collection, and data analysis, which shall include:  a. A definition of the case reviews to measure performance based on a representative sample of Class Members, where aggregate administrative data is otherwise unavailable; and  b. The identification of the data source to be used to measure performance.  c. The Implementation Reviewer shall use their discretion to determine the appropriate margin of error and confidence level to ensure samples are representative. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| **Appendix H** | Can you provide the complete Psychotropic Medication Performance Criteria document referenced in Appendix H? This appears to be a separate document that would be critical for understanding the specific metrics to measure. |
| **Answer** | |
| **Appendix H** is the Psychotropic Medication Performance Criteria within Exhibit C of the [Settlement Agreement](https://www.childrensrights.org/wp-content/uploads/2024/03/2024.03.01-118-1-Ex.-1-Settlement-Agreement71.pdf). | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II, E.12.  Page 11 and Part II, B.  Page 8 | How frequently will coordination meetings with the Parties (Department and Plaintiffs' council) be required beyond the quarterly PHI compliance meetings? |
| **Answer** | |
| Only upon request of the Parties or Implementation Reviewer. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 5 and  Part II, B.1.  Page 8 | Will the Implementation Reviewer be required to attend court hearings or depositions, and if so, how frequently? |
| **Answer** | |
| There are no specific requirements to attend court hearings or depositions unless requested by the Parties or the court. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part II, A.1. and B.2.  Page 8 | What type of statistical software or data analysis tools are preferred or required by the Department? |
| **Answer** | |
| Statistical software or data analysis tools are not required as part of this RFP. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Part II, E.2.a.  Page 11 | 1. What statistical analysis software (such as R, SAS, SPSS, Stata, Python, etc.) can be installed on the State-provided laptops? 2. Are there specific approval processes or security requirements for installing analytical software needed to perform the statistical sampling and data analysis work? |
| **Answer** | |
| 1. The Department and MaineIT will determine and approve acceptable software which can be installed on State-issued laptops. 2. Yes, the approval process will be determined by MaineIT. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.  Page 8 and  Part IV, Section III  Page 14 | What is the expected time commitment (FTE) for the lead Implementation Reviewer and supporting staff? |
| **Answer** | |
| It is at the Bidder’s discretion to propose an appropriate time commitment. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 16 | What is the anticipated budget range for this contract, to help ensure our proposal is competitive and realistic? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **25** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 16 | Are there any cost categories that should be emphasized or avoided in the cost proposal? |
| **Answer** | |
| No. | |

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| **26** | **RFP Section & Page Number** | **Question** |
| Part IV, Section II, 5.  Page 15 | The RFP requires financial viability to be demonstrated by providing financial statements "audited or reviewed by a Certified Public Accountant." If an organization does not have CPA-audited or reviewed statements, will the Department accept alternative financial documentation to satisfy this requirement? |
| **Answer** | |
| If Bidders are not required to have or do not have audited financial statements, the Bidder must provide the following information for each of the past three (3) tax years:   * + 1. Balance Sheets (Statements of Financial Position)     2. Income (Profit/Loss) Statements (Statements of Activity) | |