

**State of Maine
Master Score Sheet**

RFP# 202509134			
Substance Use Peer Navigators – Target Area 5			
Bidder Name:		Needlepoint Sanctuary of Maine	Wabanaki Public Health and Wellness
Proposed Cost:		\$201,250.00	\$250,000.00
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Pass	Pass
Section II: Organization Qualifications and Experience	20.00	15.00	10.00
Section III: Proposed Services	50.00	15.00	12.00
Section IV: Cost Proposal	25.00	25.00	20.13
a. Cost Proposal (25 points)	5.00	2.00	1.00
b. Budget Narrative (5 points)			
TOTAL	<u>100.00</u>	<u>57.00</u>	<u>43.13</u>

RFP# 202509134

Substance Use Peer Navigators – Target Area 6

Bidder Name:		Maine Access Points	
Proposed Cost:		\$353,864.00	
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Pass	
Section II: Organization Qualifications and Experience	20.00	20.00	
Section III: Proposed Services	50.00	49.00	
Section IV: Cost Proposal a. Cost Proposal (25 points) b. Budget Narrative (5 points)	25.00 5.00	25.00 3.00	
TOTAL	<u>100.00</u>	<u>97.00</u>	

RFP# 202509134

Substance Use Peer Navigators – Area 2

Bidder Name:		Maine Access Point	
Proposed Cost:		\$356,604.00	
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Pass	
Section II: Organization Qualifications and Experience	20.00	20.00	
Section III: Proposed Services	50.00	49.00	
Section IV: Cost Proposal a. Cost Proposal (25 points) b. Budget Narrative (5 points)	25.00 5.00	25.00 3.00	
TOTAL	100.00	97.00	

RFP# 202509134

Substance Use Peer Navigators – Target Area 1

Bidder Name:		Maine Access Point	
Proposed Cost:		\$355,784.00	
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Pass	
Section II: Organization Qualifications and Experience	20.00	20.00	
Section III: Proposed Services	50.00	49.00	
Section IV: Cost Proposal	25.00	25.00	
a. Cost Proposal (25 points)	5.00	3.00	
b. Budget Narrative (5 points)			
TOTAL	<u>100.00</u>	<u>97.00</u>	

RFP# 202509134

Substance Use Peer Navigators – Target Area 4

Bidder Name:		MaineGeneral Medical Center	
Proposed Cost:		\$250,000.00	
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Fail	
Section II: Organization Qualifications and Experience	20.00	N/A	
Section III: Proposed Services	50.00	N/A	
Section IV: Cost Proposal	25.00	N/A	
a. Cost Proposal (25 points)	5.00		
b. Budget Narrative (5 points)			
TOTAL	<u>100.00</u>	<u>N/A</u>	

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



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

**Award Justification Statement
RFP# 202509134
Substance Use Peer Navigators**

I. Summary

Through RFP# 202509134, Substance Use Peer Navigators the Department sought proposals to ensure Peer Navigators are available to increase connections with people who use drugs and to foster relationships, engage in prevention practices, provide referrals to additional supports, and reduce the risk of overdose, overdose fatalities, and other harmful health outcomes associated with drug use. Six Bidders responded to the RFP:

Target Area 5 – Needlepoint Sanctuary of Maine
Wabanaki Public Health and Wellness
Target Area 6 – Maine Access Points
Target Area 2 – Maine Access Points
Target Area 1 – Maine Access Points
Target Area 4 – MaineGeneral Medical Center

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

Target Area 6 – Maine Access Points
Target Area 2 – Maine Access Points
Target Area 1 – Maine Access Points

II. Evaluation Process

An Evaluation Team, composed of five State employees, verified the Bidders' eligibility requirements and applied the consensus method in scoring the Bidders' Qualifications & Experience and Proposed Services. Scores for the Cost Proposals were assigned using a mathematical formula, while the Budget Narrative scores were determined by applying the consensus method.

II. Qualifications & Experience of Conditional Awardee

Maine Access Points offered an accomplished, experience-laden portfolio demonstrating the ability to deliver the services required by the RFP and successfully perform under the prospective contract.

III. Proposed Services by Conditional Awardee

Maine Access Points provided a well-rounded response outlining an understanding of, and ability to meet, programmatic requirements of the RFP. Additionally, Maine

Access Points demonstrated the means and skills necessary to meet the RFP's performance requirements through their project teams' competencies, subject matter expertise, and background.

V. Cost Proposal and Budget Narrative

Maine Access Points provided detailed Budget Narratives, demonstrating full utilization of program resources, and the following initial-period-of-performance costs:

Target Area 6 – Maine Access Points – \$353,864.00

Target Area 2 – Maine Access Points – \$356,604.00

Target Area 1 – Maine Access Points – \$355,784.00

VI. Conclusion

Out of 100 possible points, the Evaluation Team awarded Maine Access Points scores of:

Target Area 6 – Maine Access Points – 97.00

Target Area 2 – Maine Access Points – 97.00

Target Area 1 – Maine Access Points – 97.00

The strength of Maine Access Points proposals outweighed other Bidders through their qualifications and experience and the services and costs they proposed. The Evaluation Team determined that the proposals submitted by Maine Access Point represent the best value to the State of Maine.

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Dec-30-2025

Via Electronic Mail: needlepointsanctuary@gmail.com

Needlepoint Sanctuary of Maine William Hurley
120 Park Street
Bangor Me, 04401

SUBJECT: Notice of Conditional Contract Awards under RFP 202509134 Substance Use Peer Navigators.

Dear Mr. Hurley,

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

- Target Area 6 – Maine Access Points
- Target Area 2 – Maine Access Points
- Target Area 1 – Maine Access Points

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

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

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

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

Sincerely,

Signed by:



EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

Signed by:



5DC6307B8558482...

Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
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Dec-30-2025

Via Electronic Mail: jhunt@wabanakiphw.org

Wabanaki Public Health and Wellness
Jayson Hunt, Director of Recovery Outreach and Community Resources
PO Box 1356
Bangor ME, 04402

SUBJECT: Notice of Conditional Contract Awards under RFP 202509134 Substance Use Peer Navigators.

Dear Mr. Hunt,

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

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Dec-30-2025

Via Electronic Mail: anna@maineaccesspoints.org

Maine Access Points Anna McConnell, Executive Director
51 Harpswell Rd.
Brunswick, ME 04011

SUBJECT: Notice of Conditional Contract Awards under RFP 202509134 Substance Use Peer Navigators.

Dear Ms. McConnell,

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

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TTY: Dial 711 (Maine Relay)

Dec-30-2025

Via Electronic Mail: Ashley.Tetreault@mainegeneral.org

Maine General Medical Center, Overdose Prevention and Response Program
Ashley Tetreault, Director of Grants
35 Medical Center Parkway
Augusta ME, 04330

SUBJECT: Notice of Conditional Contract Awards under RFP 202509134 Substance Use Peer Navigators.

Dear Ms. Tetreault,

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

- Target Area 6 – Maine Access Points
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- Target Area 1 – Maine Access Points

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

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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Adrienne Leahey
Chief Operating Officer
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Debra Downer Grady
Deputy Director for Competitive Procurement
Division of Contract Management

APPENDIX H

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202509134
Substance Use Peer Navigators

Select <u>only one</u> (1) Target Area per Proposal submission	
Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:	
Priority Order	County
<input checked="" type="checkbox"/> Target Area 5	Penobscot and Piscataquis
<input type="checkbox"/> Target Area 6	Washington, Hancock, and Aroostook
<input type="checkbox"/> Target Area 2	Androscoggin, Franklin and Oxford
<input type="checkbox"/> Target Area 1	York and Cumberland
<input type="checkbox"/> Target Area 4	Somerset and Kennebec
<input type="checkbox"/> Target Area 3	Waldo, Lincoln, Knox, and Sagadahoc

Bidder's Organization Name:		Needlepoint Sanctuary of maine	
Chief Executive - Name/Title:		William Hurley Executive Director	
Tel:	207-631-9311	E-mail:	needlepointsanctuary@gmail.com
Headquarters Street Address:	120 Park Street		
Headquarters City/State/Zip:	Bangor, ME, 04401		
Proposed County for Service Provision:	Piscataquis		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
Needlepoint Sanctuary has been providing recovery coaching and peer support services since it's founding in 2018. Needlepoint has grown to become a trusted peer

support and harm reduction agency, well supported and situated to provide expanded peer support services in Piscataquis County, where it is the only certified Syringe Service Program in the county.

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

Name (Print): William Hurley

Title: Executive Director

Authorized Signature:

Date: 10/03/2025

A handwritten signature in black ink, appearing to be 'William Hurley', written over the signature line. The signature is stylized and spans across the signature and date fields.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 5
BIDDER: Needle Point Sanctuary of Maine
DATE: November 12, December 2 and 4, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Michael Freysinger, Tamara Hunt, Jamie Jastrzembski, Carolina Rojas-Becerra, Mindy Smith

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	15.00
Section III. Proposed Services	50.00	15.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal (25.00)	5.00	2.00
b. Budget Narrative (5.00)		
<u>Total Points</u>	100.00	57.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Needle Point Sanctuary of Maine

DATE: November 12, December 2 and 4, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Provided a current Syringe Service Program (SSP) certificate and demonstrated operating as an SSP for the last 12 months and providing peer support for the last 2 years.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Needle Point Sanctuary of Maine

DATE: November 12, December 2 and 4, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	15.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2018 by individuals with lived and living experience • Founders and early volunteers include recovery coaches and Certified Intentional Peer Support Specialists • Peer services at center of programming, with program participants serving as volunteers and providing feedback on the development of policies, shaping culture and practices • Provided 3 relevant projects • Organizational experience providing street level outreach for individuals experiencing challenges with substance misuse. • Only certified Syringe Service Program in Piscataquis County, and one (1) of two (2) such programs in Penobscot County.
2. Organizational Chart
<ul style="list-style-type: none"> • Met requirement
3. Litigation
<ul style="list-style-type: none"> • Indicated “none”
4. Financial Viability
<ul style="list-style-type: none"> • Provided three years of tax return documents.
5. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Needle Point Sanctuary of Maine

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**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	15.00

Evaluation Team Comments:

Responses frequently reference supportive attachments, but no attachments 6 through 10 were provided with the proposal submission.

Part II
<p>A. Operational and Certification Requirements</p> <ul style="list-style-type: none"> • Committed to working with multiple professional service organizations in the field to continue to meet requirements for continued SSP (Syringe Service Program) certification. • SSP certification has been in place since January 2024, with lapse in service times and locations from February 2025 – July 2025, then again from mid-July 2025 – November 6, 2025. • No physical location in area proposed for outreach services. • Outlined ability to offer mobile services. • Only certified syringe service program in Piscataquis County with limited services operating out of a parking lot but looking for a brick-and-mortar location. Currently focusing on building relationships within the community. • Navigator outreach will be conducted in Brownville, Derby, Sebec, Dover-Foxcroft, and Sangerville. • Plan to gradually increase role within Piscataquis County, where there are very limited resources for people struggling with substance use. Lacks details of their outreach and growth strategy. • Outlined the difficulty with starting these services in an area with a lack of social service infrastructure and population density. • Weekly schedule: 12 hours at Milo hub, 8 hours in Bangor for training and administrative work, and the remaining 10 hours will be spent conducting outreach and other appointments or meetings. • Coordination with other Bangor service providers to avoid duplicating services. • Piscataquis County lacks all peer and recovery supports; there is a little chance of duplicative services. • Indicates supervisor will ensure adherence to Peer Navigators not spending more than twenty-five percent (25%) of their work schedule completing administrative

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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tasks and/or training(s), with training 'front loaded' during first 6 weeks, with training constituting 5 hours per week thereafter.

- Indicates existing policies related to each topic identified. .
- Narrative response lacks meaningful detail regarding establishing written policies and procedures, ensuring services provided supplement and do not supplant the awarded Bidder's current outreach engagement services, and ensuring the Peer Navigators utilize the tasks and principles of IPS in building trusting relationships when providing services

B. Confidentiality Requirements

- States policy in place adhering to HIPPA and 42 C.F.R Part 2, does not describe policy.
- Indicates it is not uncommon for volunteers and staff to overhear conversations about program participants. This is not in alignment with CIPSS (Certified Intentional Peer Support Specialists) values, confidentiality requirements, or Codes of Ethics for either CIPSS or CCAR (Connecticut Community for Addiction Recovery) Recovery Coaches.
- Did not address training, timing of training, or documentation of training.
- Administrative staff maintain required insurances.
- Response does not indicate a plan to implement risk assessment and vulnerability scanning policies and procedures for electronically collecting sensitive information.
- Narrative response lacks meaningful detail for complying with all State and Federal laws regarding protection of confidential and/or sensitive information collected or maintained
- Lacks detailed description of procedures related to collections, use, storage or security of participant records.

C. Staff Certification, Training, and Supervision

- Did not demonstrate a clear understanding of how the CIPSS or recovery coach trainings operate as far as time commitment and application processes.
- Preferential hiring of individuals who are already CIPSS.
- Does not outline plan if staff cannot attend the January CPR (cardiopulmonary resuscitation) Training.
- Goal is to have classes signed up for within first week of onboarding.
- Does not provide department approval of training curriculums utilized.
- Lacks detail of content regarding trauma sensitive care and navigating challenging situations.
- Peer Support 101 is provided through the Department, therefore outside Peer Support 101 would not be considered a Department approved training.
- Lacks detail regarding the experience of the CIPSS certified staff providing training, or if they are a State or Organizational designated CIPSS trainer. Certification does not qualify an individual to conduct trainings or design curriculum.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Needle Point Sanctuary of Maine

DATE: November 12, December 2 and 4, 2025

- Supervision does not count as continued training or education.
- Lacks detail regarding what Department approved training will be utilized, or describe a process for gaining department approval for in-house trainings.
- Response to ensuring Peer Navigators are trained lacks detail.
- Does not address the thirty (30) day of hire requirement.
- Contracts with Red Cross for CPR/first aid training. Maine Family Planning facilitates wound care training.
- Response does not provide details on collaborative relationships and what materials and/or supplies are provided through these connections.
- Utilizes State resources for some supplies but does not provide details to which contracts or Departments.
- Will not use funds from this RFP/Contract to procure supplies other than paper.
- Commitment to providing ongoing oversight, supervision, and necessary training(s) to Peer Navigators.
- During the initial onboarding, staff will have 2 hours of supervision and then reduce to 1 hour conducted by the Executive Director, a recovery coach, and a CIPSS.
- Does not respond to how supervisors will attend Peer Support 101 or peer managers training.
- Does not describe plan to stay current in best and emerging practice.
- Bereavement policy allows for up to twenty (20) days of bereavement time, to be utilized flexibly, far exceeding industry standards.
- A consultant is available to support staff grieving, and opportunities to express loss through expressive outlets.
- Seventy-five (75%) percent of a Peer Navigator's time is spent in Piscataquis County, with the remainder of time the spent in Bangor for administrative tasks.

D. Peer Navigator Services to be provided to Participants

- Describes quarterly requirement of individuals supported cannot be reached within proposed service area. Sites Bangor distribution numbers for naloxone kits, as well as new individuals accessing the drop-in space.
- Peer Navigator will make the decisions on what resources are best for participants, which is not demonstrative of peer centered fidelity.
- Does not specifically address existing connections, or knowledge of community resources, treatment, and wellness programs.
- Provided limited detail to supporting Participants in navigating challenges to access services. Indicates local partnerships to support participant access to additional services.
- Will provide Participants with education and information about community resources, including treatment and Primary, Secondary and Tertiary Prevention services through informational conversations, referrals, and disseminating informational flyers.

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RFP #: 202509134

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DATE: November 12, December 2 and 4, 2025

- Response indicates follow-up contact will be primarily through phone, Facebook messenger, and e-mail.
- System outlined lacks detail for follow up contact with Participants tracking and staying in alignment with the 30-day window.
- Clearly outlined how the peer relationship will support initiation into services, transition between services, and ceasing services, all without stigma and judgement.

E. Training for Community Stakeholders and Partners

- Indicates commitment to developing and providing community training(s) to the Department for approval within sixty (60) calendar days of the start of the initial period of performance.
- Once a month training plan with alternating locations (Penobscot, Piscataquis and virtual)
- Two trainings in Penobscot, one in Piscataquis and one virtual
- Does not address the training requirement for naloxone administration, distribution, and educational trainings.
- Narrative response lacks meaningful detail regarding providing, annually, a minimum of four (4) Department-approved sixty (60) to ninety (90) minute trainings on informal community substance use education sessions to any requesting community partners to ensure the community is up to date with the current best practices.

F. Performance Measures

- Response indicates plan to capture and submit reporting on performance measures but does not address a plan to achieve performance measures.
- The process of assessing is not in alignment with peer support values.

G. Reports

- Met requirement

2. Staffing

- No job descriptions provided.
- No staffing plan provided.

3. Implementation - Work Plan

- No work plan provided .

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Needle Point Sanctuary of Maine

DATE: November 12, December 2 and 4, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$201,250.00	÷	\$201,250.00	x	25 points	=	25.00

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	2.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none"> • Navigator position described as full time (1 FTE) throughout proposal but comes to 1,560 hours per year in coast proposal. Unsure why so few hours are included • Costs include two rental sites in Bangor, one location is the SSP (Syringe Service Program) where the navigator will work, and the other location is not described. Rent of \$22,020.00 is excessive for a position intended to be predominantly outreach. • Unclear how the training costs were generated. PDF cuts off some parts and Excel workbook was not included. Cost described as \$1995 per person, but totals \$12,000.00 when this proposal is for one (1) navigator position. • \$31.00 per hour payrate for peer navigators • Not clear if cost for food is for participants or staff. Grant funding for this RFP does not allow for food for staff and limits the amount per participant. Those restrictions are not reflected in the cost proposal or budget narrative. • Excessive costs for Recovery Coach training, offered free in Maine. Unclear how these funds are to be used, as no detail was provided in cost proposal. • Includes funds requested for hygiene kit supplies, which were not described throughout the proposed services section |
|--|

Department of Health and Human Services

Office of Behavioral Health

NOTICE OF INTENT TO BID

RFP# 202509134

Substance Use Peer Navigators

Select only one (1) Target Area per Proposal submission

Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:

Priority Order	County
<input checked="" type="checkbox"/> Target Area 5	Penobscot and Piscataquis
<input type="checkbox"/> Target Area 6	Washington, Hancock, and Aroostook
<input type="checkbox"/> Target Area 2	Androscoggin, Franklin and Oxford
<input type="checkbox"/> Target Area 1	York and Cumberland
<input type="checkbox"/> Target Area 4	Somerset and Kennebec
<input type="checkbox"/> Target Area 3	Waldo, Lincoln, Knox, and Sagadahoc

Bidder's Organization Name:	Wabanaki Public Health and Wellness		
Chief Executive - Name/Title:	Rebecca Petrie, Co-CEO		
Tel:	207-944-7565	E-mail:	rpetrie@wabana.kiphw.org

Headquarters Street Address:	16 Central St.		
Headquarters City/State/Zip:	Bangor, ME 04401		
Proposed County for Service Provision:	Penobscot		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Jayson Hunt, Director of Recovery Outreach and Community Resources	
Tel:	(207) 356-5396	E-mail:	ihunt@wabanakiphw.org
Street Address:	PO Box 1356 (Mailing) 304 Hancock Suite 3b(Site)		
City/State/Zip:	Bangor, ME 04402		

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

Wabanaki Public Health and Wellness has been invested in peer lead recovery efforts dating back to 1996. From that single program, an entire Healing and Recovery ecosystem has developed; that includes detox options including MAT, Recovery homes, IOP options, and peer support counseling. Our Recovery infrastructure is strong and stable. Our SSP was certified in 2023 and is certified operate in Bangor at 304 Hancock Street. Approximately 80% of our participants live in Penobscot / Piscataquis County. We do serve individuals from a wide geographical area at our exchange. We currently have 690 enrolled members and have documented an average of 1070 interactions a month. This opportunity will allow us to improve engagement with those seeking services and to increase access to prevention, treatment, and peer lead recovery services.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Rebecca Petrie	Title: Co-CEO
Authorized Signature: <i>Rebecca Petrie</i>	Date: 10/14/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Michael Freysinger, Tamara Hunt, Jamie Jastrzembki, Carolina Rojas-Becerra, Mindy Smith

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	10.00
Section III. Proposed Services	50.00	12.00
Section IV. Cost Proposal and Budget Narrative		
a. Cost Proposal (25.00)	25.00	20.13
b. Budget Narrative (5.00)	5.00	1.00
<u>Total Points</u>	<u>100.00</u>	<u>43.13</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Provided a current Syringe Service Program (SSP) certificate and demonstrated operating as an SSP for the last 12 months and providing Peer Support for the last 2 years.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 5
BIDDER: Wabanaki Public Health
DATE: November 12 and December 4, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	10.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2011 by legislation. • Center for Healing and Recovery opened in 2021 to provide culturally consistent treatment to opioid addiction. • Center currently offers wide range of services including syringe exchange, peer navigation to MAT(Medication-Assisted Treatment), detox, IOP (Intensive Outpatient Program), and recovery homes. • Work has evolved to serving non-indigenous individuals in Penobscot and Piscataquis County. • Project 1 – Syringe Exchange – relevant • Project 2 – Peer Support Center- relevant • Project 3 - SAMHSA Comprehensive Opioid Recovery Centers grant - relevant • Peer Navigation services since 2014. • SSP (Syringe Service Program) services have been uninterrupted since 2023.
2. Subcontractors
<ul style="list-style-type: none"> • Not required in this RFP
3. Organizational Chart
<ul style="list-style-type: none"> • Included recovery services organizational chart. Unable to distinguish positions specific to proposal.
4. Litigation
<ul style="list-style-type: none"> • Indicated “none”
5. Financial Viability
<ul style="list-style-type: none"> • Three years’ worth of audit findings submitted (2022-2024)
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 5
BIDDER: Wabanaki Public Health
DATE: November 12 and December 4, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	12.00

Evaluation Team Comments:

Part II
A. Operational and Certification Requirements
<ul style="list-style-type: none"> • Indicates 2 prior renewals of SSP (Syringe Service Program) services since 2023, each time including expansion of service delivery • Commitment to working with Maine CDC to ensure compliance and local partners to assess need and impact • Identified office location as 304 Hancock St, Bangor, with more that 80% individuals served from Penobscot and Piscataquis Counties. • Does not describe a plan for staff distribution throughout target area, or community outreach. Speaks more to services offered at a physical location. • Response indicates proposal for 4FTE's, consisting of 9 direct service positions partially funded through other funding sources. The proposal exceeds the 80 hours per week, 2 FTE maximum for this service detailed in this RFP. • One-on-one support 30 hours per week-unsure whether this is for each position, or total. • Response indicates lack of SSP (Syringe Service Program) services in 5 counties, north and east of Bangor. • Response focuses on underserved individuals, rather than communities, indicating individuals are not served due to behaviors and life situations, such as homelessness and mental health challenges. • Plan to serve individuals with these challenges through program integration and CIPSS (Certified Intentional Peer Support Specialist) peer navigation • Plans to develop collaborative MOU's (Memorandum of Understanding) with agencies throughout service area. • Does not describe outreach strategies or schedule. Running peer-led groups are not a component of services to be funded under this proposal. • Indicated .35 FTE to support administrative tasks for peer navigator project ensuring navigators do not spend more than 25% of their schedules completing tasks not related to direct support. • Response lacks communication strategies related to all pathways of recovery

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

- Indicates existing policies, training, instructional materials, and storage policies in compliance with State guidelines.
- Limited number of agency vehicles to support transportation of participants.
- Staff are discouraged from providing transportation
- Indicates proposal includes funds for gas cards, and staff refer to other transportation resources.
- Indicates use of iCarol system for non-clinical contact notes. Provides no detail regarding alignment with Intentional Peer Support values or practices
- Response commits to meeting submission requirement
- Does not describe policies regarding storage or maintenance, resources and supplies beyond naloxone, or policies regarding travel safety, including use of safety belts or distracted driving
- Several methods and strategies in place to raise awareness and market available supports
- Response indicates 4FTE's requested in this proposal but offers no detail ensuring current services will be supplemented, not supplanted.
- Advisory board will work to develop a participant satisfaction survey.
- Lacks detailed description of how the tasks and principles of IPS (Intentional Peer Support) will be implemented to build trusting relationships with participants.

B. Confidentiality Requirements

- Lacks detail regarding how a system set up for case management aligns with peer support documentation values.
- Will use a learning management system to train staff on confidentiality requirement and document these trainings; unsure if these trainings align with peer fidelity.
- Confidentiality trainings will be completed during onboarding, and annually thereafter as needed.
- Included copies of Risk Assessment and Vulnerability Scanning Procedures currently in place.
- Limited detail provided to comply with all State and Federal laws regarding the protection of confidential and/or sensitive information that is collected or maintained
- Indicates presence of robust IT department

C. Staff Certification, Training, and Supervision

- Indicates all individuals will complete training requirements.
- Lacks a detailed plan and understanding of the process steps to apply, be accepted for, and complete the certifications processes.
- Response provided no details on support and navigation of maintenance of certifications.
- Does not describe understanding of the difference between provisional and full certification, or the steps needed to obtain provisional or full certification.
- Certification standings will be tracked with HR (Human Resource)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

- Response does not address Recovery Coach certification
- Response does not provide any detail of understanding the required training topics, or provide examples of approaches for development and content of these trainings.
- Response does not provide any detail of understanding the required training topics or provides examples of content for these trainings.
- Response does not provide detail for a plan to train new peer navigator staff.
- Lacks detail on the required following topics of training: laws surrounding life-saving overdose and infectious disease prevention resources, strategies, and supplies; overdose prevention and response; proper use of drug testing strips; and wound care, a plan to develop trainings with needed content, or how delivery of trainings would be implemented within 30-days.
- Provided some details on how current staff trainings and operations occur, does not describe the training received by these staff, or how knowledge is disseminated to the general public, or program participants.
- Response lacks details to what materials and supplies may be needed for the peer navigators to be successful in their roles.
- Lacks details how Peer Navigators will access materials
- Lack of detail in response to how the program will ensure best practices, how supervisors will complete the required Peer Support 101, and does not specify required 1 hour of supervision per week for Peer Navigators.
- Staff Training Plan does not outline Recovery Coaching certification.
- Lacks process for staying up to date with best and emerging practice
- Culturally appropriate Critical Incident Stress Management supports offered to community members in response to loss and other traumatic incidents.
- Staff provide support and referrals for additional support, including group healing sessions.
- Description does not include information of how peer navigators are supported through a supervision standpoint for losses of participants or colleagues.
- Encouraging use of PTO (Paid Time Off) to maintain healthy/work life balance does not reflect embracing the importance of bereavement policies, the hardships of this type of work, inevitable loss of participants and/or colleagues, or reflect the level of employer support that should be seen in the field.
- No-cost counseling available to employees
- Lacks detailed specifications of bereavement policy in place for staff.
- Response indicates individuals would be served at the Hancock St facility as participants access SSP (Syringe Service Program) services or group support, but offers no additional detail on service location, outreach activities, or other detail to distinguish where services would be provided.

D. Peer Navigator Services to be provided to Participants

- Indicates past service interactions but does not offer a plan to meet required interactions under this RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

- Indicates number of naloxone doses distributed in the past, and plan to replicate this in the next year, but offers no distinction between previous effort and future effort.
- Response indicates this work is already happening, but offers no plan to meet this requirement.
- Indicates plan to refer to agencies own MAT services. Unsure if other MAT services are located in this service area, or if response simply neglects to indicate these options.
- Response indicates agency operates 10-bed detox program for referrals. Unsure if provider refers to other detox facilities.
- Response indicates existing partnership with local OPTIONS (Overdose Prevention Through Intensive Outreach Naloxone and Safety)
- Response indicates Center focus on continuum of care options in once space, with multiple local partnership identified
- Response indicates multiple ways to access navigation support, including in-person, by phone, and virtually.
- Indicates all pathways approach to be supported by multiple group offerings, with sample list of group topics provided.
- Response indicates plans to provide information including website, social media, and print material. Response lacks detail
- Use of ICAROL to set up reminders
- Participant driven approach toward services and treatment.
- Does not describe how peer navigation services will continue to be delivered if an individual is not interested in continuing or exploring other community treatment and/or support services.

E. Training for Community Stakeholders and Partners

- Community Training Plan does not outline the length of each training and identify the author or creator of each training.
- Community Training Plan outlines which staff members will conduct each training.
- Existing overdose recognition and response trainings, and shares number of trainings and participants indicating ability to reach department goals.
- Does not describe training duration or training on primary, secondary and tertiary prevention strategies.
- Response not specific to target area or training type and no strategy for community partners engagement identified.
- Training formats used provide space for questions, answers and insights from participants
- Does not provide examples or guidelines of how trainings are to be requested
- Does not describe how dissemination of policies, materials and/or resources will occur.
- Provides links to NA (Narcotics Anonymous) and AA (Alcoholics Anonymous) to provide a description of methods used. Neither model encompasses an All

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

<p>Pathways Toward Recovery foundation and is not suited as an example of how educational trainings for community providers and partners should be implemented.</p> <ul style="list-style-type: none">• This section and question requests information on community stakeholder and partner training and the provided response is about participant meetings such as 12 Step. Lack of understanding of the proposal's request.• Does not respond to the question or outline how post training feedback will be collected from training participants.• Does not describe how data will be provided to the Department.
F. Performance Measures
<ul style="list-style-type: none">• Requirements acknowledged, but does not outline how they intends to meet the goal regarding community stakeholders and partners.
G. Reports
<ul style="list-style-type: none">• Requirements acknowledged
2. Staffing
<ul style="list-style-type: none">• Job Descriptions do not outline who will perform community stakeholder trainings.• The intention of this service is for dually trained Peer Navigators. Peer navigator job description does not reflect the requirement of needing both CIPSS (Certified Intentional Peer Support Specialist) and Recovery Coach certifications, as outlined in the of RFP. Response lists the Peer Specialist and Recovery Coach separately.• Staffing plan provides an outline of cost sharing. Evaluation team is unsure how the cost sharing plan supplements work required in the RFP vs supplanting work already being provided by this provider.• Positions in the staffing plan included prevention navigators (three at 15, 30 and 25%) and a care support counselor (at 50%), which are not relevant for the purpose of this RFP.
3. Implementation - Work Plan
<ul style="list-style-type: none">• Response does not include detailed description of tasks.• Does not include month to be carried out.• Does not include recovery coach training attendance.• Does not provide detailed description of group development or department approval, schedule or description of group facilitation trainings.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 5

BIDDER: Wabanaki Public Health

DATE: November 12 and December 4, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$201,250.00	÷	\$250,000.00	x	25 points	=	20.13

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	1.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • No budget narrative provided. • Budget details provided are for 4-years, 1/1/2026-12/30/2029; not the RFP requested timeline of 1/1/2026-12/31/2027. • Request for laptop refresh and additional computer is 44% of the materials budget and could not figure out how the \$4,800.00 total was calculated. • Multiple errors in the supplies and materials section. Evaluation team unclear of actual planned spending in this category. • Peer program manager and peer specialist roles are all listed as part-time, and are the only approved position for this RFP. • Supply budget includes cost for group curriculum books, which are not related to a service under this RFP. |
|---|

APPENDIX H

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202509134
Substance Use Peer Navigators

Select <u>only one</u> (1) Target Area per Proposal submission	
Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:	
Priority Order	County
<input type="checkbox"/> Target Area 5	Penobscot and Piscataquis
<input checked="" type="checkbox"/> Target Area 6	Washington, Hancock, and Aroostook
<input type="checkbox"/> Target Area 2	Androscoggin, Franklin and Oxford
<input type="checkbox"/> Target Area 1	York and Cumberland
<input type="checkbox"/> Target Area 4	Somerset and Kennebec
<input type="checkbox"/> Target Area 3	Waldo, Lincoln, Knox, and Sagadahoc

Bidder's Organization Name:	Maine Access Points		
Chief Executive - Name/Title:	Anna McConnell, Executive Director		
Tel:	207-319-8079	E-mail:	anna@maineaccesspoints.org
Headquarters Street Address:	51 Harpswell Rd.		
Headquarters City/State/Zip:	Brunswick, ME 04011		
Proposed County for Service Provision:	Washington County		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

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

Founded in 2018, **Maine Access Points** (MAP) is a community-based organization serving all sixteen counties in Maine, with emphasis on rural, frontier, and geographically isolated communities. MAP centers the voices of people who use drugs (PWUD), embedding them into every level of organizational design, programming, and evaluation. Led by individuals with lived/living experience, MAP's mission is to recognize the resiliency of PWUD and collaboratively build access points for care. In 2024, MAP supported 1,200+ participants and sustained a network that distributed over a third of the naloxone in the state. As Maine's only substance use prevention (primary, secondary, and tertiary) provider focused on state-wide rural access, MAP plays a critical role in meeting the needs of isolated communities through drop-in, mobile, and peer-embedded models.

MAP Services

- Peer Navigation & Prevention Services (Oxford, York, and Washington Counties)
- Overdose education and primary & secondary naloxone distribution (OEND) in all counties in Maine
- Overdose aftercare and grief support
- Drug testing to promote awareness of risks
- Rapid infectious disease testing and linkage to care
- Primary, Secondary, and Tertiary Prevention consultation and capacity building
- Community-based research and knowledge sharing

Most importantly, MAP is an incumbent provider of the services described in this RFP. We successfully operated this contract from October 1, 2023, through March 31, 2025, and are seeking to continue our work in the communities where we've built our programming (Target areas 1, 2, and 6). MAP Peer Navigators are on the front lines, meeting people where they are and providing compassionate, nonjudgmental, noncoercive peer support to people who use drugs, people seeking or in recovery, and providing information to their loved ones. MAP already provides a wide range of prevention services - primary, secondary, and tertiary - in Maine and is best positioned to continue to serve target areas 1, 2, and 6. Our Peer Navigators have provided comprehensive support to participants, including peer support, outreach, and resource linkage tailored to participant needs, supporting all recovery pathways.

MAP Peer Navigators facilitate access to treatment and community resources such as mental health, substance use treatment, detox, medical care, infectious disease and overdose prevention supplies and services, and wellness programs. Follow-up services are provided to ensure continued engagement, and support is offered regardless of the participant's chosen recovery path, emphasizing low-barrier access and person-directed options. MAP Peer Navigators have always been trained in CCAR Recovery Coaching and Intentional Peer Support and spend the vast majority of their time conducting community outreach.

During the Pilot, MAP provided services that exceeded the performance measures required within the RFP, as illustrated in the table below:

Table 1: Performance Measure Reporting for Pilot Peer Navigator Program

Performance Measure	Unique Individuals Served (on average, per quarter)
Individuals receiving ongoing support from Peer Navigator(s)	479
New people who were supported	105
Unique individuals provided training on OD reversal procedures	118
Unique individuals provided training on Prevention Resources and Education	217
People trained in Provider-designed and Department-approved Prevention curriculum	93
Unduplicated individuals who received services within the quarter	600

In addition to direct support provided by Peer Navigators, MAP offers an array of trainings, including those outlined in the RFP. Our comprehensive array of trainings are designed to address a wide range of topics related to substance use and primary, secondary, and tertiary prevention. Our annual training schedule includes sessions on overdose recognition and response based on national best practices, the core principles of Primary, Secondary, and Tertiary Prevention, and detailed instruction on naloxone administration, distribution, and education. In addition to these formal trainings, we also provide informal education sessions tailored specifically to the needs of various community partners, ensuring relevant discussion, information, and resources are accessible to all stakeholders—including treatment providers, medical professionals, recovery residence operators, and substance use prevention partners. Each training incorporates opportunities for interactive discussion, question-and-answer segments, and the sharing of educational materials and sample

policies. Our commitment to ongoing evaluation ensures that these offerings remain effective and aligned with community needs.

MAP services are designed to incorporate flexibility, respect, and peer voice in order to address existing gaps in care and support individuals throughout different stages of their journeys. These practices also contribute to improving the health and well-being of the populations served, in alignment with the services described in this RFP.

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

Name (Print): Anna McConnell

Title: Executive Director

Authorized Signature:



Date: 10/07/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 6
BIDDER: Maine Access Points
DATE: November 12 and 25, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Michael Freysinger, Tamara Hunt, Jamie Jastrzemski, Carolina Rojas-Becerra, Mindy Smith

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00
Section III. Proposed Services	50.00	49.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal (25.00)	5.00	3.00
b. Budget Narrative (5.00)		
<u>Total Points</u>	<u>100.00</u>	<u>97.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 6

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Provided a current Syringe Service Program (SSP) certificate and demonstrated operating as an SSP for the last 12 months and providing peer support for the last 2 years.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 6
BIDDER: Maine Access Points
DATE: November 12 and 25, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2018 • Serves all 16 Maine Counties, with a focus on rural and geographically isolated communities • Indicates centering of voices of individuals with lived experience, led by individuals with lived and living experience • Reports serving more than 1,100 participants and distributing one third of the Narcan distributed in Maine in 2024 • Operates mobile and site-based syringe exchange program • Distributes Narcan and provides education on overdose response • Provides additional prevention training and resources, including safe sex, reproductive services, and substance use prevention • Offers paid opportunities for participants to provide peer-to-peer programming, community organizing, and the co-creation of materials • Provides drug testing with several methods including Fourier Transform Infrared (FTIR) Spectroscopy, GAS Chromatography-Mass Spectrometry (GC-MS) • Offers grief support • Detailed overview of participant engagement in organizational goal setting and program design – demonstrates strong commitment to participant driven service model • Incumbent provider having delivered services during pilot period • Includes activities reporting from 2024. All activities are relevant to the services requested in this RFP • Provided three relevant project with one being highly relevant
2. Organizational Chart
<ul style="list-style-type: none"> • Included enterprise-wide organizational chart, with project team identified • Project staff for other target areas included in submission. • Staff time for RFP identified in the chart provided
3. Litigation

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 6

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

<ul style="list-style-type: none">• Indicated 'none.'
4. Financial Viability
<ul style="list-style-type: none">• Provided three years of financial reviews. No concerns noted.
5. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance provided. Policy expires during performance period on 7/12/2026

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 6
BIDDER: Maine Access Points
DATE: November 12 and 25, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	49.00

Evaluation Team Comments:

Part II A. Operational and Certification Requirements
<ul style="list-style-type: none"> • Targeted area to allocate 1.0 FTE Peer Navigator, and additional time allocated to Executive Director (0.1 FTE), Administrative Assistant (0.1 FTE), and additional funds allocated to two (2) consultants focused on peer fidelity and data management • Indicates never having a lapse in certification or a corrective action. Detailed plan to maintain certification, including oversight of compliance, ongoing policy and procedure review, staff training and development, resource allocation, contingency planning and annual attestation • Established location in: Calais and Machias • 40 hour per week Peer Navigator will be available at SSP (Syringe Service Program) during specific times for 15 hours per week, and conduct mobile outreach for roughly 17 hours per week with a focus on rural areas where transportation challenges limit access to services • Executive director will develop schedule to support this work, with attention being paid to community needs • Executive Director used two (2) distinct methods for selecting the target areas proposed • Describes comprehensive strategy for determining service areas through community engagement and feedback mechanism (Collaborative partnerships, including Maine CDC, Office of Behavioral Health, community providers, and mutual support groups) • Executive Director is responsible for ongoing assessment of community needs using above methods, and ensuring non-duplication of services • Plans to distribute staffing time across site drop-in times, community outreach hours and targeted rural engagement. Schedule to be developed by Executive Director. • Demonstrates familiarity with needs of target area 6

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 6

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

- Specifies Peer Navigator will not conduct SSP (Syringe Service Program) services.
- Existing staff in Area 6 is an experienced Recovery Coach and has completed the application for CIPSS training.
- Dedicated data staff.
- Outreach currently being conducted in Area 6 requires a lot of travel.
- Demonstrates commitment through allocation of administrative staff time, supervision, training, and specific scheduling tools to ensure that Peer Navigator doesn't spend more than 25% of Peer Navigator's time on administrative tasks
- Already implemented policies for providing peer navigator services during pilot period
- Plan to submit all policies to DHHS within 30 days of contract start date
- Existing employee policies and procedures in place for current programming are in alignment with an All Pathways to Recovery framework. Committed to working with an outside consultant for development of a manual specific to peer model fidelity and communication
- Existing database collects services provided and tasks completed using an anonymous unique individual ID number. HIPPA compliant database is used to facilitate medical testing results and referrals to outside treatment. Peer-Support content and practice expert will review existing databases to ensure compliance with requirements of RFP.
- Existing plan to integrate awarded services ensuring they are not duplicative of existing services and programming. Submitted plan includes needs assessments and service coordination to identify current system gaps and address those gaps specifically. Trainings, distribution and prevention programming and material, data collection and outreach will be distinctly reported.
- Demonstrates understanding the IPS (Intentional Peer Support) model and will require Peer Navigator applicants who have not already started or completed certification classes to fill out an application for CIPSS (Certified Intentional Peer Support Specialist) training during the first week of orientation. A National and State IPS trainer to support IPS programming as part of this award, has been budgeted.

B. Confidentiality Requirements

- Will produce certifications of completion including pertinent information including date, staff name, trainer name.
- Detailed response includes excerpt from training.
- Policies and procedures are in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.
- Executive Director is responsible for ensuring all employee trainings have been completed and added to personnel files. Training date, content, staff signatures and certificate of completion are recorded

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 6

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

- All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
- Details quality assurance
- Personally Identifiable Information (PII) is collected only when requested by participants.
- Utilizes encrypted, secure data collection platform hosted on the Yale School of Medicine's secure server. Evaluation team has concerns about the impact an outside server may have on the sustainability of data security.
- Policies and procedures are in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.
- Executive Director is responsible for ensuring all employee trainings have been completed and added to personnel files. Training date, content, staff signatures and certificate of completion are recorded.
- All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
- Response plan is available in the event of unauthorized access or disclosure of confidential information
- Annual policy review

C. Staff Certification, Training, and Supervision

- Certifications are a requirement for current Peer Navigator positions.
- Subject matter expert built into proposal and budget to support training.
- Administrative Assistant will track training requirements to ensure compliance with the 180-day target and maintain compliance.
- Peer Navigators will complete applications to both CIPSS (Certified Intentional Peer Support Specialists) and RCA (Recovery Coach Academy) within the first week of orientation
- Detailed response to developing and/or utilizing existing Substance Use trainings, with a focus on Tertiary Prevention, and ensure Peer Navigators complete Department-approved trainings within thirty (30) calendar days of hire.
- Responsibility to deliver Substance Use trainings is shared between Executive Director, Admin Assistant, and a consultant
- A variety of existing trainings to submit for Department review and potential approval.
- Will work with the Department and consultant to identify gaps in existing trainings, and develop new trainings as needed for Department approval.
- All training completion will be monitored and recorded by the Administrative Assistant.
- Peer Navigator Community Education Plan identified and outlined in the Staff Training Plan in attachment 6.
 - All Navigators will be trained in content and delivery of the following required topics: Laws surrounding life-saving overdose and infectious disease

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

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DATE: November 12 and 25, 2025

- prevention resources, strategies, and supplies, overdose prevention and response, proper use of drug testing strips, and wound care.
- In-depth training around overdose and infectious disease prevention laws and statutes.
- Extensive history and knowledge about providing the required trainings of laws surrounding life-saving overdose and infectious disease prevention resources, strategies, and supplies, overdose prevention and response, proper use of drug testing strips, and wound care. Will continue to train Peer Navigators and community members.
- Peer Navigators receive thorough training in the correct and most effective ways to use test strips.
- Basic wound care training is currently delivered at the established locations. Peer Navigators will also be trained to train others in basic wound care skills.
- Current Peer Navigator is trained and ready to conduct this activity.
- A detailed contingency plan was identified to account for any barriers.
- Executive Director manages an inventory system (Sortly) to ensure all Peer Navigators have what is needed to support individuals with the care and resources needed. Supplies and materials are delivered personally to the various locations where Peer Navigators are situated.
- Periodic inventory audits are performed to reconcile stock with system records and identify discrepancies.
- Inventory systems (Sortly) notifies the Executive Director of 'low' inventory.
- No mention of the kinds of supplies to be purchased under this RFP.
- Executive Director and administrative assistant participate in learning communities, sharing emerging best practice research, providing access to continuing education and conferences
- Administrative assistant position supports oversight of training and certification requirements
- Supervision responsibility split between Executive Director and consultant, two (2) hours each per month
- Attachment 6, Staff Training Plan, provides a detailed, time bound overview addressing each of the training components required in this RFP, with brief description of each training to be provided
- Other grant funding is available to support conference participation.
- Will work with an outside consultant that has over a decade of experience in IPS delivery, including being a facilitator for both IPS (Intentional Peer Support) and Recovery Coaching, to ensure Peer Navigators have the proper supervision for the models in which they are trained.
- Executive Director will be trained in IPS (Intentional Peer Support) and Recovery Coaching within 6 months of contract start date.
- An established feedback loop about supervision and audit records of supervision.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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- Executive Director to fill in the Peer Navigator role, if necessary, due to bereavement time off.
- Existing bereavement policy in the employee handbook, this includes 1-week of paid leave, with additional time as needed utilizing PTO (Personal Time Off). Identification of individual relationship is not required, which is well above standards.
- Offer consistent supervision, with access to additional time and check-ins as needed.
- Debrief sessions and group-based check-in spaces.
- Administrative assistant offers an internal group, "Tending to Our Grief".
- Indicated a plan for overlapping areas, if necessary, which centers around participants.
- Will engage with stakeholders to evaluate target area.
- Database allows for information on areas served to be shared throughout the contract.

D. Peer Navigator Services to be provided to Participants

- Describes having systems in place to meet requirements, including the use of targeted outreach, relationship building by utilizing lived experience and tasks of IPS (Intentional Peer Support), information dissemination, transportation where it makes sense, communication skills, data tracking and review.
- Adjustments will be made to the strategies as needed.
- Provided a snapshot of its resource list.
- Tracking data will be performed to ensure numbers are not duplicated.
- Provided a plan to meet distribution requirements, including tapping in to existing networks, community outreach and distribution events, training peer navigators to be overdose reversal trainers, and tracking numbers to ensure delivery of intended distribution
- Outlines multiple ways to support participants in accessing services.
- Collects data on referrals and experiences.
- Has a feedback loop on Peer Navigator effectiveness.
- All Pathways Toward Recovery is a fundamental principle, engrained in the interview and selection process of all candidates for employment, and part of ongoing discussions through supervision and training.
- Response includes several methods including 1-on-1 peer support, groups sessions and workshops, warm accompaniment, and includes a brief description of soliciting participant feedback in order to conduct advocacy with local provider organizations.
- Will use a conversational approach to resource brokering, which is participant-led.
- Follow-up contact with Participants will include clear explanation, opt-in and out options, consent documentation, and internal reminder systems
- Demonstrates strong commitment to participant led access to services.
- Tiered contact attempts and corresponding contact windows identified.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 6

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DATE: November 12 and 25, 2025

- Using data tracking to inform performance of 30-day follow-up timeframe goals and ensure quality assurance.
- Database will facilitate follow-up reminders for Peer Navigators.
- Peer Navigators are required to submit documentation within forty-eight (48) hours of contact, which is monitored.
- Response centers participant self-determination in access services, or not, and identifies multiple strategies to support participants, including advocacy, information sharing, providing transportation, and attending appointments where appropriate. If a participant discontinues other services, response describes plan to continue peer support outreach and maintain ongoing support.
- Outlines support for Peer Navigators during the participant self-determination activity.

E. Training for Community Stakeholders and Partners

- Demonstrated history of being a leader in overdose and infectious disease training for providers and community members.
- Will submit to the Department, within 60-days of contract start, a plan for trainings as part of the peer navigator program. Trainings will include Primary Prevention 101, Intersection of Clinical care, xylazine training, overdose training, Naloxone distribution and community drug checking.
- Attachment 7, Community Training Plan, includes series of trainings, duration and frequency, description of content, strategies for promotion, and feedback from training participants.
- Demonstrated experience partnering with the Department in developing a community-responsive training curriculum.
- Plans to offer existing Department approved trainings in multiple formats including live-in person, live virtual, and on-demand, leveraging existing partnerships and networks
- All staff at organization are able to provide training, ensuring capacity to meet training requirements
- Plan for regular review, evaluation, and update of training content
- Commits to meeting all training requirements, and reports all curricula ready for department review and approval
- Delivered 73 trainings on mental health, substance use, and other wellness programs; educational institutions; and interested community partners in 2024. Curriculum is ready for Department review and approval.
- Demonstrated history of providing these types of trainings on informal community substance use education sessions and has resource packets developed already for previous programming
- Peer Navigator positions designed with time allocated to deliver these trainings
- Will hire subject matter expert to develop a training delivery guide to support staff.
- Long standing relationships with community providers already in place

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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- Pre-existing Department approved training participant surveys in place, with demonstrated history of reaching survey participant goal numbers. Survey includes a post training survey and a participant experience survey.

F. Performance Measures

- Demonstrated history of submitting Performance Measure Report's on-time for other Department contracts, and to-date is in good standing with all other contract requirements. Existing database will serve as the platform to track, report out, and adjust programming as needed.

G. Reports

- Utilize existing tracking platforms to report out to Department.
- Data entry within forty-eight (48) hours of participant engagement.
- Ongoing training and support for staff.
- All necessary tools and systems are in place to meet the requirement for data collection and reporting.
- Familiar with reporting timelines at the Department, and in good standing with required reporting.

2. Staffing

- Job descriptions provided include necessary qualifications and responsibilities
- States many times throughout proposal they will work with an outside consultant for supervision, training development, and implementation, but says no consultants/subcontractors will be utilized.
- Staffing plan identifies a total of 1.20 FTE staff:
 - Executive Director 0.1 FTE
 - Director of Health and Peer Support 1.0 FTE
 - Administrative Assistant 0.1 FTE
 - Staffing plan additional identifies 2 consultants:
 - Peer Support, supervision, training – 70 hours annually
 - Data specialist – 10 hours annually
- Staffing plan includes peer supervision schedule

3. Implementation - Work Plan

- Implementation plan includes tasks, position(s) responsible, and is presented in a timebound display.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 6
BIDDER: Maine Access Points
DATE: November 12 and 25, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$353,864.00	÷	\$353,864.00	x	25 points	=	25.00

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	3.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Material and supplies costs are not detailed and account for 26% of the annual budget. • Biowaste cost could be allocated based on applicable programming. SSP (Syringe Service Program) service supports testing and produces similar waste. • Office rental at 40%, and heating cost for a predominantly street outreach direct service position. • Consultant cost without inclusion of consultant in 3.b Staffing • Demonstrates commitment to ensuring livable wages for all staff |
|---|

APPENDIX H

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202509134
Substance Use Peer Navigators

Select <u>only one</u> (1) Target Area per Proposal submission	
Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:	
Priority Order	County
<input type="checkbox"/> Target Area 5	Penobscot and Piscataquis
<input type="checkbox"/> Target Area 6	Washington, Hancock, and Aroostook
<input checked="" type="checkbox"/> Target Area 2	Androscoggin, Franklin and Oxford
<input type="checkbox"/> Target Area 1	York and Cumberland
<input type="checkbox"/> Target Area 4	Somerset and Kennebec
<input type="checkbox"/> Target Area 3	Waldo, Lincoln, Knox, and Sagadahoc

Bidder's Organization Name:		Maine Access Points	
Chief Executive - Name/Title:		Anna McConnell, Executive Director	
Tel:	207-319-8079	E-mail:	anna@maineaccesspoints.org
Headquarters Street Address:		51 Harpswell Rd.	
Headquarters City/State/Zip:		Brunswick, ME 04011	
Proposed County for Service Provision:		Oxford County	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

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

Founded in 2018, **Maine Access Points** (MAP) is a community-based organization serving all sixteen counties in Maine, with emphasis on rural, frontier, and geographically isolated communities. MAP centers the voices of people who use drugs (PWUD), embedding them into every level of organizational design, programming, and evaluation. Led by individuals with lived/living experience, MAP's mission is to recognize the resiliency of PWUD and collaboratively build access points for care. In 2024, MAP supported 1,200+ participants and sustained a network that distributed over a third of the naloxone in the state. As Maine's only substance use prevention (primary, secondary, and tertiary) provider focused on state-wide rural access, MAP plays a critical role in meeting the needs of isolated communities through drop-in, mobile, and peer-embedded models.

MAP Services

- Peer Navigation & Prevention Services (Oxford, York, and Washington Counties)
- Overdose education and primary & secondary naloxone distribution (OEND) in all counties in Maine
- Overdose aftercare and grief support
- Drug testing to promote awareness of risks
- Rapid infectious disease testing and linkage to care
- Primary, Secondary, and Tertiary Prevention consultation and capacity building
- Community-based research and knowledge sharing

Most importantly, MAP is an incumbent provider of the services described in this RFP. We successfully operated this contract from October 1, 2023, through March 31, 2025, and are seeking to continue our work in the communities where we've built our programming (Target areas 1, 2, and 6). MAP Peer Navigators are on the front lines, meeting people where they are and providing compassionate, nonjudgmental, noncoercive peer support to people who use drugs, people seeking or in recovery, and providing information to their loved ones. MAP already provides a wide range of prevention services - primary, secondary, and tertiary - in Maine and is best positioned to continue to serve target areas 1, 2, and 6. Our Peer Navigators have provided comprehensive support to participants, including peer support, outreach, and resource linkage tailored to participant needs, supporting all recovery pathways.

MAP Peer Navigators facilitate access to treatment and community resources such as mental health, substance use treatment, detox, medical care, infectious disease and overdose prevention supplies and services, and wellness programs. Follow-up services are provided to ensure continued engagement, and support is offered regardless of the participant's chosen recovery path, emphasizing low-barrier access and person-directed options. MAP Peer Navigators have always been trained in CCAR Recovery Coaching and Intentional Peer Support and spend the vast majority of their time conducting community outreach.

During the Pilot, MAP provided services that exceeded the performance measures required within the RFP, as illustrated in the table below:

Table 1: Performance Measure Reporting for Pilot Peer Navigator Program

Performance Measure	Unique Individuals Served (on average, per quarter)
Individuals receiving ongoing support from Peer Navigator(s)	479
New people who were supported	105
Unique individuals provided training on OD reversal procedures	118
Unique individuals provided training on Prevention Resources and Education	217
People trained in Provider-designed and Department-approved Prevention curriculum	93
Unduplicated individuals who received services within the quarter	600

In addition to direct support provided by Peer Navigators, MAP offers an array of trainings, including those outlined in the RFP. Our comprehensive array of trainings are designed to address a wide range of topics related to substance use and primary, secondary, and tertiary prevention. Our annual training schedule includes sessions on overdose recognition and response based on national best practices, the core principles of Primary, Secondary, and Tertiary Prevention, and detailed instruction on naloxone administration, distribution, and education. In addition to these formal trainings, we also provide informal education sessions tailored specifically to the needs of various community partners, ensuring relevant discussion, information, and resources are accessible to all stakeholders—including treatment providers, medical professionals, recovery residence operators, and substance use prevention partners. Each training incorporates opportunities for interactive discussion, question-and-answer segments, and the sharing of educational materials and sample

policies. Our commitment to ongoing evaluation ensures that these offerings remain effective and aligned with community needs.

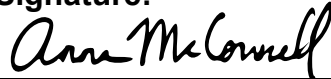
MAP services are designed to incorporate flexibility, respect, and peer voice in order to address existing gaps in care and support individuals throughout different stages of their journeys. These practices also contribute to improving the health and well-being of the populations served, in alignment with the services described in this RFP.

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

Name (Print): Anna McConnell

Title: Executive Director

Authorized Signature:



Date:

10/07/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators-Area 2
BIDDER: Maine Access Points
DATE: November 12 and 25, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Michael Freysinger, Tamara Hunt, Jamie Jastrzemski, Carolina Rojas-Becerra, Mindy Smith

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00
Section III. Proposed Services	50.00	49.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal (25.00)	5.00	3.00
b. Budget Narrative (5.00)		
<u>Total Points</u>	<u>100.00</u>	<u>97.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Provided a current Syringe Service Program (SSP) certificate and demonstrated operating as an SSP for the last 12 months and providing peer support for the last 2 years.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2018 • Serves all 16 Maine Counties, with a focus on rural and geographically isolated communities • Indicates centering of voices of individuals with lived experience, led by individuals with lived and living experience • Reports serving more than 1,100 participants and distributing one third of the Narcan distributed in Maine in 2024 • Operates mobile and site-based syringe exchange program • Distributes Narcan and provides education on overdose response • Provides additional prevention training and resources, including safe sex, reproductive services, and substance use prevention • Offers paid opportunities for participants to provide peer-to-peer programming, community organizing, and the co-creation of materials • Provides drug testing with several methods including Fourier Transform Infrared (FTIR) Spectroscopy, GAS Chromatography-Mass Spectrometry (GC-MS) • Offers grief support • Detailed overview of participant engagement in organizational goal setting and program design – demonstrates strong commitment to participant driven service model • Incumbent provider having delivered services during pilot period • Includes activities reporting from 2024. All activities are relevant to the services requested in this RFP • Provided three relevant projects with one being highly relevant
2. Organizational Chart
<ul style="list-style-type: none"> • Included enterprise-wide organizational chart, with project team identified • Project staff for other target areas included in submission. • Staff time for RFP identified in the chart provided
3. Litigation

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

<ul style="list-style-type: none">• Indicated 'none.'
4. Financial Viability
<ul style="list-style-type: none">• Provided three years of financial reviews. No concerns noted.
5. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance provided. Policy expires during performance period on 7/12/2026

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	49.00

Evaluation Team Comments:

Part II
A. Operational and Certification Requirements
<ul style="list-style-type: none"> • Targeted area to allocate 1.0 FTE Peer Navigator, and additional time allocated to Executive Director (0.1 FTE), Administrative Assistant (0.1 FTE), and additional funds allocated to two (2) consultants focused on peer fidelity and data management • Indicates never having a lapse in certification or a corrective action. Detailed plan to maintain certification, including oversight of compliance, ongoing policy and procedure review, staff training and development, resource allocation, contingency planning and annual attestation • Established location in Rumford ME, Oxford County • Will provide 40 hour per week of Substance Use Peer Navigator engagement, approx. 15 hours per week will be available at the SSP site and roughly 17 hours per week will focus on rural areas where transportation challenges limit access to services, remaining hours will focus on administrative duties • Executive Director will develop schedule to support the work with attention being paid to community needs • Describes comprehensive strategy for determining service areas through community engagement and feedback mechanism (Collaborative partnerships, including Maine CDC, Office of Behavioral Health, community providers, and mutual support groups) • Executive Director is responsible for ongoing assessment of community needs and ensuring non-duplication of services • Plans to distribute staffing time across site drop-in times, community outreach hours and targeted rural engagement. • Demonstrates familiarity with needs of target area 2 • Specifies Peer Navigator will not conduct SSP (Syringe Service Program) services. • Existing staff in Area 2 are trained in Certified Intentional Peer Support Specialist (CIPPS) and scheduled for Recovery Coaching in January.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

- Have dedicated data staff.
- Demonstrates commitment through allocation of administrative staff time, supervision, training, and specific scheduling tools to ensure that Peer Navigator doesn't spend more than 25% of Peer Navigator's time on administrative tasks
- Has existing implemented policies for providing peer navigator services during pilot period
- Plan to submit all policies to the Department within 30 days of contract start date
- Existing employee policies and procedures in place for current programming are in alignment with an All Pathways to Recovery framework. Committed to working with an outside consultant for development of a manual specific to peer model fidelity and communication
- Existing database collects services provided and tasks completed using an anonymous unique individual ID number. HIPPA compliant database is used to facilitate medical testing results and referrals to outside treatment. Peer-Support content and practice expert will review existing databases to ensure compliance with requirements of RFP.
- Plan to integrate awarded services ensures they are not duplicative of existing services and programming.
- Plan includes needs assessments and service coordination to identify current system gaps and address those gaps specifically. Trainings, distribution and prevention programming and material, data collection and outreach will be distinctly reported.
- Demonstrates understanding of the Intentional Peer Support (IPS) model and will require Peer Navigator applicants who have not already started or completed certification classes to fill out an application for CIPSS training during the first week of orientation.
- Intends to have a National and State IPS trainer to support IPS programming.

B. Confidentiality Requirements

- Will produce certifications of completion including pertinent information including date, staff name, trainer name.
- Detailed response to maintaining confidentiality of information regarding individual receiving Peer Navigator services includes excerpt from training.
- Policies and procedures are in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.
- Executive Director is responsible for ensuring all employee trainings have been completed and added to personnel files; training date, content, staff signatures and certificate of completion are recorded
- All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
- Details quality assurance
- Personally Identifiable Information (PII) is collected only when requested by participants.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

- Utilizes encrypted, secure data collection platform hosted on the Yale School of Medicine's secure server. Evaluation team has concerns about the impact an outside server may have on the sustainability of data security.
- Has a response plan in the event of unauthorized access or disclosure of confidential information
- Annual policy review to ensure compliance with all confidentiality requirements outlined in the State IT-Service Contract

C. Staff Certification, Training, and Supervision

- Understands certifications are a requirement for current Peer Navigator positions.
- Subject matter expert will support training.
- Administrative Assistant will track training requirements to ensure compliance with the 180-day target and maintain compliance.
- Peer Navigators will complete applications to both CIPSS and Recovery Coach Academy (RCA) within the first week of orientation
- Detailed response to developing and/or utilizing existing Substance Use trainings, with a focus on Tertiary Prevention, and ensure Peer Navigators complete Department-approved trainings within thirty (30) calendar days of hire.
- Responsibility to deliver trainings is shared between Executive Director, Admin Assistant, and a consultant
- A variety of existing trainings to submit for Department review and potential approval for Secondary and Tertiary Prevention.
- Will work with the Department and consultant to identify gaps in existing trainings, and develop new trainings as needed for Department approval.
- Peer Navigator Community Education Plan identified and outlined in the Staff Training Plan (Attachment 6).
 - All Navigators will be trained in content and delivery of the following required topics: Laws surrounding life-saving overdose and infectious disease prevention resources, strategies, and supplies, overdose prevention and response, proper use of drug testing strips, and wound care.
 - In-depth training around overdose and infectious disease prevention laws and statutes.
 - Demonstrated extensive history and knowledge in providing these required trainings.
 - Will continue to train Peer Navigators and community members.
 - Peer Navigators receive thorough training in the correct and most effective ways to use test strips.
 - Basic wound care training is currently delivered at the established locations. .
 - Current Peer Navigator will be trained to train others in basic wound care skills.
 - Current Peer Navigator is trained and ready to conduct this activity.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators-Area 2

BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

- A detailed contingency plan was identified to account for any barriers.
- Executive Director manages an inventory system (Sortly) to ensure all Peer Navigators have what is needed to support individuals with the care and resources needed. Supplies and materials are delivered personally to the various locations where Peer Navigators are situated.
- Periodic inventory audits are performed to reconcile stock with system records and identify discrepancies.
- Inventory systems (Sortly) notifies the Executive Director of 'low' inventory.
- Response lacks detail of the types of supplies to be purchased under the RFP.
- Executive Director and administrative assistant participate in learning communities, sharing emerging best practice research, providing access to continuing education and conferences
- Supervision responsibility split between Executive Director and consultant, two (2) hours each per month
- Staff Training Plan (Attachment 6), provides a detailed, time bound overview addressing each of the training components required in this RFP, with brief description of each training to be provided
- Other grant funding is available to support conference participation.
- Will work with an outside consultant that has over a decade of experience in IPS delivery, including being a facilitator for both IPS (Intentional Peer Support) and Recovery Coaching, to ensure Peer Navigators have the proper supervision for the models in which they are trained.
- Executive Director will be trained in IPS (Intentional Peer Support) and Recovery Coaching within 6 months of contract start date.
- An established feedback loop about supervision and audit records of supervision.
- Executive Director to fill in the Peer Navigator role, if necessary, due to bereavement time off.
- Existing bereavement policy in the employee handbook, this includes 1-week of paid leave, with additional time as needed utilizing PTO (Personal Time Off). Identification of individual relationship is not required.
- Offer consistent supervision, with access to additional time and check-ins as needed.
- Debrief sessions and group-based check-in spaces.
- Administrative assistant offers an internal group, "Tending to Our Grief".
- Indicated a plan for Peer Navigators in overlapping areas to, ensure focus is centered around participants.
- Will engage with stakeholders to evaluate target area.
- Database allows for information on areas served to be shared throughout the contract.

D. Peer Navigator Services to be provided to Participants

- Has systems in place to provide Peer Navigator services to participants, including the use of targeted outreach, relationship building by utilizing lived experience

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and tasks of IPS, information dissemination, transportation where it makes sense, communication skills, data tracking and review.

- Adjustments will be made to the strategies as needed.
- Provided a snapshot of its resource list.
- Tracking of data will be performed to ensure numbers are not duplicated.
- Provided a plan to meet distribution requirements, including tapping into existing networks, community outreach and distribution events, training peer navigators to be overdose reversal trainers, and tracking numbers to ensure delivery of intended distribution
- Outlines multiple ways to support participants in accessing services.
- Collects data on referrals and experiences.
- Has a feedback loop on Peer Navigator effectiveness.
- All Pathways Toward Recovery is a fundamental principle, engrained in the interview and selection process of all candidates for employment, and part of ongoing discussions through supervision and training.
- Response to providing Participants with education and information about community resources, including treatment and Primary, Secondary and Tertiary Prevention services includes 1-on-1 peer support, groups sessions and workshops, warm accompaniment, soliciting participant feedback in order to conduct advocacy with local provider organizations.
- Will use a conversational approach to resource brokering, which is participant-led.
- Follow-up contact with Participants will include clear explanation, opt-in and out options, consent documentation, and internal reminder systems
- Demonstrates strong commitment to participant led access to services.
- Tiered contact attempts and corresponding contact windows identified.
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- Database will facilitate follow-up reminders for Peer Navigators.
- Peer Navigators are required to submit documentation within forty-eight (48) hours of contact, which is monitored.
- Response centers on participant self-determination in access services, or not, and identifies multiple strategies to support participants, including advocacy, information sharing, providing transportation, and attending appointments where appropriate. If a participant discontinues other services, has a plan to continue peer support outreach and maintain ongoing support.
- Outlines support for Peer Navigators during the participant self-determination activity.

E. Training for Community Stakeholders and Partners

- Demonstrated history of being a leader in overdose and infectious disease training for providers and community members.
- Will submit to the Department, within 60-days of contract start, a plan for trainings as part of the peer navigator program. Trainings will include Primary Prevention

**STATE OF MAINE
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- 101, Intersection of Clinical care, xylazine training, overdose training, Naloxone distribution and community drug checking.
- Community Training Plan, includes series of trainings, duration and frequency, description of content, , strategies for promotion and feedback from training participants.
- Demonstrated experience partnering with the Department in developing a community-responsive training curriculum.
- Plans to offer existing Department approved trainings in multiple formats including live-in person, live virtual, and on-demand, leveraging existing partnerships and networks
- All staff at organization are able to provide training, ensuring capacity to meet training requirements
- Plans for regular review, evaluation, and update of training content
- Commits to meeting all training requirements, and reports all curricula ready for Department review and approval
- Delivered 73 trainings on mental health, substance use, and other wellness programs; educational institutions; and interested community partners in 2024. Curriculum is ready for Department review and approval.
- Demonstrated history of providing trainings on informal community substance use education sessions and has resource packets developed from previous programming
- Peer Navigator positions designed with time allocated to deliver these trainings
- Will hire subject matter expert to develop a training delivery guide to support staff.
- Long standing relationships with community providers already in place
- Pre-existing Department approved training participant surveys in place, with demonstrated history of reaching survey participant goal numbers. Survey includes a post training survey and a participant experience survey.

F. Performance Measures

- Demonstrated history of submitting Performance Measure Report’s on-time for other Department contracts, and to-date is in good standing with all other contract requirements. Existing database will serve as the platform to track, report out, and adjust programming as needed.

G. Reports

- Utilize existing tracking platforms to report out to Department.
- Data entry within forty-eight (48) hours of participant engagement.
- Ongoing training and support for staff.
- All necessary tools and systems are in place to meet the requirement for data collection and reporting.
- Familiar with reporting timelines at the Department, and are currently in good standing with required reporting.

2. Staffing

- Job descriptions provided include necessary qualifications and responsibilities

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- States many times throughout proposal they will work with an outside consultant for supervision, training development, and implementation, but says no consultants/subcontractors will be utilized.
- Staffing plan identifies a total of 1.20 FTE staff:
 - Executive Director 0.1 FTE
 - Director of Health and Peer Support 1.0 FTE
 - Administrative Assistant 0.1 FTE
 - Staffing plan additional identifies 2 consultants:
 - Peer Support, supervision, training – 70 hours annually
 - Data specialist – 10 hours annually
- Staffing plan includes peer supervision schedule

3. Implementation - Work Plan

- Implementation plan includes tasks, position(s) responsible, and is presented in a timebound display.

**STATE OF MAINE
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RFP #: 202509134

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BIDDER: Maine Access Points

DATE: November 12 and 25, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$356,604.00	÷	\$356,604.00	x	25 points	=	25.00

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	3.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none"> • Material and supplies costs are not detailed and account for 29% of annual budget. • Biowaste cost could be allocated based on applicable programming. SSP service supports testing and produces similar waste. • Office rental at 40%, for a predominantly street outreach direct service position. • Consultant cost without inclusion of consultant mentioned in the Staffing • Demonstrates commitment to ensuring livable wages for all staff |
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APPENDIX H

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202509134
Substance Use Peer Navigators

Select <u>only one</u> (1) Target Area per Proposal submission	
Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:	
Priority Order	County
<input type="checkbox"/> Target Area 5	Penobscot and Piscataquis
<input type="checkbox"/> Target Area 6	Washington, Hancock, and Aroostook
<input type="checkbox"/> Target Area 2	Androscoggin, Franklin and Oxford
<input checked="" type="checkbox"/> Target Area 1	York and Cumberland
<input type="checkbox"/> Target Area 4	Somerset and Kennebec
<input type="checkbox"/> Target Area 3	Waldo, Lincoln, Knox, and Sagadahoc

Bidder's Organization Name:	Maine Access Points		
Chief Executive - Name/Title:	Anna McConnell, Executive Director		
Tel:	207-319-8079	E-mail:	anna@maineaccesspoints.org
Headquarters Street Address:	51 Harpswell Rd.		
Headquarters City/State/Zip:	Brunswick, ME 04011		
Proposed County for Service Provision:	York County		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

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

Founded in 2018, **Maine Access Points** (MAP) is a community-based organization serving all sixteen counties in Maine, with emphasis on rural, frontier, and geographically isolated communities. MAP centers the voices of people who use drugs (PWUD), embedding them into every level of organizational design, programming, and evaluation. Led by individuals with lived/living experience, MAP's mission is to recognize the resiliency of PWUD and collaboratively build access points for care. In 2024, MAP supported 1,200+ participants and sustained a network that distributed over a third of the naloxone in the state. As Maine's only substance use prevention (primary, secondary, and tertiary) provider focused on state-wide rural access, MAP plays a critical role in meeting the needs of isolated communities through drop-in, mobile, and peer-embedded models.

MAP Services

- Peer Navigation & Prevention Services (Oxford, York, and Washington Counties)
- Overdose education and primary & secondary naloxone distribution (OEND) in all counties in Maine
- Overdose aftercare and grief support
- Drug testing to promote awareness of risks
- Rapid infectious disease testing and linkage to care
- Primary, Secondary, and Tertiary Prevention consultation and capacity building
- Community-based research and knowledge sharing

Most importantly, MAP is an incumbent provider of the services described in this RFP. We successfully operated this contract from October 1, 2023, through March 31, 2025, and are seeking to continue our work in the communities where we've built our programming (Target areas 1, 2, and 6). MAP Peer Navigators are on the front lines, meeting people where they are and providing compassionate, nonjudgmental, noncoercive peer support to people who use drugs, people seeking or in recovery, and providing information to their loved ones. MAP already provides a wide range of prevention services - primary, secondary, and tertiary - in Maine and is best positioned to continue to serve target areas 1, 2, and 6. Our Peer Navigators have provided comprehensive support to participants, including peer support, outreach, and resource linkage tailored to participant needs, supporting all recovery pathways.

MAP Peer Navigators facilitate access to treatment and community resources such as mental health, substance use treatment, detox, medical care, infectious disease and overdose prevention supplies and services, and wellness programs. Follow-up services are provided to ensure continued engagement, and support is offered regardless of the participant's chosen recovery path, emphasizing low-barrier access and person-directed options. MAP Peer Navigators have always been trained in CCAR Recovery Coaching and Intentional Peer Support and spend the vast majority of their time conducting community outreach.

During the Pilot, MAP provided services that exceeded the performance measures required within the RFP, as illustrated in the table below:

Table 1: Performance Measure Reporting for Pilot Peer Navigator Program


Performance Measure	Unique Individuals Served (on average, per quarter)
Individuals receiving ongoing support from Peer Navigator(s)	479
New people who were supported	105
Unique individuals provided training on OD reversal procedures	118
Unique individuals provided training on Prevention Resources and Education	217
People trained in Provider-designed and Department-approved Prevention curriculum	93
Unduplicated individuals who received services within the quarter	600

In addition to direct support provided by Peer Navigators, MAP offers an array of trainings, including those outlined in the RFP. Our comprehensive array of trainings are designed to address a wide range of topics related to substance use and primary, secondary, and tertiary prevention. Our annual training schedule includes sessions on overdose recognition and response based on national best practices, the core principles of Primary, Secondary, and Tertiary Prevention, and detailed instruction on naloxone administration, distribution, and education. In addition to these formal trainings, we also provide informal education sessions tailored specifically to the needs of various community partners, ensuring relevant discussion, information, and resources are accessible to all stakeholders—including treatment providers, medical professionals, recovery residence operators, and substance use prevention partners. Each training incorporates opportunities for interactive discussion, question-and-answer segments, and the sharing of educational materials and sample

policies. Our commitment to ongoing evaluation ensures that these offerings remain effective and aligned with community needs.

MAP services are designed to incorporate flexibility, respect, and peer voice in order to address existing gaps in care and support individuals throughout different stages of their journeys. These practices also contribute to improving the health and well-being of the populations served, in alignment with the services described in this RFP.

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

Name (Print): Anna McConnell	Title: Executive Director
Authorized Signature: 	Date: 10/07/2025

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER: Maine Access Points

DATE: November 12, 14, 21, and 25, 2025

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Casandra Manson

Names of Evaluators: Michael Freysinger, Tamara Hunt, Jamie Jastrzembski, Carolina Rojas-Becerra, Mindy Smith

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00
Section III. Proposed Services	50.00	49.00
Section IV. Cost Proposal and Budget Narrative	25.00	25.00
a. Cost Proposal (25.00)	5.00	3.00
b. Budget Narrative (5.00)		
<u>Total Points</u>	<u>100.00</u>	<u>97.00</u>

**STATE OF MAINE
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**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Provided a current Syringe Service Program (SSP) certificate and demonstrated operating as an SSP for the last 12 months and providing peer support for the last 2 years.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 2018 • Serves all 16 Maine Counties, with a focus on rural and geographically isolated communities • Indicates centering of voices of individuals with lived experience, led by individuals with lived and living experience • Reports serving more than 1,100 participants and distributing one third of the Narcan distributed in Maine in 2024 • Operates mobile and site-based syringe exchange program • Distributes Narcan and provides education on overdose response • Provides additional prevention training and resources, including safe sex, reproductive services, and substance use prevention • Offers paid opportunities for participants to provide peer-to-peer programming, community organizing, and the co-creation of materials • Provides drug testing with several methods including Fourier Transform Infrared (FTIR) Spectroscopy, GAS Chromatography-Mass Spectrometry (GC-MS) • Offers grief support • Detailed overview of participant engagement in organizational goal setting and program design – demonstrates strong commitment to participant driven service model • Incumbent provider having delivered services during pilot period • Includes activities reporting from 2024. All activities are relevant to the services requested in this RFP • Provided three relevant project with one being highly relevant
2. Organizational Chart
<ul style="list-style-type: none"> • Included enterprise-wide organizational chart, with project team identified • Project staff for other target areas included in submission. • Staff time for RFP identified in the chart provided
3. Litigation

**STATE OF MAINE
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<ul style="list-style-type: none">• Indicated 'none.'
4. Financial Viability
<ul style="list-style-type: none">• Provided three years of financial reviews. No concerns noted.
5. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance provided. Policy expires during performance period on 7/12/2026

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**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	49.00

Evaluation Team Comments:

Part II
A. Operational and Certification Requirements
<ul style="list-style-type: none"> • Two (2) established locations in York County: Sanford and Biddeford. • Targeted area to allocate 1.0 FTE Peer Navigator, and additional time allocated to Executive Director (0.1 FTE), Administrative Assistant (0.1 FTE), and additional funds allocated to two (2) consultants focused on peer fidelity and data management • Indicates never having a lapse in certification or a corrective action. Detailed plan to maintain certification, including oversight of compliance, ongoing policy and procedure review, staff training and development, resource allocation, contingency planning and annual attestation • Will provide 40 hours per week of Substance Use Peer Navigator engagement, approx. 15 hours per week will be available at the SSP site and roughly 17 hours per week will focus on rural areas where transportation challenges limit access to services, remaining hours will focus on administrative duties. • Executive Director will develop schedule to support the work with attention being paid to community needs. • Describes comprehensive strategy for determining service areas through community engagement and feedback mechanism (Collaborative partnerships, including Maine CDC, Office of Behavioral Health, community providers, and mutual support groups) • Executive Director is responsible for ongoing assessment of community needs and ensuring non-duplication of services • Plans to distribute staffing time across site drop-in times, community outreach hours and targeted rural engagement. • Demonstrates familiarity with needs of target area 1 • Specifies Peer Navigator will not conduct SSP (Syringe Service Program) services. • Existing staff in Area 1 are trained in recovery coaching, CoacherVision, and Certified Intentional Peer Support Specialist (CIPPS).

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- Have dedicated data staff.
- Demonstrates commitment through allocation of administrative staff time, supervision, training, and specific scheduling tools to ensure that Peer Navigator doesn't spend more than 25% of the Peer Navigator's time on administrative tasks
- Has existing implemented policies for providing peer navigator services during pilot period
- Plan to submit all policies to the Department within 30 days of contract start date
- Existing employee policies and procedures in place for current programming are in alignment with an All Pathways to Recovery framework. Committed to working with an outside consultant for development of a manual specific to peer model fidelity and communication
- Existing database collects services provided and tasks completed using an anonymous unique individual ID number. HIPPA compliant database is used to facilitate medical testing results and referrals to outside treatment. Peer-Support content and practice expert will review existing databases to ensure compliance with requirements of RFP.
- Plan to integrate awarded services ensures no duplication of existing services and programming.
- Plan includes needs assessments and service coordination to identify current system gaps and address those gaps specifically.
- Trainings, distribution and prevention programming and materials, data collection, and outreach will be distinctly reported.
- Demonstrates understanding of the Intentional Peer Support (IPS) model and will require Peer Navigator applicants who have not already started or completed certification classes to fill out an application for CIPSS training during the first week of orientation.
- Intends to have a National and State IPS trainer to support IPS programming.

B. Confidentiality Requirements

- Will produce certifications of completion including pertinent information including date, staff name, trainer name.
- Detailed response to maintaining confidentiality of information regarding individual receiving Peer Navigator services includes excerpt from training.
- Policies and procedures are in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.
- Executive Director is responsible for ensuring all employee trainings have been completed and added to personnel files; training date, content, staff signatures, and certificate of completion are recorded
- All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
- Details quality assurance

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- Personally Identifiable Information (PII) is collected only when requested by participants.
- Utilizes encrypted, secure data collection platform hosted on the Yale School of Medicine’s secure server. Evaluation team has concerns about the impact an outside server may have on the sustainability of data security.
- Has a response plan in the event of unauthorized access or disclosure of confidential information
- Annual policy review to ensure compliance with all confidentiality requirements outlined in the State IT-Service Contract

C. Staff Certification, Training, and Supervision

- Understands certifications are a requirement for current Peer Navigator positions.
- Subject matter expert will support trainings.
- Administrative Assistant will track training requirements to ensure compliance with the 180-day target and maintain compliance.
- Peer Navigators will complete applications to both CIPSS and Recovery Coach Academy (RCA) within the first week of orientation
- Detailed response to developing and/or utilizing existing Substance Use trainings, with a focus on Tertiary Prevention, and ensure Peer Navigators complete Department-approved trainings within thirty (30) calendar days of hire.
- Responsibility to deliver trainings is shared between Executive Director, Admin Assistant, and a consultant
- Has a variety of existing trainings to submit for Department review and potential approval for Secondary and Tertiary Prevention.
- Will work with the Department and consultant to identify gaps in existing trainings, and develop new trainings as needed for Department approval.
- Peer Navigator Community Education Plan identified and outlined in the Staff Training Plan (Attachment 6).
 - All Navigators will be trained in content and delivery of laws surrounding life-saving overdose and infectious disease prevention resources, strategies, and supplies; overdose prevention and response; proper use of drug testing strips; and wound care.
 - In-depth training around overdose and infectious disease prevention laws and statutes.
 - Demonstrated extensive history and knowledge in providing the required trainings.
 - Will continue to train Peer Navigators and community members.
 - Peer Navigators receive thorough training in the correct and most effective ways to use test strips.
 - Basic wound care training is currently delivered at the established locations.
 - Peer Navigators will be trained to train others in basic wound care skills.
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- Outlines support for Peer Navigators during the participant self-determination activity.

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- Will submit to the Department, within 60-days of contract start, a plan for trainings as part of the peer navigator program. Trainings will include Primary Prevention

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER: Maine Access Points

DATE: November 12, 14, 21, and 25, 2025

<p>101, Intersection of Clinical care, xylazine training, overdose training, Naloxone distribution and community drug checking.</p> <ul style="list-style-type: none">• The -Community Training Plan includes series of trainings, duration, frequency, description of content, strategies for promotion, and feedback from training participants.• Demonstrated experience partnering with the Department in developing a community-responsive training curriculum.• Plans to offer existing Department approved trainings in multiple formats including live-in person, live virtual, and on-demand, leveraging existing partnerships and networks• All staff at organization are able to provide training, ensuring capacity to meet training requirements• Plans for regular review, evaluation, and update of training content• Commits to meeting all training requirements, and reports all curricula ready for Department review and approval• Delivered 73 trainings on mental health, substance use, and other wellness programs; educational institutions; and interested community partners in 2024. Curriculum is ready for Department review and approval.• Demonstrated history of providing trainings on informal community substance use education sessions and has resource packets developed from previous programming• Peer Navigator positions designed with time allocated to deliver these trainings• Will hire subject matter expert to develop a training delivery guide to support staff.• Long standing relationships with community providers already in place• Pre-existing Department approved training participant surveys in place, with demonstrated history of reaching survey participant goal numbers. Survey includes a post training survey and a participant experience survey.
F. Performance Measures
<ul style="list-style-type: none">• Demonstrated history of submitting Performance Measure Report's on-time for other Department contracts, and to-date is in good standing with all other contract requirements. Existing database will serve as the platform to track, report out, and adjust programming as needed.
G. Reports
<ul style="list-style-type: none">• Utilizes existing tracking platforms to report out to Department.• Data entry within forty-eight (48) hours of participant engagement.• Ongoing training and support for staff.• All necessary tools and systems are in place to meet the requirement for data collection and reporting.• Familiar with reporting timelines at the Department, and are currently in good standing with required reporting.
2. Staffing
<ul style="list-style-type: none">• Job descriptions provided include necessary qualifications and responsibilities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER: Maine Access Points

DATE: November 12, 14, 21, and 25, 2025

- States many times throughout proposal they will work with an outside consultant for supervision, training development, and implementation, but says no consultants/subcontractors will be utilized.
- Staffing plan identifies a total of 1.20 FTE staff:
 - Executive Director 0.1 FTE
 - Director of Health and Peer Support 1.0 FTE
 - Administrative Assistant 0.1 FTE
 - Staffing plan additional identifies 2 consultants:
 - Peer Support, supervision, training – 70 hours annually
 - Data specialist – 10 hours annually
- Staffing plan includes peer supervision schedule

3. Implementation - Work Plan

- Implementation plan includes tasks, position(s) responsible, and is presented in a timebound display.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER: Maine Access Points

DATE: November 12, 14, 21, and 25, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$355,784.00	÷	\$355,784.00	x	25 points	=	25.00

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5.00	3.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Material and supplies costs are not detailed and account for 25% of annual budget. • Biowaste cost could be allocated based on applicable programming. SSP service supports testing and produces similar waste. • Office rental at 40%, and heating cost for a predominantly street outreach direct service position. • Consultant cost without inclusion of consultant mentioned in the Staffing section • Demonstrates commitment to ensuring livable wages for all staff |
|---|

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID
RFP# 202509134
Substance Use Peer Navigators

Select <u>only</u> one (1) Target Area per Proposal submission	
Due to limits on available funding, awards will be considered based on priority of each Target Area in the following order:	
Priority Order	County
<input type="checkbox"/> Target Area 5	Penobscot and Piscataquis
<input type="checkbox"/> Target Area 6	Washington, Hancock, and Aroostook
<input type="checkbox"/> Target Area 2	Androscoggin, Franklin and Oxford
<input type="checkbox"/> Target Area 1	York and Cumberland
<input checked="" type="checkbox"/> Target Area 4	Somerset and Kennebec
<input type="checkbox"/> Target Area 3	Waldo, Lincoln, Knox, and Sagadahoc

Bidder's Organization Name:	MaineGeneral Medical Center		
Chief Executive - Name/Title:	Jennifer Riggs, Chief Nursing Officer		
Tel:	207-626-1539	E-mail:	Jennifer.Riggs@mainegeneral.org
Headquarters Street Address:	35 Medical Center Parkway		
Headquarters City/State/Zip:	Augusta, Maine 04330		
Proposed County for Service Provision:	Somerset and Kennebec		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Ashley Tetreault, Director of Grants		
Tel:	207-626-7236	E-mail:	Ashley.Tetreault@mainegeneral.org
Street Address:	35 Medical Center Parkway		
City/State/Zip:	Augusta, Maine 04330		

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

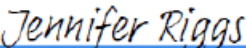
MaineGeneral Medical Center's Overdose Prevention and Response Program, established in 2004, provides overdose prevention education, HIV/Hepatitis C testing, naloxone distribution, syringe exchange, and safer sex supplies at certified fixed sites in Augusta (originally certified in December 2004), and Waterville (originally certified in February 2018), with recent expansion to mobile services (originally certified in January 2025). With all sites being recertified in January 2025.

For over 20 years, this program has worked to educate the community, local leaders, and health system partners on substance use disorder and overdose prevention. This includes efforts to engage with and build trust among people who use drugs, a critical component in understanding the needs and challenges on the ground, as well key community partners, including correctional facilities and methadone clinics.

Our Overdose Prevention and Response Program utilizes health educators, who all have lived experiences, and are a key part of our outreach and education efforts. These individuals, including our most recent hire who is a registered recovery coach, use motivational interviewing to meet individuals where they are, ensuring services are tailored to their unique needs. This team works across Kennebec and Somerset counties, providing confidential overdose prevention services and support.

Our Overdose Prevention and Response team also works closely with MaineGeneral's Assertive Community Treatment (ACT) team. The ACT team has been employing peer recovery coaches since 2019 to provide on-the-ground support. Currently, our ACT team includes a Certified Intentional Peer Support Specialist (CIPSS), peer recovery coaches, and additional peers in training. These peer coaches are integral to our ACT team and play a variety of roles, from mentoring to engaging individuals in recovery. This established and experienced team will provide supervision as we build a peer support network within our Overdose Prevention and Response Program.

Additionally, the program's implementation and oversight will be managed by our experienced Overdose Response/HIV Services Director and Program Coordinator, who ensure effective coordination, performance monitoring, and reporting. They foster relationships with both new and established community partners, ensuring that services are seamlessly integrated and responsive to the needs of the community.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Jennifer Riggs	Title: Chief Nursing Officer
Authorized Signature: 	Date: 10/21/2025

Jennifer Riggs (Oct 21, 2025 10:05:12 EDT)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators- Area 4
BIDDER: Maine General Medical Center
DATE: November 12, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Casandra Manson
Names of Evaluators: Michael Freysinger, Tamara Hunt, Jamie Jastrzembki, Carolina Rojas-Becerra, Mindy Smith

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		Fail
• Appendix C		X
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	N/A
Section III. Proposed Services	50.00	N/A
Section IV. Cost Proposal (25.00) Budget Narrative (5.00)	25.00 5.00	N/A
<u>Total Points</u>	100.00	N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators- Area 4
BIDDER: Maine General Medical Center
DATE: November 12, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Provided a current Syringe Service Program (SSP) certificate and demonstrated operating as an SSP for the last 12 months. Did not demonstrate providing Peer Support services for the last 2 years. Indicates “Health Educators are often peers (individuals with lived experience)” and that lived experience is not required for the position. In addition, there is no indication the Health Educators are required to take either the Recovery Coach training or Certified Intentional Peer Support Specialist (CIPSS) training recognized by the Department.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
<ul style="list-style-type: none">• Bidder indicated meeting both eligibility requirements in appendix C.• Refers to Project 1 for detail on SSP eligibility, and Project 2 for peer support eligibility• Project 1: reports operating as an uncertified syringe exchange between 2018 and 2024 before becoming certified in January 2024. Certified as an SSP in Bangor, Milo, and Waterville• Reports 1,000 overdose reversals due to naloxone distribution prior to 2020• Certification led to expansion of services• Project 2: collaboration with Unitarian Universalist Society.• Used church space to host events and services, including 1:1 peer support and peer led groups• Indicates these events and services offer opportunity to connect with a peer support who holds Certified Intentional Peer Support Specialist, who has been with bidder organization for “over a year now”. Details of role not provided
Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded in 2018 by individuals with lived and living experience• Founders and early volunteers include recovery coaches and Certified Intentional Peer Support Specialists• Peer services at center of programming, with program participants serving as volunteers and providing feedback on the development of policies, shaping culture and practices• Project 1 – Syringe Exchange - relevant• Unitarian Church – peer programming – relevant• Maine Family Planning – partnership to expand testing for sexually transmitted infections, including HIV - relevant
2. Project Team Organizational Chart
<ul style="list-style-type: none">• Included – met requirement
3. Litigation
<ul style="list-style-type: none">• Indicates ‘none’
4. Financial Viability
<ul style="list-style-type: none">• Provided 3 years filed tax returns

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

5. Certificate of Insurance

- Provided copies of general liability, board and officers, and workers comp insurance policies

Part IV, Section III. Proposed Services

A. Operational and Certification Requirements

1. Indicates plan to continue participation in several professional services organization in this field to meet this requirement
Currently certified to provide syringe exchange services in Bangor and Milo ME. Funding sought for a position in Piscataquis County, with Milo serving as hub with outreach taking place in Brownville, Darby, Dover-Foxcroft, and Sangerville
2. Proposal seeking 1 FTE. 8 hours a week spent in Bangor completing training and administrative work, 12 hours at fixed locations in target area, and the remained conducting community based outreach
Indicates that service location was chosen based on a lack of available syringe services and other recovery related services available in those communities.
3. Indicates that supervisor will ensure adherence to this requirement, with training 'front loaded' during first 6 weeks, with training constituting 5 hours per week thereafter.
4. Narrative response indicates existing policies related to each topic identified. Response refers to attachment 11, but this evaluator was unable to locate this attachment.
5. Response does not address supplementing programming, and ensuring funds would not supplant existing programming.
6. Response does not address this requirement

B. Confidentiality Requirements

1. Response does not meet this requirement – does not address training, timing of training, or documentation of training
2. Met requirement
3. Response does not meet requirement. Does not indicate plan to meet requirement
4. Response lacks detail
5. Met requirement with minimal detail
6. Met requirement

C. Staff Certification, Training, and Supervision

1. Response commits to meeting requirement, but does not offer a plan to meet this requirement. Indicates preference given to applicants who already possess required certification

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Met requirement
3. Met requirement
4. Response lacks detail. Does not address 30 day requirement
5. Safe use supplies purchased through other finding sources. Materials available for printing or provided through partnerships.
6. Additional supervision in first 90 days
Commitment to meeting all requirements
Response refers to attachment 6, which evaluator was unable to locate
7. Bereavement policy allows for up to twenty (20) days of bereavement time, to be utilized flexibly, far exceeding industry standards
A consultant is available to support staff grieving, and opportunities to express loss through expressive outlets
8. 75% of peer navigator's time spent in Piscataquis Co, with remainder of time spent in Bangor for administrative tasks.

D. Peer Navigator Services to be provided to Participants

1. Response estimates that there are likely only 554 individuals who meet the definition of being 'at high risk for opioid overdose' in Piscataquis County, the area proposed in this proposal, and reports that it would likely be impossible to connect with them all. Response indicates adding contacts from Bangor from a position not included in this proposal to meet this requirement, only staff included in this proposal can contribute to the requirements.
Response is confusing and challenging to understand
2. Met requirement with limited detail. Indicates local partnerships to support participant access to additional services.
3. Response indicates requirement is met through informational conversations, referrals, and disseminating informational flyers.
4. Response indicates follow-up contact will be primarily through phone, Facebook messenger, and e-mail.
5. Met requirement. Response demonstrates a string commitment to person centered support.

E. Training for Community Stakeholders and Partners

1. Indicates commitment to meeting this requirement. Refers to attachment 7, which this evaluator was unable to locate.
2. Narrative response does not meet requirement, and does not detail a plan to provide the full slate of tracings required in this RFP. Response refers to attachment 7, which this evaluator could not locate.
3. Met requirement
4. Met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

F. Performance Measures
1. Response indicates plan to capture and submit reporting on performance measures, but does not address plan to achieve performance measures
G. Reports
1. Met requirement 2. Commitment to meeting requirements. Response refers to attachment 9, which this evaluator could not locate.
3. Staffing
1. Response refers to attachment 8, which this evaluator could not locate 2. Response refers to attachment 8, which this evaluator could not locate 3 - Response refers to attachment 9, which this evaluator could not locate
4. Implementation - Work Plan
<ul style="list-style-type: none">• Response refers to attachment 10, which this evaluator could not locate. Narrative response offers limited detail.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 12/1/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder meets all eligibility requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Operational for almost 8 years • Demonstrates longstanding commitment to peer-based relationships and peer support principles • Only certified Syringe Service Program in Piscataquis County
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Chart provided
3. Litigation
<ul style="list-style-type: none"> • None
4. Financial Viability
<ul style="list-style-type: none"> • Tax documents provided but no accountant review submitted
5. Certificate of Insurance
<ul style="list-style-type: none"> • Requirement met • Note: Policy expires during performance period.

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none"> 1. Demonstrates strategy and capability but does not identify staff member responsible <ul style="list-style-type: none"> ➤ Requirement met ➤ Staff time distribution within target area clearly outlined 2. Currently has a full-time CIPSS in target area, proposed Substance Use Peer Navigator will ultimately be focused in Piscataquis County <ul style="list-style-type: none"> ➤ Determined geographical need for services in specific areas based on writer's observations 3. Requirement met 4. References attachment 11 for 4.a.-4.d. 5. Program in Bangor supporting new work in Piscataquis 6. Requirement met
B. Confidentiality Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 12/1/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">1. References Policies and Procedures manual<ol style="list-style-type: none">a. Trainings not identifiedb. Trainings outside of supervision not identified2. Requirement met3. Implementation plan not detailed4. Requirement met5. Requires more detail6. Requirement met
C. Staff Certification, Training, and Supervision
<ol style="list-style-type: none">1. Requirement met2. Detailed overview, but staff member responsible not identified3. Requirement met4. Lacking detail – unsure who receives trainings and when5. Would like more detail relating to how the Peer Navigator specifically will access resources6. Requirement met7. 20 days of bereavement leave (unsure if paid) and referenced the procedures manual<ol style="list-style-type: none">➤ Consultant hired to meet with staff 1:1 for support and online group support opportunities8. Requirement met
D. Peer Navigator Services to be provided to Participants
<ol style="list-style-type: none">1. Strategy unclear and does not respond to c. and d. adequately. Referrals do not seem to be program participant directed.2. Specific examples used.<ol style="list-style-type: none">a. Demonstrates familiarity with All Pathways Towards Recovery3. Detailed description for soft referrals only4. No process identified for keeping within the 30 days afterwards timeframe5. Requirement met
E. Training for Community Stakeholders and Partners
<ol style="list-style-type: none">1. Referenced other sections and attachments as part of proposal.<ol style="list-style-type: none">a. Proposing adapting existing trainings for staff to community/group trainings.<ol style="list-style-type: none">➤ See attachment 72. Number and target audiences identified, but trainer not identified3. Lacking detail and no response to c. and d.4. Requirement met
F. Performance Measures

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 12/1/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

➤ Does not meet requirements
G. Reports
➤ Requirement met ➤ Requirement met
2. Staffing
a. References Attachment 8 – Unable to locate b. References Attachment 8 – Unable to locate c. References Attachment 9 – Unable to locate
a. Implementation - Work Plan
• References Attachment 10 and outlines onboarding activities with responsible parties identified. – Unable to locate Attachment 10.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134
RFP TITLE: Substance Use Peer Navigators Area 5
BIDDER NAME: Needle Point Sanctuary
DATE: 11/7/2025, 11/24/2025
EVALUATOR NAME: Jamie Jastrzembski
EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder met the requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Intentional peer support and all pathways towards recovery have been important principles since the organization’s inception in 2018. • Only certified Syringe Service Program in Piscataquis County, and one of two such programs in Penobscot County. • Project Three highlights a program with a clinical provider that
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met Requirement
3. Litigation
<ul style="list-style-type: none"> • Indicated ‘none.’
4. Financial Viability
<ul style="list-style-type: none"> • Provided three years of tax return documents. • Expenses increased 178% from 2022 to 2023, and 375% from 2023 to 2024. • Revenue increased 205% from 2022 to 2023, and 406% from 2023 to 2024.
5. Certificate of Insurance
<ul style="list-style-type: none"> • Met requirement.

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<p>1-</p> <ul style="list-style-type: none"> • Outlined ability to offer mobile services. • Only syringe service program in Piscataquis county and is currently operating out of a parking lot, but looking for a brick-and-mortar location. • Navigator outreach will be conducted in Brownville, Derby, Sebec, Dover-Foxcroft, and Sangerville. <p>2-</p> <ul style="list-style-type: none"> • Outlined the difficulty with starting these services in an area with a lack of social service infrastructure and population density.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025, 11/24/2025

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Weekly schedule: 12 hours at Milo hub, 8 hours in Bangor for training and administrative work, and the remaining 10 hours will be spent conducting outreach and other appointments or meetings.• Coordination with other Bangor service providers to avoid duplicating services.• Piscataquis County lacks all peer and recovery supports; there is a little chance of duplicative services. <p>3-</p> <ul style="list-style-type: none">• Supervision will ensure Navigator does not exceed the 25% cap.• Will be supported by Administrative and data staff so the Navigator can focus on peer navigating. <p>4-</p> <ul style="list-style-type: none">• Written policies in place and included them in the application at Attachment 11; however, the evaluator could not locate Attachment 11. <p>5-</p> <ul style="list-style-type: none">• Lack of detail in response. <p>6-</p> <ul style="list-style-type: none">• Outlined how the Peer Navigator in Piscataquis County will be integrated into the organization and the Bangor staff and not a satellite position.• Included information about a feedback loop from the new navigator position to the organization.
B. Confidentiality Requirements
<p>1-</p> <ul style="list-style-type: none">• Lack of detail in response. <p>2- Met the requirement.</p> <p>3- Indicated they do not collect confidential data.</p> <p>4- Lack of detail in response.</p> <p>5- Met the requirement.</p> <p>6- Met the requirement.</p>
C. Staff Certification, Training, and Supervision

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025, 11/24/2025

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

1-

- Preferential hiring of individual who is already a Certified Intentional Peer Support Specialists .
- Did not outline plan if staff cannot attend the January CPR Training.
- Goal is to have classes signed up for within first week of onboarding.

2-

- To comply with the 30-day window, during those first 30 days the employee with attend 4-8 hours of training a week.

3- Met the requirement.

4-

- Did not provide detail on how the peer navigator will provide these trainings.
- Wound Care training to participants is done by an outside provider.

5- Will not use funds from this RFP/Contract to procure supplies other than paper.

6-

- During the initial onboarding, staff will have 2 hours of supervision and then reduce to 1 hour conducted by the Executive Director, a recovery coach, and a Certified Intentional Peer Support Specialist.
- Did not respond to how supervisors will attend Peer Support 101.
- Evaluator could not find Attachment 4 – Staff Training Plan

7-

- Formal policy in place that allows for 20 days of bereavement leave.
- Support for grief is woven throughout the organization.

8-

- Designated area is Piscataquis County and did not outline any support or overlapping.

D. Peer Navigator Services to be provided to Participants

1-

- Outlines that meeting the 100 unduplicated individuals metric will not happen in Piscataquis alone, that the navigator will meet 50 individuals in Bangor and 50 in Piscataquis to meet the goal.
- No concern about meeting the naloxone goal.

2- Met the requirement.

3- Met the requirement.

4- Did not outline a system for tracking and staying in alignment with the 30-day window.

5- Clearly outlined how the peer relationship will support initiation into services, transition between services, and ceasing services, all without stigma and judgement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025, 11/24/2025

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

E. Training for Community Stakeholders and Partners
1- Evaluator could not find Attachment 9 – Work Plan and Attachment 7 – Community Training Plan. 2- Did not address the training requirement for naloxone administration, distribution, and educational trainings. 3- Will conduct an open-call for ideas to gauge what organizations are interested in learning about and will develop trainings around those responses. 4- Met the requirement.
F. Performance Measures
Process outlined is above and beyond what is requested in the RFP.
G. Reports
Met the requirement. Evaluator could not find the workplan attachment
2. Staffing
Evaluator could not find Attachment 8 – Job Descriptions Evaluator could not find Attachment 9 – Job Descriptions
3. Implementation - Work Plan
<ul style="list-style-type: none">• Evaluator could not find Attachment 10 – workplan
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• One position included salary and fringe.• Costs include two rental sites in Bangor, one location is the SSP where the navigator will work, and the other is not described.• Unclear how the AED/First Aid/Stop the bleed training costs were generated. PDF cuts off some parts and Excel workbook was not included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Provider meets eligibility requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Peer support foundation of the program.• Support of HIV outbreak response in Penobscot County• PrEP linkage
2. Project Team Organizational Chart
<ul style="list-style-type: none">• 2.0 FTE for peer navigation
3. Litigation
<ul style="list-style-type: none">• None
4. Financial Viability
<ul style="list-style-type: none">• Includes 2022-2024 tax returns
5. Certificate of Insurance
<ul style="list-style-type: none">• Included

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none">1.<ul style="list-style-type: none">• Will adhere to certification guidelines to maintain certification• Bangor & Milo as certified locations• Peer navigator will be split between Bangor and Piscataquis – gradually increasing time spent in Piscataquis2.<ul style="list-style-type: none">• 75% in Piscataquis• 12 hours fixed services, 8 admin, and remaining hours for appointments, outreach• Note that Piscataquis is very underserved with high rates of substance use and infectious diseases• Due to rurality of Piscataquis, Needlepoint will adapt to this landscape and offer services in a variety of ways (mobile, brick and mortar) while promoting building trust

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

3.
 - Weekly supervision
 - No more than 5 hours per week on administrative tasks
4.
 - Included policies as attachment 11
5. A new position that will supplement and allow for services in Piscataquis
6. Meets requirement.

B. Confidentiality Requirements

1.
 - Maintains confidentiality protocol and processes for infraction of confidentiality
 - N- Notes that sometimes staff may overhear conversations or become privy to information.
 - N- In process of incorporating an electronic database and systems improvement for navigating confidentiality – as this is new, organization may experience issues as they adjust
2.
 - Will maintain insurance required
3.
 - Will not collect sensitive PHI
 - Q- How will risk assessment and vulnerability scanning policies be implemented?
4.
 - Meets requirement
5.
 - Will implement strong internal rules to maintain confidentiality
 - Will follow Maine Notice of Risk to Personal Data Act
 - If breach of confidentiality, will contact Contract Administrator
6.
 - Meets requirement

C. Staff Certification, Training, and Supervision

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

1.
 - Hiring preference to someone already CIPSS certified
 - 8 hours administrative per week to ensure certification maintained
2. Meets requirement.
3.
 - P – have workbooks to track trainings and admin team communicates any missing trainings
4.
 - Meets requirement.
5. Meets requirement
6.
 - ED and CIPSS 1:1 supervision
 - Guest presenters for trainings
 - Begin with 2 hours weekly supervision and transition to 1 hour weekly supervision
7.
 - Flexible bereavement policy
 - Have a consultant to support staff through loss
8. Meets requirement.

D. Peer Navigator Services to be provided to Participants

1.
 - N – note they cannot meet this requirement of 100 unduplicated in Piscataquis alone
 - Q- Can meet requirement if Bangor area is included, but could this lead to supplanting of work?
 - Plan to meet requirements by connecting 50 in Bangor and 50 in Piscataquis each quarter
 - P- will create an up-to-date referrals resource guide and navigator will work to build relationships with existing services to be able to refer individuals
2.
 - P- provide transportation (staff, bus passes)
3.
 - Warm vs soft referrals are tracked
 - Provide educational materials developed by experts
4.
 - Follow up dates will be noted in case notes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

5. <ul style="list-style-type: none">• Have supported participants in accessing treatment and recovery in the past• Will do new intake if participant expresses need to leave current treatment program
E. Training for Community Stakeholders and Partners
1. Meets requirement 2. N- Does not mention 24 naloxone administration, distribution, and educational trainings in this section. 3. <ul style="list-style-type: none">• Will implement survey to get feedback on types of trainings needed in the community• Will tailor trainings to audience and needs of community 4. Meets requirement
F. Performance Measures
<ul style="list-style-type: none">• Will conduct anonymous intake assessments with all program participants• Submit monthly
G. Reports
<ul style="list-style-type: none">• Administrative staff hold primary responsibility of submitting data and reports• Will follow workplan attached to ensure timeliness
2. Staffing
<ul style="list-style-type: none">• Provided in attachment 8 and attachment 9
3. Implementation - Work Plan
<ul style="list-style-type: none">• Meets requirement, provided in attachment 10

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Smith, Mindy

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
1 – P: Meets eligibility 2 - P: Meets eligibility. Recovery Coaches and Intentional Peer Support Specialists have been a part of the staff since organizational inception in 2018.
Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Organizational experience providing street level outreach for individuals experiencing challenges with substance misuse. Support provided by people with personal experience with substance misuse, and have had at least two staff trained in Recovery Coaching or CIPSS
2. Project Team Organizational Chart
<ul style="list-style-type: none">• P: Met requirement
3. Litigation
<ul style="list-style-type: none">• None
4. Financial Viability
<ul style="list-style-type: none">• P: Included tax forms. No red flags
5. Certificate of Insurance
<ul style="list-style-type: none">• P: Included. Met requirement
Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
1. P: Committed to working with CDC, NASTAD, MOSS Center, Maine Opioid Settlement Support Center and the National Harm Reduction Coalition to continue to meet requirements for continued SSP certification. N: SSP certification has been in place since January 2024, with lapse in service times/locations from February 2025 – July 2025, then again from mid-July 2025 – November 6, 2025. N: No physical location in area proposed for outreach services.
2. I: The position time allotment is not entirely clear to evaluator. 12 hours of fixed time versus the 20 hours spent on outreach is not defined. I: Plan to gradually increase role within Piscataquis County, where there are very limited resources for people struggling with substance use. Does not provide a clear outreach and growth strategies.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Smith, Mindy

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. P: Supervision to monitor no more than 5 hours of time spent on administrative work
I: States frontloading of required certification training, though CIPSS training requires 8 hours per week for 8 weeks, and is dependent on availability
4. I: States policies in place regarding 4a – 4d, and included in attachment, but it was not submitted as part of the proposal.
N: Does not describe policies, or procedures regarding storage or use of overdose and infectious disease supplies or travel safety.
N: Does not give detailed description of how All Pathways to Recovery principles are explored with in peer/participant relations.
5. P: New position, not funding an existing position.
N: States data collection and analysis will be used to enhance services, but does not describe data collection methods or data points.
6. N: Does not describe how tasks will be used with program participants to build trusting relationships. Does not describe how tasks of IPS are currently used within this structure.
Q: How will shadowing an existing CIPSS for 60-90 days fit within the 6-week frontloading of training, and impact service delivery for target areas?

B. Confidentiality Requirements

- 1: N: States policy in place adhering to HIPPA and 42 C.F.R Part 2, does not describe policy. States it is not uncommon for volunteers and staff to overhear conversations about program participants. This is not in alignment with CIPSS values, confidentiality requirements, or Codes of Ethics for either CIPSS or CCAR Recovery Coaches.
- 2: P: Administrative staff maintain required insurances
- 3: P: Will not collect information relevant to PII, PHI or other confidential information as part of this RFP
- 4: P: Data collected is deidentified
N: Does not describe policy and procedure for information breach notification.
Q: If electronic database is not in place, how are current records managed and stored?
5. N: Does not describe procedures related to collections, use, storage or security of participant records.
6. P: Meets requirement

C. Staff Certification, Training, and Supervision

1. P: Meets requirement thought doesn't demonstrate a clear understanding of how the CIPSS or recovery coach trainings operate as far as time commitment and application processes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Smith, Mindy

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>a. Meets requirement i. Meets requirement</p>
<p>2. N: Does not speak to department approval of training curriculums utilized. Evaluator has concern about the depth of content regarding trauma sensitive care, and navigating challenging situations. There is also an existing Peer Support 101 provided through DHHS, and outside Peer Support 101 would not be considered a department approved training. Does not speak to the experience of the CIPSS certified staff providing training, or if they are a State or Organizational designated CIPSS trainer. Certification does not cover training or curriculum design.</p>
<p>3. N: Supervision does not count as continued training or education. Does not speak to what Department approved training will be utilized, or describe a process for gaining department approval for in-house trainings.</p>
<p>4. P: Contracts with Red Cross for CPR/first aid training. Maine Family Planning facilitates wound care training.</p>
<p>5. N: Doesn't describe plan for team communication, such as laptops, tablets, and/or cellphones. Doesn't provide details on collaborative relationships and what materials and/or supplies are provided through these connections. Utilizes State resources for some supplies, but doesn't speak to which contracts or Departments.</p>
<p>6. N: Does not describe plan for attendance of peer managers training for identified supervisors. Q: How will new peer navigators understand trainings required, access to trainings required, or timelines and commitments to these trainings if they are entering the work force without prior experience or understanding? N: Does not describe plan to stay current in best and emerging practice. N: There is no attachment 6</p>
<p>7. P: Up to 20-days leave available for bereavement time. Access to online groups and counseling sessions. Q: Who is the consultant? What is her qualifications for supporting bereavement processes? Q: Is any bereavement leave paid? N: Doesn't describe bereavement policy in detail.</p>
<p>8. P: 75 % of time will be spent in Piscataquis County</p>
<p>D. Peer Navigator Services to be provided to Participants</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Smith, Mindy

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. N: Describes that quarterly requirement of individuals supported cannot be reached within proposed service area. Sites Bangor distribution numbers for naloxone kits, as well as new individuals accessing the drop-in space.
N: States Peer Navigator will make the decisions on what resources are best for participants, which is not demonstrative of peer centered fidelity.
N: Does not present awareness of existing resources for treatment or support within Piscataquis County.
N: Does not specifically address existing connections, or knowledge of, resources in I, ii, iii, iv or vi.
2. N: States when a participant begins taking advice as an indication of Any Positive Change, in alignment with All Pathways to Recovery, which is not in alignment with peer support values.
P: has existing relationships with mental health and substance use peer run recovery centers
3. P: Carries and distributes materials for other support and treatment resources.
4. Q: If notes are deidentified, how is it ensured navigators are tracking correct individuals?
P: Notes consistency of services to maintain connection with individuals without phones.
I: Facebook messenger to stay in contact with individuals in Piscataquis County.
5. P: Meets requirement

E. Training for Community Stakeholders and Partners

1. P – Agrees to requirements.
a.N: No attachment 7,
2. A. P: Once a month training plan with alternating locations (Penobscot, Piscataquis and virtual)
B. P: Two trainings in Penobscot, one in Piscataquis and one virtual
C. N: No attachment 7 training plan
3. A. N: Not addressed
B. N: Not addressed
C. N: Not addressed
D. P: States trainings offered are tailored to requesting agency type.
4. P: Meets requirement
A: Met requirement

F. Performance Measures

- N: The process of assessing is not in alignment with peer support values.
P: Reporting process meets requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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BIDDER NAME: Needle Point Sanctuary

DATE: 11/7/2025

EVALUATOR NAME: Smith, Mindy

EVALUATOR DEPARTMENT: Office of Behavioral Health

G. Reports
1. P: Met requirement N: No workplan attached
2. No attachment with work plan
3. Staffing
A. N: No attachment 8 B. N: No attachment 8 C. N: No attachment 9
4. Implementation - Work Plan
• N: No work plan included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
<ul style="list-style-type: none">• Bidder indicates on eligibility certification form that they meet criteria, having been certified as a syringe service program for at least 12 months.• Bidder references projects 1 and 3 from the experience and qualification section• Project 1: Bidder first certified as an SSP in 2023 and is currently certified to operate in Bangor at 304 Hancock Street.• Approximately 80% of individuals served at SSP from Penobscot / Piscataquis County.• Bidder reports having 690 enrolled members currently and reports an average of 1070 interactions a month.• Project 3: SAMHSA Comprehensive Opioid Response Recovery Center• Grant focuses on the operations of the Wabanaki Center for Healing and Recovery, allowing bidder to offer “complete continuum of recovery care”, which “provides a full spectrum of treatment and recovery support services to address the opioid epidemic in a culturally centered manner”.• Bidder indicates meeting eligibility requirement of offering peer services for at least two (2) years, and references Project 2 and 3 as evidence• Project 2: indicates provider has delivered DHHS (OBH) funded peer services as a Peer Support Center.• Identifies several peer led support groups.• Indicates SSP interaction will be enhanced by Certified Intentional Peer Support trained staff (required for the named service but not overtly named in the description of this project).• Project 3: See above

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded in 2011 by legislation• Center for Healing and Recovery opened in 2021 to provide culturally consistent treatment to opioid addiction• Center currently offers wide range of services including syringe exchange, peer navigation to MAT, detox, IOP, and recovery homes• Work has evolved to serving non-indigenous individuals in Penobscot and Piscataquis County

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

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EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Project 1 – Syringe Exchange – relevant• Project 2 – Peer Support Center• Project 3 - SAMHSA Comprehensive Opioid Recovery Centers grant - relevant
2. Project Team Organizational Chart
<ul style="list-style-type: none">• Included recovery services org chart. Unable to distinguish positions specific to this proposal.
3. Litigation
<ul style="list-style-type: none">• Indicates ‘none’
4. Financial Viability
<ul style="list-style-type: none">• Provide 3 years audited financials.• Most recent financial report indicates several loans with upcoming balloon payments due within the next several years.• Principle payments due on loans included in this report total more than \$7 million during the potential term of the agreement resulting from this RFP, should renewals be issued by the Department.• Financial reports include multiple findings of ‘significant deficiencies’, which appear to indicate ongoing lack of financial controls in place to meet financial management and reporting requirements.
5. Certificate of Insurance
<ul style="list-style-type: none">• Provided and valid

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none">1. Indicates 2 prior renewals of SSP services since 2023, each time including expansion of service delivery Commitment to working with Maine CDC to ensure compliance and local partners to assess need and impact Identified office location as 304 Hancock St, Bangor, with more that 80% individuals served from Penobscot and Piscataquis Counties.2. Response indicates proposal for 4FTE’s, consisting of 9 direct service positions partially funded through other funding sources. This proposal exceeds the 80 hours per week, 2 FTE maximum for this service detailed in this RFP. Response indicates 10 hours each week dedicated to peer led groups, half-based in indigenous values, with schedule and remaining groups to be decided by advisory group if awarded. One-on-one support 30 hours per week-unsure whether this is for each position, or total. Response indicates lack of SSP services in 5 counties, north and east of Bangor.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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BIDDER NAME: Wabanaki Public Health

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>Response focuses on underserved individuals, rather than communities, indicating individuals are not served due to behaviors and life situations, such as homelessness and mental health challenges. Plan to serve individuals with these challenges through program integration and CIPSS peer navigation Further plans to develop collaborative MOU's with agencies throughout service area.</p>
<p>3. Proposes 0.35FTE administrative support to reduce time commitment for Peer Navigators. Proposes up to 25% time to complete CIPSS training and certification</p> <p>4. A. does not address communication strategies related to all pathways of recovery B. Indicates existing policies, training, instructional materials, and storage policies in compliance with State guidelines C. Indicates limited number of agency vehicles to support transportation of participants Indicates staff are discouraged from providing transportation Indicates proposal includes funds for gas cards, and staff refer to other transportation resources. D. Indicates use of iCarol system for non-clinical contact notes. Provides no detail regarding alignment with Intentional Peer Support values or practices E. Response commits to meeting submission requirement</p> <p>5. Response indicates 4FTE's requested in this proposal, but offers no detail ensuring current services will be supplemented, not supplanted.</p>
<p>6. Response indicates training, supervision, and evaluation methods will be employed to meet this requirement</p>
<p>B. Confidentiality Requirements</p>
<p>1. Plan to use iCarol system, a case management system, not an Electronic Health Records system, to track participant activity. A. Will use a learning management system to train staff on confidentiality requirement and document these trainings. B. Confidentiality trainings will be completed during onboarding, and annually thereafter as needed.</p> <p>2. Met requirement</p> <p>3. Indicates iCarol system is auditable and has configure limited accessibility and permissions, in addition to agencies risk assessment policies. Offers limited details.</p> <p>4. Met requirement</p> <p>5. Met requirement. indicates presence of robust IT department.</p>

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BIDDER NAME: Wabanaki Public Health

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

6. Met requirement
C. Staff Certification, Training, and Supervision
<ol style="list-style-type: none">1. Commits to meeting all training and certification requirements within specified time frame, but offers no detail on achieving this requirement2. Response indicates plan to use Learning Management System ABSORB to deliver trainings but does not indicate if this platform includes training to meet these requirements. Response lacks detail3. Response indicates plan to use Learning Management System ABSORB to deliver trainings but does not indicate if this platform includes training to meet these requirements. Response lacks detail4. Response does not address plan to ensure Peer Navigators are able to deliver the training specified in this section.5. Met requirement with minimal detail6. Narrative response does not indicate a plan to meet this requirement Attachment 6, staff training plan offers limited detail7. Indicates culturally appropriate Critical Incident Stress Management supports offered to community members in response to loss and other traumatic incidents. Indicates staff provide support and referrals for additional support, including group healing sessions. Indicates Employee Assistance Programs, and staff have available paid time off8. Response indicates individuals would be served at the Hancock St facility as participants access SSP services or group support, but offers no additional detail on service location, outreach activities, or other detail to distinguish where services would be provided.
D. Peer Navigator Services to be provided to Participants
<ol style="list-style-type: none">1. <ol style="list-style-type: none">A. indicates past service interactions but does not offer a plan to meet required interactions under this RFP if awarded.b. indicates number of naloxone doses distributed in the past, and plan to replicate this in the next year, but offers no distinction between previous effort and future effort if awarded.c. indicates this work is already happening, but offers no plan to meet this requirement under this RFP if awardedd. <ol style="list-style-type: none">i. indicates plan to refer to agencies own MAT services. Unsure if other MAT services are located in this service area, or if response simply neglects to indicate these options.ii. indicates agency operates 10-bed detox program for referrals. Unsure if provider refers to other detox facilities.iii. indicates existing partnership with local OPTIONS

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RFP #: 202509134

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DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

iv, v. indicates Center focus on continuum of care options in once space, with multiple local partnership identified vi. met requirement
2. A. response indicates multiple ways to access navigation support, including in-person, by phone, and virtually. B. indicates all pathways approach to be supported by multiple group offerings, with sample list of group topics provided. 3. Response indicates plans to provide information including website, social media, and print material. Response lacks detail 4. Response lacks detail 5. Met requirement with limited detail
E. Training for Community Stakeholders and Partners
1. Plan to continue providing training already in place Attachment 7, training plan, met requirement 2. Response indicates plan to continue offering trainings already in place, with limited detail 3. Response proposes using Alcoholics anonymous, narcotics anonyms, and White Bison learnings, which do not meet the requirement for this section. Response offers no detail on delivering trainings in the community. 4. Response does not address the requirement in this section
F. Performance Measures
Response commits to meeting all performance measures.
G. Reports
1. Response commits to meeting all required reporting requirements 2. Response commits to submitting all reporting required
2. Staffing
1. All job descriptions include responsibilities and qualifications. 2, indicates not applicable 3. Staffing plan indicates 14 positions, sharing costs with other SSP services, totaling 4.00FTE.
3. Implementation - Work Plan
<ul style="list-style-type: none">Implementation/work plan has loose timeframes, includes parson responsible for tasks, and includes tasks connected to performance measures and some other activities.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 12/01/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder meets all eligibility requirements.
Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Center for Healing and Recovery established in 2021 • Peer navigation since 2014 and syringe exchange since 2023 • Active programs in Penobscot and Piscataquis
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Org structure provided without names or hiring status
3. Litigation
<ul style="list-style-type: none"> • None
4. Financial Viability
<ul style="list-style-type: none"> • Independent audit – significant deficiencies of internal control identified
5. Certificate of Insurance
<ul style="list-style-type: none"> • Proof of insurance provided – note that insurance expires during performance period
Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none"> 1. Requirement met <ul style="list-style-type: none"> • Requirement met 2. 4 FTEs through cost share model. 9 staff trained through CIPSS and provide services, complete admin, and evaluation. 10 hours a week of support groups. One-on-one support available 30 hours a week. P – specific schedule for support groups identified. <ul style="list-style-type: none"> • Clearly demonstrates need through previous engagement with target area population 3. Requirement met 4. Requirement met 5. Description doesn't directly respond to prompt 6. Description lacking detail
B. Confidentiality Requirements
<ol style="list-style-type: none"> 1. Establishes capabilities in another program setting

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 12/01/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ol style="list-style-type: none">a. Requirement met.b. Requirement met.2. Requirement met.3. Reference to attached documents4. Lacking detail regarding description of training5. Lacking detail regarding related activities of cybersecurity team and records security6. Requirement met
C. Staff Certification, Training, and Supervision
<ol style="list-style-type: none">1. Requirements met2. Unsure of how ABSORB trainings are connected to the ones listed in a.-e. more detail would be helpful.3. Requirement met4. More detail regarding trainings content and administration would be helpful5. Does not detail how Peer Navigators will access materials6. Does not respond to 6.b. or 6.c.<ul style="list-style-type: none">• References attachment #67. Critical Incident Stress Management and access to behavioral health professionals on staff. Connecting staff to grief counseling. Group healing opportunities. No bereavement policy listed.<ul style="list-style-type: none">• EAP services and Paid Time Off benefits.8. Local outreach strategy not identified. Description mostly focused on walk-in services in Bangor rather than outreach services.
D. Peer Navigator Services to be provided to Participants
<ol style="list-style-type: none">1. Demonstrated ability to meet these requirements. D. Many referrals are internal to organization.2. Response not tied to prompt 2. Noted limitations around CCP certification in Piscataquis County.<ol style="list-style-type: none">a. Requirement met.3. Pathways identified but not specific to types of services.4. ICAROL system allows for schedule follow-up reminders for navigator and participant5. Requirement met.
E. Training for Community Stakeholders and Partners
<ol style="list-style-type: none">1. Requirement met.<ul style="list-style-type: none">• Reference to attachment 72. Response not target area or training type specific and no strategy for community partners engagement identified.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 12/01/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. Response lacks detail 4. Response lack detail
F. Performance Measures
1. Requirements acknowledged
G. Reports
1. Requirements acknowledged 2. Requirements acknowledged
3. Staffing
<ul style="list-style-type: none">• Referenced Attachments 8 and 9.• Job descriptions included but did not identify which duties were specific to RFP
4. Implementation - Work Plan
<ul style="list-style-type: none">• Referenced Attachment 9• Detailed plan included. No Gantt chart.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025, 11/24/2025, 11/26/25, 12/1/25

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder met the requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Organization established in 2011, began providing peer services in 2014.• Currently serving individuals in Penobscot and Piscataquis counties.
2. Project Team Organizational Chart
<ul style="list-style-type: none">• Met requirement
3. Litigation
<ul style="list-style-type: none">• "None" indicated.
4. Financial Viability
<ul style="list-style-type: none">• Three years' worth of audit findings submitted (2022-2024), each with significant deficiencies identified.• The 2023 audit presented 10 deficiencies; 4 were resolved for the 2024 audit.• The 2022 audit presented 9 deficiencies; 3 were resolved for the 2023 audit.• The 2021 audit presented 7 deficiencies; 0 were resolved for the 2023 audit
5. Certificate of Insurance
<ul style="list-style-type: none">• Met requirement

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
1- <ul style="list-style-type: none">• SSP certified in 2023 and serves individuals in Penobscot and Piscataquis County.• No response to the plan for staff distribution.
2- <ul style="list-style-type: none">• 4 FTE through a cost-shared model.• Intends to train 9 staff in the Certified Intentional Peer Support Specialist model.• Peer support will be provided in group settings. These groups already exist but will be expanded if awarded.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025, 11/24/2025, 11/26/25, 12/1/25

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Intends to target underserved people and did not respond to the request to describe an underserved area.
- Did not address the duplication of services question.
- Services will only be conducted at the Bangor location, but the location interacts with individuals outside of Penobscot County.

3-

- Unclear response on how this will be monitored.

4-

- Lack of detail for how communication policies align with the All Pathways to Recovery model.
- Did not address travel safety measures for staff and participants.
- Provides bus and gas card support for participants.

5 - Unclear response to how this is program will not supplant services

6 - Met requirement

B. Confidentiality Requirements

1- Met requirement.

2- Met requirement.

3 – Included copies of Risk Assessment and Vulnerability Scanning Procedures currently in place.

4 – Met requirement.

5 – Lack of detail on how the organization complies with requirements.

6 – Met requirement.

C. Staff Certification, Training, and Supervision

1. Does not demonstrate an understanding that Peer Navigators are required to be certified as recovery coaches.
2. Trainings do not exist and must be created.
Intends to use their existing learning platform to push required trainings to staff.
3. Met requirement
4. Unclear if the staff mentioned in this response are Peer Navigators required in this RFP.
5. Met requirement.
6. Lack of detail in response to how the program will ensure best practices, how supervisors will complete the required Peer Support 101, and does not specify required 1 hour of supervision per week for Peer Navigators.
 - Staff Training Plan does not outline Recovery Coaching certification.
7. Does not have a specific bereavement policy in place for staff.
8. All services will be conducted at the SSP by existing staff and therefore will not overlap.

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INDIVIDUAL EVALUATION NOTES**

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DATE: 11/7/2025, 11/24/2025, 11/26/25, 12/1/25

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

D. Peer Navigator Services to be provided to Participants
<ol style="list-style-type: none">1. Unclear how the program will be counting participants for this specific program. Program will be able to refer individuals to in-house Medication Assisted Treatment (MAT) and detox services.2. Does not address how the program will support individuals navigating challenges only offers how they will interact with them.3. Response outlines how the program will present information about the program, not how the program will provide information to participants in a targeted way.4. All contact information and consent will be entered into database which will facilitate follow-up reminders for the staff and participants.5. Met requirement.
E. Training for Community Stakeholders and Partners
<ol style="list-style-type: none">1. Attachment 7 does not outline the length of each training and identify the author or creator of each training. Community Training Plan outlines which staff members will conduct each training.2. Lack of detail on how the bidder will ensure they meet the metrics required in the RFP.3. This section and question requests information on community stakeholder and partner training and the bidder's response is about participant meetings such as 12 Step. Lack of understanding of the proposal's request.4. Did not respond to the question or outline how they will collect post training feedback from training participants.
F. Performance Measures
Attachment 10 – Workplan does not outline how the bidder intends to meet goal b.
G. Reports
Met requirement.
2. Staffing
Attachment 8 – Job Descriptions did not outline who will perform community stakeholder trainings. No subcontractors or consultants indicated. Attachment 9 – Staffing plan provides an outline of cost sharing.
3. Implementation - Work Plan
Attachment 10 -

Part IV, Section IV. Cost Proposal and Budget Narrative

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

- No budget narrative provided.
- Budget details provided are for 4-years, 1/1/2026-12/30/2029; not the RFP requested timeline of 1/1/2026-12/31/2027.
- Request for laptop refresh and additional computer is 44% of the materials budget and could not figure out how the \$4800 total was calculated.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025, 12/1/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Provider meets eligibility requirements.
Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Have infrastructure to support this program• Focus on Wabanaki people, but also serve non-indigenous community members• Strong relationships with providers• Have 690 enrollees and average 1070 interactions per month• Operate Peer Recovery Center serving tribal communities since 2014• Offer services in culturally centered manner.
2. Project Team Organizational Chart
<ul style="list-style-type: none">• Note 3 peer specialists and one recovery coach
3. Litigation
<ul style="list-style-type: none">• None
4. Financial Viability
<ul style="list-style-type: none">• Audit identified deficiency in internal control over compliance (2024)• WPHW submitted an action plan for 2024, 2023, and 2022 audit• Audit identified deficiencies in internal control in 2023• Audit identified deficiencies in internal control in 2022
5. Certificate of Insurance
<ul style="list-style-type: none">• Included
Part IV, Section III. Proposed Services
A. Operational and Certification Requirements

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025, 12/1/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Certified since 2023
- Plan to continue working with MECDC and community to ensure certification
- Services to be offered at one location in Bangor – Q: is this sufficient for Area 5?
- 4 total FTE among 9 staff persons
- Will expand current services offered
- 10 hours weekly of facilitated peer led support groups with half to be grounded in indigenous healing values
- 30 hours of 1:1 navigation
- No SSP in Piscataquis and therefore no physical services in Piscataquis

- Plan to partner with tribal communities to expand SSP services
- Plan to establish 3 MOUs with providers in Piscataquis for services not offered at Bangor site
- Bangor site offers one stop shop model through partnerships
- Will have other dedicated staff to manage administrative tasks such as reporting and evaluation
- Use ICAROL to record non-clinical encounters
- Have various policies and procedures, but will add an addendum for peer navigation project
- 9 direct staff but 4 FTE total
- Evaluation process designed by peer advisory board to ensure staff are implementing IPS values

B. Confidentiality Requirements

- Paper forms used but shredded
- Use ICAROL to keep information
- P- Learning Management System for employee trainings and to track when training are completed
- Meets requirement
- Access to ICAROL can be confined to specific program or individual.
- Meets requirement
- Meets requirement
- Meets requirement

C. Staff Certification, Training, and Supervision

- Meets requirement
- Meets requirement.
- Supports professional development and competency assurance through performance reviews and supervision

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INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025, 12/1/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Currently have staff that are trained to conduct education
- Distributed 9000 FTS and 4300 XTS
- Meets requirement
- Have 3 month, 6 month, and annual performance reviews
- Q: State previously that they will have 4 FTE across 9 individual staff, training plan only shows CIPSS training for 3 Prevention Navigators, does this mean only 3 individuals will be CIPSS trained?
- Q: What is the difference between Prevention Navigators and Peer Navigators?
- Q: Why do only the Peer Navigators get a CIPSS refresh? Are these 3 staff individuals already CIPSS trained and they expect to keep them through each year?
- PTO as needed
- Have some mental health support as part of their organization and also refer out
- Q: If they do not conduct work based on geographical need, but at the individual level, does the bidder instead ensure that staff persons have their own group of individuals they provide services to? Or might various staff work with the same individual and could this potentially be confusing?

D. Peer Navigator Services to be provided to Participants

- Average 240 unduplicated individuals a month
- Have a 10-bed detox facility (Cedar Road)
- Will offer telehealth style interactions
- Offer various support groups
- Meets requirement
- Use of ICAROL to set up reminders
- Curriculum based on client's desires

E. Training for Community Stakeholders and Partners

- Will have request form on website for community
- Community training plan included as attachment 7
- Conducted 35 overdose trainings in 2024
- Facilitated 274 groups in 2024
- N- Does not fully discuss data collection and post training surveys.

F. Performance Measures

- Meets requirement

G. Reports

- Meets requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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EVALUATOR DEPARTMENT: Office of Behavioral Health

2. Staffing

- CIPSS training required for Peer Recovery Coach and Peer Recovery manager but not for Prevention Navigator nor Prevention Manager
- Not applicable
- Note Peer Specialist in list of staffing plan, but do not include job description

3. Implementation - Work Plan

- Q: If Peer Recovery Coaches are included as FTE for this project, why are they not mentioned in the work plan? What role will Peer Recovery Coaches fulfill?

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
1 – P: Meets eligibility
2 – P: Meets eligibility

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Center for Health and Wellness started in 2021, supporting culturally appropriate care for individuals experiencing opioid addiction and their families.• P: Peer Navigation services since 2014• P: uninterrupted SSP services since 2023
2. Project Team Organizational Chart
<ul style="list-style-type: none">• P: Meets requirement
3. Litigation
<ul style="list-style-type: none">• None
4. Financial Viability
<ul style="list-style-type: none">• P: Provided audit reports 2022-2024. Financially viable.
5. Certificate of Insurance
<ul style="list-style-type: none">• P: Meets requirement

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none">1. P: Two ssp certification renewals since 2023. No lapse in certification. N: Does not describe a plan for staff distribution, or community outreach. Speaks more to services offered at a physical location.2. N: Doesn't describe outreach strategies or schedule. Running peer-led groups are not a component of services to be funded under this proposal. I: Describes 9 positions being funded by this rfp, yet only references a group schedule and a potential availability of 30 hours per week of on-on-one navigation services. I: Describes providing support to individuals who are underserved within a well serviced community.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. I: .35 FTE to support administrative tasks for peer navigator project ensuring navigators do not spend more than 25% of their schedules completing tasks not related to direct support.
4. A: N: Does not speak to communication alignment with All Paths to Recovery principles.
P: Several methods and strategies in place to raise awareness and market available supports
B: N: Does not speak to policies regarding storage or maintenance. Does not speak to resources and supplies beyond naloxone.
C: Q: Are participant gas cards an allowable service for this funding stream?
N: Does not speak to policies regarding travel safety, including use of safety belts or distracted driving.
D: P: ICAROL used for current peer support programming to assist with performance reporting.
E: P: Meets requirement
5. Q: Not clear if these are new positions, or expansion of existing positions currently funded through other programs.
6. P: Advisory board will work to develop a participant satisfaction survey.
N: Doesn't provide a detailed description of how the tasks and principles of IPS will be implemented to build trusting relationships with participants.

B. Confidentiality Requirements

1. Q: How does a system set up for case management align with peer support documentation values?
A: Meets requirement
B: Meets requirement
2. P: Met requirement. \$3m liability policy covering privacy, biometric and cyber incidents.
3. P: Program has designated permissions. Agency has Risk assessment policy and procedures in place, as well as a vulnerability scanning procedure.
4. Met requirement, but does not provide details of how breaches are addressed.
5. Meets requirement
6. Met requirement

C. Staff Certification, Training, and Supervision

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 5

BIDDER NAME: Wabanaki Public Health

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. N: While states all individuals will complete training requirements, there lacks a detailed plan and understanding of the process steps to apply, be accepted for, and complete the certifications processes. No details provided on support and navigation of maintenance of certifications.
 - a. N: Does not describe understanding of the difference between provisional and full certification, or the steps needed to obtain provisional or full certification.
 - P: Certification standings will be tracked with HR
 - i. N: No mention of Recovery Coach certification
2. N: Does not provide any detail of understanding the required training topics, or provide examples of approaches for development and content of these trainings.
3. P: Will utilize ABSORB Learning platform for continued learning, paired with supervisory check-ins and performance reviews.
4. N: Does not provide detail for a plan to train new peer navigator staff. Does not provide detail on the required topics of training, a plan to develop trainings with needed content, or how delivery of trainings would be implemented within 30-days. While provided some detail on how current training and operations occur, does not speak to the training received by these staff, or how knowledge is disseminated to the general public, or program participants.
5. N: Does not speak to what materials and supplies may be needed for the peer navigators to be successful in their roles.
6. N: Does not provide a supervision schedule or process for peer navigators.
 - a. N: Does not provide process for staying up to date with best and emerging practice
 - b.
 - i. N: Does not provide schedule to attend Peer 101, Recovery Coaching Basics or and application timeline.
 - ii. Does not speak to, or include peer managers training in staff training plan.
 - c. Does not provide a supervision schedule for peer navigators beyond performance reviews, which does not satisfy the one hour weekly supervision.
7. N: Description doesn't include information on how peer navigators are supported through a supervision standpoint for losses of participants or colleagues. Encouraging use of PTO to maintain healthy/work life balance does not reflect embracing the importance of bereavement policies, the hardships of this type of work, inevitable loss of participants and/or colleagues, or reflect the level of employer support that should be seen in the field.
 - P: No-cost counseling available to employees

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EVALUATOR DEPARTMENT: Office of Behavioral Health

8. N: Services being housed at an existing location does not address the intended purpose of this rfp, which is to provide street and community level outreach to engage, educate and support those who may not access or utilize existing services.

D. Peer Navigator Services to be provided to Participants

1. A. N: Does not describe a plan for outreach services. Only references existing brick-and-mortar services/
B. N: Does not speak to programming or expansion of distribution under this rfp if awarded.
C. Does not provide details of how this will be met through a peer support model lens, or how existing structures would evolve/expand to meet this requirement.
D. i. P: MAT programming within agency
 ii. P: Agency has a detox center available for access within 24 hours in most cases.
 iii. met requirement
 iv. met requirement
 v. met requirement
 vi. met requirement
2. Met requirement
 a. N: Recommended group pathways is not equivariant to an All Pathway Toward Recovery approach, which is a philosophy toward support and an availability of resources, and cannot be encapsulated within group offerings only. No description offered of support beyond group scheduling and availability, and individual support hours of availability.
3. Met requirement
4. Q: What is timeline and occurrence of the follow up reminder schedule?
5. P: Participant driven approach toward services and treatment.
 N: Does not describe how peer navigation services will continue to be delivered if an individual is not interested in continuing or exploring other community treatment and/or support services.

E. Training for Community Stakeholders and Partners

1. Met requirement
 a. N: Does not provide duration of each training. Does not provide training developer.
 P: Descriptions available in attachment

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EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>2. P: Existing overdose recognition and response trainings, and shares number of trainings and participants indicating ability to reach department goals. N: Does not describe training duration. Does not describe a training on primary, secondary and tertiary prevention strategies.</p> <p>3. A: P: Training formats used provide space for questions, answers and insights from participants B. N: Does not provide examples or guidelines of how trainings are requested. C. N: Does not describe how dissemination of policies, materials and/or resources will occur. D: N: Provides links to NA and AA to provide a description of methods used. Neither model encompasses an All Pathways Toward Recovery foundation and are not suited as an example of how educational trainings for community providers and partners should be implemented.</p> <p>4. N: Does not provide details on how they will develop and distribute a department approved post-training survey. a. N: Does not describe how data will be provided to the Department.</p>
F. Performance Measures
1. P: Met requirement
G. Reports
1. Met requirement 2. Met requirement
3. Staffing
a. N: Peer navigator job description does not reflect the requirement of needing both CIPSS and Recovery Coach certifications, as outlined in C.1 of RFP. N: Lists the Peer Specialist and Recovery Coach separately. The intention of this service is for dually trained Peer Navigators. B. N/A c. N: Positions in the staffing plan included prevention navigators (three at 15, 30 and 25%) and a care support counselor (at 50%), which are not relevant for the purpose of provided services of this rfp.
1. Implementation - Work Plan
<ul style="list-style-type: none">• i. I: includes work plan, but not in a timeline chart format• li. N: does not include detailed description of tasks, only includes language from rfp required deliverables and performance measures. Does not include month to be carried out. Does not include recovery coach training attendance. Does not provide detailed description of group development or department

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

approval, schedule or description of group facilitation trainings.
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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 6

BIDDER NAME: Maine Access Points

DATE: 11/12/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
<ul style="list-style-type: none">• Bidder indicates being certified to provide SSP services, and references Project 3 in the Experience and Qualification section for detail• In <u>Project 3</u>, bidder indicates providing prevention services in York, Oxford, and Washington Counties, in contract with the Maine Center for Disease Controls, since 2019• Bidder details services provided under this agreement, including but not limited to:<ul style="list-style-type: none">A. Distribution of overdose prevention and infectious disease control supplies and testingB. Providing training, education, and technical assistanceC. Providing referrals and linkages to care for people who use drugs• Bidder indicates provision of peer services for at least two (2) years, and references Project 1 in the Experience and Qualification Services for detail.• In Project 1, Bidder indicates performing the services outlined in this RFP during a pilot period between October 1, 2023, and March 31, 2025.• In Project 1 response, bidder reports that Peer Navigators have been trained in both CCAR recovery coaching and Certified Intentional Peer Support• Bidder additional reports that other staff positions, including admin assistant and executive director, have also been trained in models that support peer fidelity• Bidder appears to meet both eligibility requirements

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder organization founded in 2018• Serving all 16 Maine Counties, with a focus on rural and geographically isolated communities• Response indicates centering of voices of individuals with lived experience, led by individuals with lived and living experience• Reports serving more than 1,100 participants and distributing one third of the Narcan distributed in Maine in 2024• Operates mobile and site-based syringe exchange program

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 6

BIDDER NAME: Maine Access Points

DATE: 11/12/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Distributes Narcan and provides education on overdose response
- Provides additional prevention training and resources, including safe sex, reproductive services, and substance use prevention
- Offers paid opportunities for participants to provide peer-to-peer programming, community organizing, and the co-creation of materials
- Provides drug testing with several methods
- Offer grief support
- Derailed overview of participant engagement in organizational goal setting and program design – demonstrates strong commitment to participant driven service model
- Incumbent provider having delivered services during pilot period
- Includes activities reporting from 2024. All activities are relevant to the services requested in this RFP
- Project 1 – Peer Navigator Pilot – highly relevant
- Project 2 – Narcan Distribution – relevant
- Project 3 – relevant

2. Project Team Organizational Chart

- Included enterprise-wide organizational chart, with project team identified

3. Litigation

- Indicates 'none'

4. Financial Viability

- Included 3 years audited financial that appear to demonstrate financial viability

5. Certificate of Insurance

- Provided and valid

Part IV, Section III. Proposed Services

A. Operational and Certification Requirements

1. Detailed response indicates multiple levels within operational structure to adhere to compliance, including leadership structure, adequate resource allocation, policy and procedure reviews, staff training and ongoing development, and contingency planning
 - Response identified established location in: Calais and Machias
 - Calais: 311 Main St, Calais, ME
 - Machias: 25 Main Street, 15, Machias ME
 - Response indicates this target area to allocate 1.0 FTE Peer Navigator, and additional time allocated to Executive Director (0.1 FTE), Administrative

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EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Assistant (0.1 FTE), and additional funds allocated to two (2) consultants focused on peer fidelity and data management

2. 40 hour per week Peer Navigator will be available at SSP during specific times for 15 hours per week, and conduct mobile outreach for roughly 17 hours per week with a focus on rural areas where transportation challenges limit access to services
 - Executive director will develop schedule to support this work, with attention being paid to community needs
 - Executive Director used two (2) distinct methods for selecting the target areas proposed
 - Community engagement
 - Collaborative partnerships, including CDC, OBH, community providers, and mutual support groups
 - E.D. responsible for ongoing assessment of community needs using above methods, as well as ensuring non-duplication of services. Response indicates bidder serves entire target area 6 and is open to all.
3. E.D., admin assistant, and consultants each contribute to meeting this requirement, with ED in the lead. Navigator schedule referenced above, and meets requirement
4. A. Policies in place for other positions align with all pathways approach, and plan to develop Peer Navigator policy handbook within 30 days of notice of award
 - B. Existing policy in place as bidder provided peer navigator services during pilot period
 - C. Response includes portion of existing policy, which will be updated as needed. Response includes application withing peer fidelity, demonstrating an understanding of IPS principles and practices.
 - D. Bidder employs documentation system within existing database that assigns anonymous identifier. Consultant with IPS experience will review documentation system to assess fidelity.
 - E. Plan to submit all policies to DHHS within 30 days of contract start date
5. Detailed response includes several levels of oversight to ensure peer navigator services would enhance, not replace or replicate, existing services
6. Response describes detailed training and orientation plan, developed by bidder's consultant certified to train in Intentional Peer Support.
Indicates navigators in target area already trained
Response prioritizes building relationships with participants
Response demonstrated deep understanding of peer support principles and peer fidelity

B. Confidentiality Requirements

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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BIDDER NAME: Maine Access Points

DATE: 11/12/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

1. Met requirement
 - A. Bidder will produce certifications of completion including pertinent information including date, staff name, trainer name. met requirement
 - B. Detailed response includes excerpt from training. Meets requirement
2. Met requirement
3. Bidder utilizes encrypted, secure data collection platform hosted on the Yale School of Medicine's secure server.
 - a. Met requirement
 - b. Met requirement
4. Bidder employs a consultant to support compliance. Met requirement
5. Met requirement
6. Met requirement

C. Staff Certification, Training, and Supervision

1. Training and certification requirements are included in job descriptions, included in staff interviews, and monitored by E.D. All staff receive 2 hours training on peer support during orientation. Current navigator in target area holds both required certifications. Consultants are certified trainer in peer support modalities. Exceeds requirement
 - A. E.D. and admin assistant responsible for monitoring certification compliance.
2. Detailed response meets requirements for a-e.
Responsibility to deliver training shared between E.D., Admin Assistant, and consultant
3. Bidder will review training approved by the department, and develop additional trainings to supplement those in order to meet the requirement. Admin assistant will be responsible for tracking delivery of training.
4. Bidder has existing "Peer Navigator Community Educator" training, that will be delivered by the ED to meet this requirement. Response addresses each topic a-d.
5. Met requirement
6. A. ED and Admin assistants share responsibility meeting this requirement by participating in learning communities, sharing emerging best practice research, providing access to continuing education and conferences
 - B. Admin assistant position supports oversight of training and certification requirements
 - C. Response provides schedule outline meeting this requirement. Supervision responsibility split between ED and consultant, 2 hours each per month

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EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Attachment six (6), Staff Training Plan, provides a detailed, time bound overview address each of the training components required in this RFP, with brief description of each training to be provided

7. Bereavement policy exceeds industry norms, offering 1 week paid plus use of PTO and unlimited unpaid time off, should it be needed. Staff do not have to identify relationships to qualify for bereavement leave. Staff are supported in supervision, group debriefs, and peer support, in addition to training titled *Tending to our Grief*
8. Geographical assignment of peer navigator role determined by data indicating need

D. Peer Navigator Services to be provided to Participants

1. Detailed response addresses all requirements a-d. Response demonstrates alignment with peer fidelity. Response includes list of bidder referral partners in target area
2. Detailed responses describe a number of support types, each in alignment with All Pathways, person centered, peer fidelity
3. Response includes several methods including 1-on-1 peer support, groups sessions and workshops, warm accompaniment, and includes a brief description of soliciting participant feedback in order to conduct advocacy with local provider organizations
4. Provided detailed description of participant contact plan, including opt-out option, centering consent, tiers timing, and details on structure of follow up contact content. Response demonstrates strong commitment to participant led access to services.
5. Response centers participant self-determination in access services, or not, and identifies multiple strategies to supporting participants, including advocacy, information sharing, providing transportation, and attending appointments where appropriate. If a participant discontinues other services, bidder describes plan to continue peer support outreach and maintain ongoing support.

E. Training for Community Stakeholders and Partners

1. Bidder has current library of trainings, to be reviewed by Dept. Any additional training to be developed as needed. Met requirement
Attachment 7, community training plan, includes series of trainings, duration and frequency, and description of content. Attachment also includes strategies for promotion and feedback from training participants. Meets requirement
2. Plan to offer training in multiple formats including live-in person, live virtual, and on-demand, leveraging existing partnerships and networks
All staff at bidder org able to provide training, ensuring capacity to meet this requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 6

BIDDER NAME: Maine Access Points

DATE: 11/12/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>Plan for regular review, evaluation, and update of training content Commitment to meeting all training requirements, and reports all curricula ready for department review and approval</p> <p>3. Commits to meeting requirements, with peer navigator position designed with time allocated to deliver these trainings Response provides detail addressing each item in this section with appropriate detail</p> <p>4. Response includes post survey questions from Peer Navigator pilot program, and plan for collecting, entering and reporting survey results</p>
F. Performance Measures
<p>1. A. Response includes plans to use existing participant management data collection system to track contacts, and adjust programming as needed B – Response includes plan to track survey results in existing database and calculate and report on results to department as required</p>
G. Reports
<p>1. Response demonstrated infrastructure and oversight necessary to meet this requirement Responses to a-f identify each position responsible for submitting reports</p> <p>2. Met requirement</p>
3. Staffing
<p>a. Job description provided include necessary qualifications and responsibilities</p> <p>b. Indicates that no subcontractors will be used</p> <p>c. Staffing plan identifies a total of 1.20 FTE staff: ED 0.1 FTE Northern Maine Harm Reduction Coordinator/Peer Navigator 1.0 FTE Admin assistant 0.1 FTE Staffing plan additional identifies 2 consultants: Peer Support, supervision, training – 70 hours annually Data specialist – 10 hours annually Staffing plan includes peer supervision schedule</p>
4. Implementation - Work Plan
<ul style="list-style-type: none">Implementation plan includes tasks, position responsible, and is presented in a timebound display.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder meets all eligibility requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P – operational for over 7 years• P – supported over 1,100+ participants in 2024• P – focus on rural and isolated communities – only prevention provider in Maine to focus on state-wide rural access• P – paid advisors with lived/living experience who guide what services should look like (e.g. operation hours and mode of wound care and testing delivery)• P – incumbent provider for these services• P – three projects demonstrate relevant experience and impact in target areas
2. Project Team Organizational Chart
<ul style="list-style-type: none">• Staff time for RFP identified in the chart provided
3. Litigation
<ul style="list-style-type: none">• None listed
4. Financial Viability
<ul style="list-style-type: none">• Provided Financial Statements 2021-2024 reviewed by a Certified Public Accountant
5. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance provided• Policy expires during performance period on 7/12/2026

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none">1. – met requirements2. P – 40 hours per week of direct services provided N – a lot of strategic planning around service delivery appears to rely on one person (ED)<ol style="list-style-type: none">a. Met requirement<ul style="list-style-type: none">• P – bidder describes comprehensive strategy for determining service areas through community engagement and systematic feedback mechanism

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

3. P – bidder demonstrates commitment - through allocation of administrative staff time, supervision, training, and specific scheduling tools - to ensure that Peer Navigator doesn't spend more than 25% of their time on administrative tasks
4. Requirement met
5. Requirements met through needs assessment and documentation/reporting strategy identification
6. P - Bidder demonstrates how peer navigators will implement IPS when building relationships with program participants and IPS principles in their organizational approach/philosophy

B. Confidentiality Requirements

1. Requirement met
 - a. Requirement met
 - b. Requirement met and exceeded through demonstration of annual refresher trainings for all staff and consultants in addition to overview of ongoing supervision and oversight related to confidentiality practices
2. Requirement met
3. Requirement met

Q – How would the program be impacted if access to the Yale server was no longer available?

 - a. Comprehensive risk assessment framework identified
 - b. Requirement met
4. Requirement met
5. Requirement met
6. Requirement met

C. Staff Certification, Training, and Supervision

1. P - Peer navigator for target area has completed PS 101, is a certified recovery coach, and is signed up for CIPSS training. Administrative Assistant responsible for monitoring training completion and maintenance.
2. P - Comprehensive curriculum of related trainings appears to meet requirement.
3. Requirement met
4. P – “Peer Navigator Community Educator Training” (outlined in Attachment 6) within 30 days of hire with detailed contingency plan to account for any barriers
 - a. Requirement met
 - b. Requirement met
 - c. Requirement met

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

5. P – “Sortly” inventory management system helps ensure Peer Navigator has access to necessary materials and supplies
6. Requirement met
 - a. P – a diverse variety of avenues identified to meet this requirement for all staff (supervisors and peer navigators)
 - b. Requirement met
 - c. P – Bidder demonstrated commitment to this requirement by identifying multiple support roles to supervise and enhance well-being and professional growth for peer navigators
P – use of tools to meet this requirement were identified
 - Referenced attachment 6
7. P – 1 week of paid bereavement and wholistic supervision approach outlined
 - P – training “Tending To Our Grief” offered to staff
8. P – 1.0 FTE dedicated to target area
 - a. Requirement met with consideration of transportation barriers identified in Target Area 6

D. Peer Navigator Services to be provided to Participants

1. Requirement met
 - a. P – outreach site examples from Pilot Peer Navigator Program provided
 - b. P – history of outreach in Washington and York counties
 - c. Requirement met.
 - d. P – participant-centered choices approach to referrals
P – peer navigators would have access to an internal resource directory
2. P – detailed overview
 - a. Requirement met
3. P – approach and information/resource types clearly described
4. P – informed consent and communication procedures outlined
P – tiered contact attempts and corresponding contact windows identified
P – using data tracking to inform performance of 30-day follow-up timeframe goals and ensure quality assurance
5. Requirement met
 - a. Requirement met
 - b. Requirement met

E. Training for Community Stakeholders and Partners

1. P – bidder outlines trainings ready for Department review
P – demonstrated experience partnering with the Department in developing a community-responsive training curriculum
 - a. Requirement met

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Refers to attachment 7 <ol style="list-style-type: none">2. Requirement met P – project support from consultant<ol style="list-style-type: none">a. P – demonstrated ability to meet and exceed this requirement in previous yearb. P - demonstrated ability to meet this requirement in 2024c. P - demonstrated ability to meet this requirement in 2024Q – unclear if the trainings were provided to community partners positioned within the target area or statewide3. Requirement met<ol style="list-style-type: none">a. Requirement metb. Requirement metc. Requirement metd. Requirement met4. P – bidder demonstrated ability to administer surveys as part of the Peer Navigator Pilot program<ol style="list-style-type: none">a. Requirement metQ – concerns about use of Google Forms and OIT compliance
F. Performance Measures
<ol style="list-style-type: none">1. Requirement met P- bidder states to have never missed a deadline related to PMs for any contract<ol style="list-style-type: none">a. Tracking and monitoring methodology and staff support outlinedb. Tracking and monitoring methodology and staff support outlined
G. Reports
<ol style="list-style-type: none">1. Requirement met2. Requirement met
2. Staffing
<ol style="list-style-type: none">a. P – requirement metb. N – does not provide overview of consultant managementc. P – requirement met
3. Implementation - Work Plan
<ol style="list-style-type: none">a) P – week by week overview (initial onboarding to week 4) P - Each staff and community training assigned to either the ED, administrative assistant, or consultant<ol style="list-style-type: none">i. P - Gantt chart provided N – mentions developing contract with one consultant but not the other N- typo

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INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

- | |
|--|
| <ul style="list-style-type: none">ii. P/N - Description of each program development and implementation task is brief, but does include the month completion deadline and person responsibleiii. N – Tasks delegated to consultant #1 but not the Database & Security Consultant |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder met the requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Experience as a SSP service provider and organization was founded on peer-led principles. • Over one-third of state naloxone distribution.
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met requirement.
3. Litigation
<ul style="list-style-type: none"> • Indicated 'none.'
4. Financial Viability
<ul style="list-style-type: none"> • Provided three years of financial reviews. No concerns noted.
5. Certificate of Insurance
<ul style="list-style-type: none"> • Met requirement.

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<p>1 – P - Bidder has never been put on a corrective action or had a lapse in SSP certification</p> <p style="padding-left: 20px;">P - Comprehensive outline of compliance and review process for maintaining SSP certification, including contingency planning.</p> <p style="padding-left: 20px;">P - Specifies Peer Navigator will not conduct SSP services.</p> <p style="padding-left: 20px;">I - Existing staff in Area 6 is an experienced Recovery Coach and has completed the application for CIPSS training.</p> <p style="padding-left: 20px;">P - Dedicated data staff.</p> <p>2 – Outreach currently being conducted in Area 6 requires a lot of travel.</p> <p style="padding-left: 20px;">P - Determine by data and stakeholder input</p> <p style="padding-left: 20px;">I – Bidder noted it is the sole SSP providing Certified Intentional Peer Support Specialist (CIPSS) peer support</p> <p>3 – Met the requirement.</p> <p>4a-e - Met the requirement.</p>

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EVALUATOR NAME: Jamie Jastrzembki

EVALUATOR DEPARTMENT: Office of Behavioral Health

5 – Met the requirement.

P - Bidder will assess the needs of the community, collaboratively plan with existing teams, and assign distinct activities for the Peer Navigator. This indicates the service will be supplemental and not supplanting.

6 – Met the requirement.

P - Peer Navigator in Area 6 has applied for the CIPSS Course.

P - Training developed by State State-certified subject matter expert.

B. Confidentiality Requirements

1a-b – Met the requirement.

2 - Met the requirement.

3 – P - Partnership with Yale School of Medicine.

P - PII is collected only when requested by participants.

a-b – Met the requirement.

4 – P - Bidder has a response plan in the event of unauthorized access or disclosure of confidential information.

5 – P – Annual policy review

6 – Met the requirement.

C. Staff Certification, Training, and Supervision

1 – P – Certifications are a requirement for current Peer Navigator positions by Bidder

P - Subject matter expert built into proposal and budget to support training.

a-b - Administrative Assistant will track training requirements to ensure compliance with the 180-day target and maintain compliance.

2 –

a – Met the requirement.

b – Needs to be developed.

c – Met the requirement.

d – Needs to be developed.

e – Needs to be developed.

3 – Administrative Assistant will track training requirements to ensure compliance.

4 – Bidder has a training ready to support this activity.

P – Current Peer Navigator is trained and ready to conduct this activity.

a-d – Met the requirement.

5 – Bidder utilizing an inventory database to monitor distribution and notify of low inventory.

P – Bidder conducts inventory audits to monitor discrepancies.

Q – No mention of the kinds of supplies to be purchased under this RFP.

6 –

a – P – Bidder demonstrated expertise in best practice.

P – Bidder has other grant funding to support conference participation.

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EVALUATOR DEPARTMENT: Office of Behavioral Health

- b – Bidder included a contingency plan for the requirement.
 - i-ii – Met requirement.
- c – Met requirement.
 - P – Bidder notes feedback loop about supervision and audit records of supervision.
- 7 – Bidder has a bereavement Policy in its employee handbook.
 - P - Executive Director to fill in the Peer Navigator role, if necessary, due to bereavement time off.
 - P - Bidder has grief training for employees.
- 8 –
 - a – Bidder indicated a plan for overlapping areas, if necessary, which centers around the participant.
 - P – Bidder will engage with stakeholders to evaluate target area.
- P – Bidder’s database allows for information on areas served to be shared throughout the contract.

D. Peer Navigator Services to be provided to Participants

- 1 –
 - a – Bidder identified targeted outreach locations from past experience.
 - Bidder will track data and ensure numbers are not duplicated.
 - b – Met requirement.
 - c – Met requirement.
 - d – Bidder provided a snapshot of its resource list.
- 2 – Bidder outlines multiple ways to support participants in accessing services.
 - P – Bidder collects data on referrals and experiences.
 - P – Bidder has a feedback loop on Peer Navigator effectiveness.
 - a – Met requirement.
- 3 – Bidder will use a conversational approach to resource brokering, which is participant-led.
- 4 – Bidder indicates that follow-up contact is determined by the participant.
 - P – Bidder’s database will facilitate follow-up reminders for Peer Navigators.
 - P – Bidder outlines a schedule for follow-up attempts.
 - P – Bidder requires documentation within 48 hours of contact, which is monitored.
- 5 – Met requirement.
 - a – Met requirement.
 - b – Met requirement.
 - P – Bidder outlines support for Peer Navigators during this activity.

E. Training for Community Stakeholders and Partners

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

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EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

- 1 – Met requirement.
- 2 – Met requirement.
 - P - Bidder has required trainings already developed.
 - P – Bidder will evaluate training effectiveness.
- 3 – Bidder has training already developed.
 - P – Bidder will use a subject matter expert to develop a training delivery guide to support staff.
- a- d – Met requirement.
- 4 – P – Bidder has experience developing department-approved post-training surveys.
 - a – Met requirement.

F. Performance Measures

- 1 - Bidder has a system established for tracking data related to these performance measures

G. Reports

- 1 - Bidder has a system established for these reports.
- 2 – Met requirement.

2. Staffing

- a – Met requirement.
- b – N – No subcontractors identified; however, a consultant role is present in proposal and budget.
- a – Met requirement.

3. Implementation - Work Plan

- a – Detailed plan provided.

Part IV, Section IV. Cost Proposal and Budget Narrative

- Material and supplies costs are not detailed and account for 26% of annual budget.
- Biowaste cost could be allocated based on applicable programming. SSP service supports testing and produces similar waste.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Provider meets eligibility requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Focus on rural communities • SSP, OEND, Health Education, Drug checking services, infectious disease testing, advocacy
2. Project Team Organizational Chart
•
3. Litigation
<ul style="list-style-type: none"> • None
4. Financial Viability
•
5. Certificate of Insurance
<ul style="list-style-type: none"> • Included

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ul style="list-style-type: none"> • P – strong process/measures for ensuring maintenance of SSP certification • P- Strong plan for engaging community specifically within rural setting • P- Continuous feedback collection to inform services • I – Maintain regular encampment outreach • P- well established (and previously implemented) protocols and procedures for this work
B. Confidentiality Requirements
<ul style="list-style-type: none"> • P- Strong confidentiality protocols, including how data is maintained physically and digitally • P- quality assurance process
C. Staff Certification, Training, and Supervision
<ul style="list-style-type: none"> • P-Has staff already trained • Includes process for ensuring staff certification is obtained and maintained

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• P-Currently provides these trainings to other organizations throughout the State of Maine• I- Use Sortly to manage inventory electronically• P-Tending to our Grief training <p>P- Data to inform service area</p>
D. Peer Navigator Services to be provided to Participants
<ul style="list-style-type: none">• P- Peer navigator will outreach in areas/locations with high concentration of people who use drugs• P- Warm accompaniment• P- Regular feedback to address barriers• P- Tiered contact attempts (3 total within 30 days)• P- Audits and quality assurance
E. Training for Community Stakeholders and Partners
<ul style="list-style-type: none">• I- On-demand customized training• P- Experience administering post-training surveys
F. Performance Measures
<p>P- Have monitoring methods in place to meet measures</p>
G. Reports
<p>P- Monthly checks to ensure data completeness, timeliness, and accuracy</p>
2. Staffing
<p>P – job descriptions include CIPSS and All Pathways Toward Recovery framework</p>
3. Implementation - Work Plan
<ul style="list-style-type: none">• Detailed work plan

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
1 – P: Meets eligibility 2 – P: Meets eligibility
Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Meets requirement. Extensive experience with overdose and infectious disease prevention, training, strategies and resources, and Peer Support Street and community outreach services. Provider for the initial piloting of the Peer Navigator program.
2. Project Team Organizational Chart
<ul style="list-style-type: none">• P: Meets Requirement
3. Litigation
<ul style="list-style-type: none">• P: None
4. Financial Viability
<ul style="list-style-type: none">• P: Meets Requirement
5. Certificate of Insurance
<ul style="list-style-type: none">• P: Provided certification of current liability insurance
Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
1. P: Never had a lapse in certification or a corrective action. Describe in detail plan to maintain certification, including oversight of compliance, ongoing policy and procedure review, staff training and development, resource allocation, contingency planning and annual attestation.
2. P: Meets requirement with one FTE proposed <ul style="list-style-type: none">a. P: Plan to distribute staffing time across site drop-in times, community outreach hours and targeted rural engagement. Schedule to be developed by Executive Director.
3. P: 15 hours at site location; 17 hours community outreach and engagement; 8 hours training, documentation and administrative detail.

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INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Maine Access Points

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. A. P: Applicant has existing employee policies and procedures in place for current programming which is in alignment with an All Pathways to Recovery framework. They will work with an outside consultant for development of a manual specific to peer model fidelity and communication.
- B. P: Meets requirement. Existing policy
- C. P: Meets requirements. Has existing policy which will provide a sample for and update this policy to include guidance for seatbelt and distracted driving safety.
- D. i. P: Existing database collects services provided and tasks completed using an anonymous unique individual ID number. HIPPA compliant database is used to facilitate medical testing results and referrals to outside treatment. Peer-Support content and practice expert will review existing databases to ensure compliance with requirements of RFP.
 1. P: Will review existing policy to align with IPS documentation principles and the administrative assistant will monitor documentation to ensure ongoing alignment.
 2. P: Will review existing policy to align with IPS documentation principles and the administrative assistant will monitor documentation to ensure ongoing alignment.
- E. P: Will have consultant review all revised/developed policies prior to 30-day submission to the Department, has included a work plan outlining the anticipated timeline.
5. P: Has a plan to integrate awarded services ensuring they are not duplicative of existing services and programming. Submitted plan includes Needs assessments and service coordination to identify current system gaps and address those gaps specifically. Training, distribution and prevention programming and material, data collection and outreach will be distinctly reported.
6. P: Applicant demonstrates understanding the IPS model and will require Peer Navigator applicants who have not already started or completed certification classes to fill out an application for CIPSS training during the first week of orientation. They have built in budgeting for a National and State IPS trainer to support IPS programming as part of this award.

B. Confidentiality Requirements

1. P: Policies and procedures in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.

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INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

- a. P: Executive Director is responsible for ensuring all employee training has been completed and added to personnel files. Training date, content, staff signatures and certificate of completion are recorded.
- b. P: All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
2. P: Meets requirement
3. P: Data and security meet requirements
4. P: Existing platforms and processes in place, including incident response and ongoing training.
5. P: Meets requirement – Compliance with Maine Public Law, Maine DHHS OIT, and aligned with National Institute of Standards and Technology standards.
6. P: Meets requirement – willing to work with Department to adhere with any needed adjustments with technology, applications and integration considerations to ensure compliance.

C. Staff Certification, Training, and Supervision

1. P: Has experience with supporting staff in gaining and maintaining certification. Will work with outside consultant to provide in-house IPS and recovery coach orientation to all new navigators. Peer Navigators will complete applications to both CIPSS and RCA within the first week of orientation.
 - a. P: Executive Director responsible for overall monitoring of certification status and completion via reporting out by administrative assistant.
 - i. P: Administration Assistant will monitor certification
2. P: Has existing training to meet many of the training components, and propose a team-based approach and staff training plan to meet components not already in place. MAP has an extensive history of training development and delivery.
 - a. P: Meets requirement
 - b. P: Will elaborate on existing Tending to Our Grief training to fulfill this requirement in whole.
 - c. P: Existing training in place as part of the orientation process.
 - d. P: Plan to develop and deliver this training
 - e. P: Will develop this training and include advanced communication and restorative skills needed to navigate challenging situations which can arise in the work, in alignment with IPS and Recovery Coach principles
3. P: Has a variety of existing training to submit for Department review and potential approval. Will work with the Department and consultant to identify gaps in existing trainings, and develop new trainings as needed for Department approval. All training completion will be monitored and logged by the Administrative Assistant.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. P: Peer Navigator Community Education Plan identified and outlined in the Staff Training Plan in attachment 6. All Navigators will be trained in content and delivery of required topics.
 - a. P: In-depth training around overdose and infectious disease prevention laws and statutes.
 - b. P: MAP has extensive history and knowledge about providing these trainings. Will continue to train Peer Navigators and community members.
 - c. P: thorough training for peer navigators in the correct and most effective way to use test strips.
 - d. P: Basic wound care training currently delivered by MAP. Navigators will also be trained to train others in basic wound care skills.
5. P: Executive Director manages an inventory system to ensure all navigators have what is needed to support individuals with the care and resources needed. They deliver supplies and materials personally to the various locations where navigators are situated. Performs periodic inventory audits to reconcile stock with system records and identify discrepancies.
6. P: Support shared among Executive Director, Administrative Assistant and consultant.
 - a. P: The Executive Director and Administrative Assistant will work together to monitor and update new approaches and best practices. They have included detail covering continuing education, research and publication access, learning communities' conferences and webinars and regular review of best practice. They will also ensure prioritize comprehensive training for supervisors.
 - b. P: Will work with an outside consultant with over a decade of experience in IPS delivery, including being a facilitator for both IPS and Recovery Coaching, to ensure MAP navigators have the proper supervision for the models in which they are trained. Executive Director will be trained in IPS and Recovery Coaching within 6 months of contract start date.
 - i. P: Administrative Assistant will track and monitor all staff required training timelines, including that of the Executive Director, who will attend Peer 101 within 60 days of contract start date.
 - ii. P: Executive Director will sign up for the Department approved Peer Managers training within 6 months of contract start date.
 - c. P: Plan in place for bi-weekly supervision with Executive Director, 1 hour per month with consultant for group supervision, and 1 hour a month of group skill building with Administrative Assistant. MAP described schedule integration, dedicated supervisory staff, standardized supervision log, and participant feedback.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

7. P: MAP has an existing bereavement policy in the employee handbook, this includes 1-week of paid leave, with additional time as needed utilizing PTO. Identification of individual relationship is not required, which is well above standards. They also offer consistent supervision, with access to additional time and check-ins as needed. Offers debrief sessions and group-based check-in spaces. Administrative assistant also offers an internal group, Tending to Our Grief.

8. P: MAP is proposing one fte for area 1, eliminating overlap. Will utilize data-driven area assignments, within proposed service area, and ongoing monitoring and adjustments.

D. Peer Navigator Services to be provided to Participants

1a. P: Describes having systems in place to meet requirements, including the use of targeted outreach, relationship building by utilizing lived experience and tasks of IPS, information dissemination, transportation where it makes sense, communication skills, data tracking and review. Will make adjustments to strategies as needed.

b. P: Provides a plan to meet distribution requirements, including tapping in to existing networks, community outreach and distribution events, training peer navigators to be overdose reversal trainers, and tracking numbers to ensure delivery of intended distribution.

c. P: Meets requirement

d. P: Applicant describes a process for resource and treatment linkage, involving relationship building, ongoing needs conversations, participant-centered choices, facilitating connections, follow up support, fostering community connections and an internal resource directory. Provided a snapshot of MAP's resource list.

2-P: Describes process of support in navigating resource challenges in-depth. Includes monitoring available resources to be sure information shared is up-to-date and accessible, advocacy and skill building with participants, and ongoing emotional support, encouragement, follow-ups and problem-solving. Will also provide IPS aligned supervision support for navigators supporting individuals with challenging situations.

A. P: All Pathways Toward Recovery is a fundamental principle at MAP, engrained in the interview and selection process of all candidates for employment, and part of ongoing discussions through supervision and training.

3. P: Will take a conversational approach to providing participant identified resources for unmet need, treatment and support resources.

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BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. P: Ensures 30-day follow-up with consideration for participant consent and ability. Will include clear explanation, opt-in/out options, consent documentation, and internal reminder systems. Outlines a days 7-10-, 15-20- and 21–28-day contact attempt process and structured follow up conversation framework.

5. P: Will utilize a structure of priority review, resource navigation, warm accompaniment and advocacy, transportation assistance and ongoing support and follow-up.

a. P: MAP values self-determination, and will work to explore all options for support, provide information and choice while respecting autonomy.

b. P: Will provide peer support for individuals regardless of outside treatment and support accessed by the individual. Will tailor support based on participant identified needs and choice.

E. Training for Community Stakeholders and Partners

1. P: MAP has demonstrated history of being a leader in overdose and infectious disease training for providers and community members. Will submit to the Department, within 60-days of contract start, a plan for trainings as part of the peer navigator program. Trainings will include Primary Prevention 101, Intersection of Clinical care, xylazine training, overdose training, Naloxone distribution and community drug checking.

A. P: will submit any changes and/or updates to curricula to Department for review and approval.

2. P: Describes a plan to meet target training requirements, including scheduled workshops, accessible and engaging training, on-demand trainings and targeted outreach. This work builds on the strong foundations MAP already has in place to provide various community training, including all agency staff being facilitators of training curriculum.

a. P: Meets requirement. Monitored by the Administrative Assistant.

b. P: Has delivered training on this topic in the past, has a curriculum in place which is ready for Department approval.

c. P: Delivered 39 trainings on this topic in 2024. Curriculum is ready for Department review and approval.

3. P: Demonstrated history of providing these types of trainings.

Q: Can Peer Navigator support these requirements and still stay below the 25% requirement for admin time?

a. P: Meets requirement

b. P: Meets requirement

c. P: Meets Requirement – known and respected expert in this area, Has resource packets developed already for previous programming.

**STATE OF MAINE
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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 6

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>d. P: Meets requirement – long standing relationships with community providers already in place</p> <p>4. P: Pre-existing Department approved training participant surveys in place, with demonstrated history of reaching survey participant goal numbers. Survey includes a post training survey and a participant experience survey.</p> <p>P: Meets requirement</p>
<p>F. Performance Measures</p>
<p>1. P: MAP has a demonstrated history of submitting PMR's on-time for other Department contracts, and to-date is in good standing with all other contract requirements. Existing database will serve as the platform to track and report out.</p> <p>a. P: Meets requirement</p> <p>b. P: Meets requirement</p>
<p>G. Reports</p>
<p>2. P: Meets Requirement – utilize existing tracking platforms to report out to Department. Data entry within 48 hours of participant engagement. Ongoing training and support for staff.</p> <p>a. P: Meets requirement</p> <p>b. P: Meets requirement</p> <p>c. P: Meets requirement</p> <p>d. P: Meets requirement</p> <p>e. P: Meets requirement</p> <p>f. P: Meets requirement</p> <p>P: All necessary tools and systems in place to meet the requirement for data collection and reporting. Familiar with reporting timelines at the Department, and in good standing with required reporting.</p>
<p>3. Staffing</p>
<p>a. P: Meets requirement</p> <p>b. Q: States many times throughout proposal they will work with an outside consultant for supervision and training development and implementation but says no consultants/subcontractors will be utilized.</p> <p>c. P: Meets Requirement</p>
<p>4. Implementation - Work Plan</p>
<ul style="list-style-type: none">• A. P: Meets requirement<ul style="list-style-type: none">i. P: Meets requirementii. P: Meets Requirement\iii. Meets requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 2

BIDDER NAME: Maine Access Points

DATE: 11/12/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
<ul style="list-style-type: none">• Bidder indicates being certified to provide SSP services, and references Project 3 in the Experience and Qualification section for detail• In <u>Project 3</u>, bidder indicates providing prevention services in York, Oxford, and Washington Counties, in contract with the Maine Center for Disease Controls, since 2019• Bidder details services provided under this agreement, including but not limited to:<ul style="list-style-type: none">A. Distribution of overdose prevention and infectious disease control supplies and testingB. Providing training, education, and technical assistanceC. Providing referrals and linkages to care for people who use drugs• Bidder indicates provision of peer services for at least two (2) years, and references Project 1 in the Experience and Qualification Services for detail.• In Project 1, Bidder indicates performing the services outlined in this RFP during a pilot period between October 1, 2023, and March 31, 2025.• In Project 1 response, bidder reports that Peer Navigators have been trained in both CCAR recovery coaching and Certified Intentional Peer Support• Bidder additional reports that other staff positions, including admin assistant and executive director, have also been trained in models that support peer fidelity• Bidder appears to meet both eligibility requirements

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder organization founded in 2018• Serving all 16 Maine Counties, with a focus on rural and geographically isolated communities• Response indicates centering of voices of individuals with lived experience, led by individuals with lived and living experience• Reports serving more than 1,100 participants and distributing one third of the Narcan distributed in Maine in 2024• Operates mobile and site-based syringe exchange program• Distributes Narcan and provides education on overdose response

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EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Provides additional prevention training and resources, including safe sex, reproductive services, and substance use prevention
- Offers paid opportunities for participants to provide peer-to-peer programming, community organizing, and the co-creation of materials
- Provides drug testing with several methods
- Offer grief support
- Derailed overview of participant engagement in organizational goal setting and program design – demonstrates strong commitment to participant driven service model
- Incumbent provider having delivered services during pilot period
- Includes activities reporting from 2024. All activities are relevant to the services requested in this RFP
- Project 1 – Peer Navigator Pilot – highly relevant
- Project 2 – Narcan Distribution – relevant
- Project 3 – relevant

2. Project Team Organizational Chart

- Included enterprise-wide organizational chart, with project team identified

3. Litigation

- Indicates 'none'

4. Financial Viability

- Included 3 years audited financial that appear to demonstrate financial viability

5. Certificate of Insurance

- Provided and valid

Part IV, Section III. Proposed Services

A. Operational and Certification Requirements

1. Detailed response indicates multiple levels within operational structure to adhere to compliance, including leadership structure, adequate resource allocation, policy and procedure reviews, staff training and ongoing development, and contingency planning
 - Response identified established location in Rumford ME, Oxford County.
 - Response indicates this target area to allocate 1.0 FTE Peer Navigator, and additional time allocated to Executive Director (0.1 FTE), Administrative Assistant (0.1 FTE), and additional funds allocated to two (2) consultants focused on peer fidelity and data management
2. 40 hour per week Peer Navigator will be available at SSP during specific times for 15 hours per week, and conduct mobile outreach for roughly 17 hours per week

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EVALUATOR DEPARTMENT: Office of Behavioral Health

with a focus on rural areas where transportation challenges limit access to services

- Executive director will develop schedule to support this work, with attention being paid to community needs
 - Executive Director used two (2) distinct methods for selecting the target areas proposed
 - Community engagement
 - Collaborative partnerships, including CDC, OBH, community providers, and mutual support groups
 - E.D. responsible for ongoing assessment of community needs using above methods, as well as ensuring non-duplication of services. Area initially selected due to high need in Rumford and Mexico communities.
3. E.D., admin assistant, and consultants each contribute to meeting this requirement, with ED in the lead. Navigator schedule referenced above, and meets requirement
4. A. Policies in place for other positions align with all pathways approach, and plan to develop Peer Navigator policy handbook within 30 days of notice of award
- B. Existing policy in place as bidder provided peer navigator services during pilot period
- C. Response includes portion of existing policy, which will be updated as needed. Response includes application withing peer fidelity, demonstrating an understanding of IPS principles and practices.
- D. Bidder employs documentation system within existing database that assigns anonymous identifier. Consultant with IPS experience will review documentation system to assess fidelity.
- E. Plan to submit all policies to DHHS within 30 days of contract start date
5. Detailed response includes several levels of oversight to ensure peer navigator services would enhance, not replace or replicate, existing services
6. Response describes detailed training and orientation plan, developed by bidder's consultant certified to train in Intentional Peer Support.
Indicates navigators in target area already trained
Response prioritizes building relationships with participants
Response demonstrated deep understanding of peer support principles and peer fidelity

B. Confidentiality Requirements

1. Met requirement
- A. Bidder will produce certifications of completion including pertinent information including date, staff name, trainer name. met requirement
- B. Detailed response includes excerpt from training. Meets requirement

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2. Met requirement
3. Bidder utilizes encrypted, secure data collection platform hosted on the Yale School of Medicine’s secure server.
 - a. Met requirement
 - b. Met requirement
4. Bidder employs a consultant to support compliance. Met requirement
5. Met requirement
6. Met requirement

C. Staff Certification, Training, and Supervision

1. Training and certification requirements are included in job descriptions, included in staff interviews, and monitored by E.D. All staff receive 2 hours training on peer support during orientation. Current navigator in target area holds both required certifications. Consultant is certified trainer in peer support modalities. Exceeds requirement
 - A. E.D. and admin assistant responsible for monitoring certification compliance.
2. Detailed response meets requirements for a-e. Responsibility to deliver training shared between E.D., Admin Assistant, and consultant
3. Bidder will review trainings approved by the department, and develop additional trainings to supplement those in order to meet the requirement. Admin assistant will be responsible for tracking delivery of trainings.
4. Bidder has existing “Peer Navigator Community Educator” training, that will be delivered by the ED to meet this requirement. Response addresses each topic a-d.
5. Met requirement
6. A. ED and Admin assistant share responsibility meeting this requirement by participating in learning communities, sharing emerging best practice research, providing access to continuing education and conferences
 - B. Admin assistant position supports oversight of training and certification requirements
 - C. Response provides schedule outline meeting this requirement. Supervision responsibility split between ED and consultant, 2 hours each per month Attachment six (6), Staff Training Plan, provides a detailed, time bound overview address each of the training components required in this RFP, with brief description of each training to be provided
7. Bereavement policy exceeds industry norms, offering 1 week paid plus use of PTO and unlimited unpaid time off, should it be needed. Staff do not have to identify relationships to qualify for bereavement leave. Staff are supported in

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supervision, group debriefs, and peer support, in addition to training titled <i>Tending to our Grief</i>
8. Geographical assignment of peer navigator role determined by data indicating need
D. Peer Navigator Services to be provided to Participants
<ol style="list-style-type: none">1. Detailed response addresses all requirements a-d. Response demonstrates alignment with peer fidelity. Response includes list of bidder referral partners in target area2. Detailed responses describe a number of support types, each in alignment with All Pathways, person centered, peer fidelity3. Response includes several methods including 1-on-1 peer support, groups sessions and workshops, warm accompaniment, and includes a brief description of soliciting participant feedback in order to conduct advocacy with local provider organizations4. Provided detailed description of participant contact plan, including opt-out option, centering consent, tiers timing, and details on structure of follow up contact content. Response demonstrates strong commitment to participant led access to services.5. Response centers participant self-determination in access services, or not, and identifies multiple strategies to supporting participants, including advocacy, information sharing, providing transportation, and attending appointments where appropriate. If a participant discontinues other services, bidder describes plan to continue peer support outreach and maintain ongoing support.
E. Training for Community Stakeholders and Partners
<ol style="list-style-type: none">1. Bidder has current library of trainings, to be reviewed by Dept. Any additional training to be developed as needed. Met requirement Attachment 7, community training plan, includes series of trainings, duration and frequency, and description of content. Attachment also includes strategies for promotion and feedback from training participants. Meets requirement2. Plan to offer training in multiple formats including live-in person, live virtual, and on-demand, leveraging existing partnerships and networks All staff at bidder org able to provide training, ensuring capacity to meet this requirement Plan for regular review, evaluation, and update of training content Commits to meeting all training requirements, and reports all curricula ready for department review and approval3. Commits to meeting requirements, with peer navigator position designed with time allocated to deliver these trainings

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Response provides detail addressing each item in this section with appropriate detail
4. Response includes post survey questions from Peer Navigator pilot program, and plan for collecting, entering and reporting survey results
F. Performance Measures
1. A. Response includes plan to use existing participant management data collection system to track contacts, and adjust programming as needed B – Response includes plan to track survey results in existing database and calculate and report on results to department as required
G. Reports
1. Response demonstrated infrastructure and oversight necessary to meet this requirement Responses to a-f identify each position responsible for submitting reports
2. Met requirement
3. Staffing
a. Job description provided include necessary qualifications and responsibilities
b. Indicates that no subcontractors will be used
c. Staffing plan identifies a total of 1.20 FTE staff: ED 0.1 FTE Director of Overdose Prevention/Peer Navigator 1.0 FTE Admin assistant 0.1 FTE Staffing plan additional identifies 2 consultants: Peer Support, supervision, training – 70 hours annually Data specialist – 10 hours annually Staffing plan includes peer supervision schedule
4. Implementation - Work Plan
• Implementation plan includes tasks, position responsible, and is presented in a timebound display.

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RFP TITLE: Substance Use Peer Navigators Area 2

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder meets all eligibility requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P – operational for over 7 years• P – supported over 1,100+ participants in 2024• P – focus on rural and isolated communities – only prevention provider in Maine to focus on state-wide rural access• P – paid advisors with lived/living experience who guide what services should look like (e.g. operation hours and mode of wound care and testing delivery)• P – incumbent provider for these services• P – three projects demonstrate relevant experience and impact in target areas
2. Project Team Organizational Chart
<ul style="list-style-type: none">• Staff time for RFP identified in the chart provided
3. Litigation
<ul style="list-style-type: none">• None listed
4. Financial Viability
<ul style="list-style-type: none">• Provided Financial Statements 2021-2024 reviewed by a Certified Public Accountant
5. Certificate of Insurance
<ul style="list-style-type: none">• Valid certificate of insurance provided• Policy expires during performance period on 7/12/2026

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none">1. – met requirements2. P – 40 hours per week of direct services provided N – a lot of strategic planning around service delivery appears to rely on one person (ED)<ol style="list-style-type: none">a. Met requirement<ul style="list-style-type: none">➤ P – bidder describes comprehensive strategy for determining service areas through community engagement and systematic feedback mechanism

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p style="text-align: center;">➤ P – bidder demonstrates familiarity with needs of target area 2</p> <ol style="list-style-type: none">3. P – bidder demonstrates commitment - through allocation of administrative staff time, supervision, training, and specific scheduling tools - to ensure that Peer Navigator doesn't spend more than 25% of their time on administrative tasks4. Requirement met5. Requirements met through needs assessment and documentation/reporting strategy identification6. P - Bidder demonstrates how peer navigators will implement IPS when building relationships with program participants and IPS principles in their organizational approach/philosophy
<p>B. Confidentiality Requirements</p> <ol style="list-style-type: none">1. Requirement met<ol style="list-style-type: none">a. Requirement metb. Requirement met and exceeded through demonstration of annual refresher trainings for all staff and consultants in addition to overview of ongoing supervision and oversight related to confidentiality practices2. Requirement met3. Requirement met<p>Q – How would the program be impacted if access to the Yale server was no longer available?</p><ol style="list-style-type: none">a. Comprehensive risk assessment framework identifiedb. Requirement met4. Requirement met5. Requirement met6. Requirement met
<p>C. Staff Certification, Training, and Supervision</p> <ol style="list-style-type: none">1. P - Peer navigator for target area is CIPSS trained and will complete Recovery Coach training in January 2026.2. P - Comprehensive curriculum of related trainings appears to meet requirement.3. Requirement met4. P – “Peer Navigator Community Educator Training” (outlined in Attachment 6) within 30 days of hire with detailed contingency plan to account for any barriers<ol style="list-style-type: none">a. Requirement metb. Requirement metc. Requirement met

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

5. P – “Sortly” inventory management system helps ensure Peer Navigator has access to necessary materials and supplies
6. Requirement met
 - a. P – a diverse variety of avenues identified to meet this requirement for all staff (supervisors and peer navigators)
 - b. Requirement met
 - c. P – Bidder demonstrated commitment to this requirement by identifying multiple support roles to supervise and enhance well-being and professional growth for peer navigators
P – use of tools to meet this requirement were identified
 - Referenced attachment 6
7. P – 1 week of paid bereavement and wholistic supervision approach outlined
 - P – training “Tending To Our Grief” offered to staff
8. P – 1.0 FTE dedicated to target area
 - a. Requirement met with consideration of unique needs identified in Target Area 2

D. Peer Navigator Services to be provided to Participants

1. Requirement met
 - a. P – outreach site examples from Pilot Peer Navigator Program provided
 - b. P – history of outreach in Oxford County since 2022
 - c. Requirement met.
 - d. P – participant-centered choices approach to referrals
P – peer navigators would have access to an internal resource directory
2. P – detailed overview
 - a. Requirement met
3. P – approach and information/resource types clearly described
4. P – informed consent and communication procedures outlined
P – tiered contact attempts and corresponding contact windows identified
P – using data tracking to inform performance of 30-day follow-up timeframe goals and ensure quality assurance
5. Requirement met
 - a. Requirement met
 - b. Requirement met

E. Training for Community Stakeholders and Partners

1. P – bidder outlines trainings ready for Department review
P – demonstrated experience partnering with the Department in developing a community-responsive training curriculum
 - a. Requirement met

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p style="text-align: center;">➤ Refers to attachment 7 – requirement met</p> <ol style="list-style-type: none">2. Requirement met P – project support from consultant<ol style="list-style-type: none">a. P – demonstrated ability to meet and exceed this requirement in previous yearb. P - demonstrated ability to meet this requirement in 2024c. P - demonstrated ability to meet this requirement in 2024Q – unclear if the trainings were provided to community partners positioned within the target area or statewide3. Requirement met<ol style="list-style-type: none">a. Requirement metb. Requirement metc. Requirement metd. Requirement met4. P – bidder demonstrated ability to administer surveys as part of the Peer Navigator Pilot program<ol style="list-style-type: none">a. Requirement metQ – concerns about use of Google Forms and OIT compliance
F. Performance Measures
<ol style="list-style-type: none">1. Requirement met P- bidder states to have never missed a deadline related to PMs for any contract<ol style="list-style-type: none">a. Tracking and monitoring methodology and staff support outlinedb. Tracking and monitoring methodology and staff support outlined
G. Reports
<ol style="list-style-type: none">1. Requirement met2. Requirement met
2. Staffing
<ol style="list-style-type: none">a. P – requirement metb. N – does not provide overview of consultant managementc. P – requirement met
3. Implementation - Work Plan
<ol style="list-style-type: none">a) P – week by week overview (initial onboarding to week 4) P - Each staff and community training assigned to either the ED, administrative assistant, or consultant<ol style="list-style-type: none">i. P - Gantt chart provided N – mentions developing contract with one consultant but not the other

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EVALUATOR DEPARTMENT: Office of Behavioral Health

N- typo

- ii. P/N - Description of each program development and implementation task is brief, but does include the month completion deadline and person responsible
- iii. N – Tasks delegated to consultant #1 but not the Database & Security Consultant

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 2

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
<ul style="list-style-type: none"> • Bidder met the requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Experience as a SSP service provider and organization was founded on peer-led principles. • Over one-third of state naloxone distribution.
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met requirement.
3. Litigation
<ul style="list-style-type: none"> • Indicated 'none.'
4. Financial Viability
<ul style="list-style-type: none"> • Provided three years of financial reviews. No concerns noted.
5. Certificate of Insurance
<ul style="list-style-type: none"> • Met requirement.

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<p>1 – P - Bidder has never been put on a corrective action or had a lapse in SSP certification</p> <p style="padding-left: 20px;">P - Comprehensive outline of compliance and review process for maintaining SSP certification, including contingency planning.</p> <p style="padding-left: 20px;">P - Specifies Peer Navigator will not conduct SSP services.</p> <p style="padding-left: 20px;">I - Existing staff in Area 2 is trained in CIPPS and scheduled for Recovery Coaching in January.</p> <p style="padding-left: 20px;">P - Dedicated data staff.</p> <p>2 – P – Connections in place with the community and OPTIONS liaison to conduct identified areas of outreach.</p> <p style="padding-left: 20px;">P - Determine by data and stakeholder input</p> <p style="padding-left: 20px;">I – Bidder noted it is the sole SSP providing Certified Intentional Peer Support Specialist (CIPSS) peer support</p> <p>3 – Met the requirement.</p>

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EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

4a-e - Met the requirement.

5 – Met the requirement.

P - Bidder will assess the needs of the community, collaboratively plan with existing teams, and assign distinct activities for the Peer Navigator. This indicates the service will be supplemental and not supplanting.

6 – Met the requirement.

P - Bidder's Peer Navigator in Area 2 is currently trained in IPS.

P - Training developed by State State-certified subject matter expert.

B. Confidentiality Requirements

1a-b – Met the requirement.

2 - Met the requirement.

3 – P - Partnership with Yale School of Medicine.

P - PII is collected only when requested by participants.

a-b – Met the requirement.

4 – P - Bidder has a response plan in the event of unauthorized access or disclosure of confidential information.

5 – P – Annual policy review

6 – Met the requirement.

C. Staff Certification, Training, and Supervision

1 – P – Certifications are a requirement for current Peer Navigator positions by Bidder

P - Subject matter expert built into proposal and budget to support training.

a-b - Administrative Assistant will track training requirements to ensure compliance with the 180-day target and maintain compliance.

2 –

a – Met the requirement.

b – Needs to be developed.

c – Met the requirement.

d – Needs to be developed.

e – Needs to be developed.

3 – Administrative Assistant will track training requirements to ensure compliance.

4 – Bidder has a training ready to support this activity.

P – Current Peer Navigator is trained and ready to conduct this activity.

a-d – Met the requirement.

5 – Bidder utilizing an inventory database to monitor distribution and notify of low inventory.

P – Bidder conducts inventory audits to monitor discrepancies.

Q – No mention of the kinds of supplies to be purchased under this RFP.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 2

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Jamie Jastrzembki

EVALUATOR DEPARTMENT: Office of Behavioral Health

6 –

a – P – Bidder demonstrated expertise in best practice.

P – Bidder has other grant funding to support conference participation.

b – Bidder included a contingency plan for the requirement.

i-ii – Met requirement.

c – Met requirement.

P – Bidder notes feedback loop about supervision and audit records of supervision.

7 – Bidder has a bereavement Policy in its employee handbook.

P - Executive Director to fill in the Peer Navigator role, if necessary, due to bereavement time off.

P - Bidder has grief training for employees.

8 –

a – Bidder indicated a plan for overlapping areas, if necessary, which centers around the participant.

P – Bidder will engage with stakeholders to evaluate target area.

P – Bidder’s database allows for information on areas served to be shared throughout the contract.

D. Peer Navigator Services to be provided to Participants

1 –

a – Bidder identified targeted outreach locations from past experience.

Bidder will track data and ensure numbers are not duplicated.

b – Met requirement.

c – Met requirement.

d – Bidder provided a snapshot of its resource list.

2 – Bidder outlines multiple ways to support participants in accessing services.

P – Bidder collects data on referrals and experiences.

P – Bidder has a feedback loop on Peer Navigator effectiveness.

a – Met requirement.

3 – Bidder will use a conversational approach to resource brokering, which is participant-led.

4 – Bidder indicates that follow-up contact is determined by the participant.

P – Bidder’s database will facilitate follow-up reminders for Peer Navigators.

P – Bidder outlines a schedule for follow-up attempts.

P – Bidder requires documentation within 48 hours of contact, which is monitored.

5 – Met requirement.

a – Met requirement.

b – Met requirement.

P – Bidder outlines support for Peer Navigators during this activity.

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EVALUATOR DEPARTMENT: Office of Behavioral Health

E. Training for Community Stakeholders and Partners
1 – Met requirement. 2 – Met requirement. P - Bidder has required trainings already developed. P – Bidder will evaluate training effectiveness. 3 – Bidder has training already developed. P – Bidder will use a subject matter expert to develop a training delivery guide to support staff. a- d – Met requirement. 4 – P – Bidder has experience developing department-approved post-training surveys. a – Met requirement.
F. Performance Measures
1 - Bidder has a system established for tracking data related to these performance measures.
G. Reports
1 - Bidder has a system established for these reports. 2 – Met requirement.
2. Staffing
a – Met requirement. b – N – No subcontractors identified; however, a consultant role is present in proposal and budget. a – Met requirement.
3. Implementation - Work Plan
a – Detailed plan provided.
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• Material and supplies costs are not detailed and account for 29% of annual budget.• Biowaste cost could be allocated based on applicable programming. SSP service supports testing and produces similar waste.

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 2

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Provider meets eligibility requirements

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Focus on rural communities • SSP, OEND, Health Education, Drug checking services, infectious disease testing, advocacy
2. Project Team Organizational Chart
•
3. Litigation
<ul style="list-style-type: none"> • None
4. Financial Viability
•
5. Certificate of Insurance
<ul style="list-style-type: none"> • Included

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ul style="list-style-type: none"> • P – strong process/measures for ensuring maintenance of SSP certification • P- Strong plan for engaging community specifically within rural setting • P- Continuous feedback collection to inform services • I – Maintain regular encampment outreach • P- well established (and previously implemented) protocols and procedures for this work
B. Confidentiality Requirements
<ul style="list-style-type: none"> • P- Strong confidentiality protocols, including how data is maintained physically and digitally • P- quality assurance process
C. Staff Certification, Training, and Supervision
<ul style="list-style-type: none"> • P-Has staff already trained • Includes process for ensuring staff certification is obtained and maintained

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EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• P-Currently provides these trainings to other organizations throughout the State of Maine• I- Use Sortly to manage inventory electronically• P-Tending to our Grief training• P- Data to inform service area
D. Peer Navigator Services to be provided to Participants
<ul style="list-style-type: none">• P- Peer navigator will outreach in areas/locations with high concentration of people who use drugs• P- Warm accompaniment• P- Regular feedback to address barriers• P- Tiered contact attempts (3 total within 30 days)• P- Audits and quality assurance
E. Training for Community Stakeholders and Partners
<ul style="list-style-type: none">• I- On-demand customized training• P- Experience administering post-training surveys
F. Performance Measures
P- Have monitoring methods in place to meet measures
G. Reports
P- Monthly checks to ensure data completeness, timeliness, and accuracy
2. Staffing
P – job descriptions include CIPSS and All Pathways Toward Recovery framework
3. Implementation - Work Plan
<ul style="list-style-type: none">• Detailed work plan

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 2

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
1: P: Meets eligibility 2: P: Meets eligibility
Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Meets requirement. Extensive experience with overdose and infectious disease prevention, training, strategies and resources, and Peer Support street and community outreach services. Provider for the initial piloting of the Peer Navigator program
2. Project Team Organizational Chart
<ul style="list-style-type: none">• P: Meets requirement
3. Litigation
<ul style="list-style-type: none">• P: None
4. Financial Viability
<ul style="list-style-type: none">• P: Meets Requirement
5. Certificate of Insurance
<ul style="list-style-type: none">• P: Provided
Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
1. P: Never had a lapse in certification or a corrective action. Describe in detail plan to maintain certification, including oversight of compliance, ongoing policy and procedure review, staff training and development, resource allocation, contingency planning and annual attestation. 2. P: Meets requirement with one FTE proposed a. P: Plan to distribute staffing time across site drop-in times, community outreach hours and targeted rural engagement. Schedule to be developed by Executive Director. 3. P: 15 hours at site location; 17 hours community outreach and engagement; 8 hours training, documentation and administrative detail.

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

4. A. P: Applicant has existing employee policies and procedures in place for current programming which is in alignment with an All Pathways to Recovery framework. They will work with an outside consultant for development of a manual specific to peer model fidelity and communication.
- B. P: Meets requirement. Existing policy
- C. P: Meets requirements. Has existing policy which they provide a sample for and will update this policy to include guidance for seatbelt and distracted driving safety.
- D. i. P: Existing database collects services provided and tasks completed using an anonymous unique individual ID number. HIPPA compliant database is used to facilitate medical testing results and referrals to outside treatment. Peer-Support content and practice expert will review existing databases to ensure compliance with requirements of RFP.
 1. P: Will review existing policy to align with IPS documentation principles and the administrative assistant will monitor documentation to ensure ongoing alignment.
 2. P: Will review existing policy to align with IPS documentation principles and the administrative assistant will monitor documentation to ensure ongoing alignment.
- E. P: Will have consultant review all revised/developed policies prior to 30-day submission to the Department, has included a work plan outlining the anticipated timeline.
5. P: Has a plan to integrate awarded services ensuring they are not duplicative of existing services and programming. Submitted plan includes Needs assessments and service coordination to identify current system gaps and address those gaps specifically. Training, distribution and prevention programming and material, data collection and outreach will be distinctly reported.
6. P: Applicant demonstrates understanding the IPS model and will require Peer Navigator applicants who have not already started or completed certification classes to fill out an application for CIPSS training during the first week of orientation. They have built in budgeting for a National and State IPS trainer to support IPS programming as part of this award.

B. Confidentiality Requirements

1. P: Policies and procedures in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.

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EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">a. P: Executive Director is responsible for ensuring all employee training has been completed and added to personnel files. Training date, content, staff signatures and certificate of completion are recorded.b. P: All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
<ul style="list-style-type: none">2. P: Meets requirement3. P: Data and security meet requirements4. P: Existing platforms and processes in place, including incident response and ongoing training.5. P: Meets requirement – Compliance with Maine Public Law, Maine DHHS OIT, and aligned with National Institute of Standards and Technology standards.6. P: Meets requirement – willing to work with Department to adhere with any needed adjustments with technology, applications and integration considerations to ensure compliance.
C. Staff Certification, Training, and Supervision
<ul style="list-style-type: none">1. P: Has experience with supporting staff in gaining and maintaining certification. Will work with outside consultant to provide in-house IPS and recovery coach orientation to all new navigators. Peer Navigators will complete applications to both CIPSS and RCA within the first week of orientation.<ul style="list-style-type: none">a. P: Executive Director responsible for overall monitoring of certification status and completion via reporting out by administrative assistant.<ul style="list-style-type: none">i. P: Administration Assistant will monitor certification2. P: Has existing training to meet many of the training components, and propose a team based approach and staff training plan to meet components not already in place. MAP has an extensive history of training development and delivery.<ul style="list-style-type: none">a. P: Meets requirementb. P: Will elaborate on existing Tending to Our Grief training to fulfill this requirement in whole.c. P: Existing training in place as part of the orientation process.d. P: Plan to develop and deliver this traininge. P: Will develop this training and include advanced communication and restorative skills needed to navigate challenging situations which can arise in the work, in alignment with IPS and Recovery Coach principles.

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EVALUATOR DEPARTMENT: Office of Behavioral Health

3. P: Has a variety of existing training to submit for Department review and potential approval. Will work with the Department and consultant to identify gaps in existing trainings, and develop new trainings as needed for Department approval. All training completion will be monitored and logged by the Administrative Assistant.
4. P: Peer Navigator Community Education Plan identified and outlined in the Staff Training Plan in attachment 6. All Navigators will be trained in content and delivery of required topics.
 - a. P: In-depth training around overdose and infectious disease prevention laws and statutes.
 - b. P: MAP has extensive history and knowledge about providing these trainings. Will continue to train Peer Navigators and community members.
 - c. P: thorough training for peer navigators in the correct and most effective way to use test strips.
 - d. P: Basic wound care training currently delivered by MAP. Navigators will also be trained to train others in basic wound care skills.
5. P: Executive Director manages an inventory system to ensure all navigators have what is needed to support individuals with the care and resources needed. They deliver supplies and materials personally to the various locations where navigators are situated. Performs periodic inventory audits to reconcile stock with system records and identify discrepancies
6. P: Support shared among Executive Director, Administrative Assistant and consultant.
 - a. P: The Executive Director and Administrative Assistant will work together to monitor and update new approaches and best practices. They have included detail covering continuing education, research and publication access, learning communities' conferences and webinars and regular review of best practice. They will also ensure prioritize comprehensive training for supervisors.
 - b. P: Will work with an outside consultant with over a decade of experience in IPS delivery, including being a facilitator for both IPS and Recovery Coaching, to ensure MAP navigators have the proper supervision for the models in which they are trained. Executive Director will be trained in IPS and Recovery Coaching within 6-months of contract start date.
 - i. P: Administrative Assistant will track and monitor all staff required training timelines, including that of the Executive Director, who will attend a Peer 101 within 60 days of contract start date.
 - ii. P: Executive Director will sign up for the Department approved Peer Managers training within 6 months of contract start date.

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<p>c. P: P: Plan in place for bi-weekly supervision with Executive Director, 1 hour per month with consultant for group supervision, and 1 hour a month of group skill building with Administrative Assistant. MAP described schedule integration, dedicated supervisory staff, standardized supervision log, and participant feedback.</p>
<p>7. P: MAP has an existing bereavement policy in the employee handbook, this includes 1-week of paid leave, with additional time as needed utilizing PTO. Identification of individual relationship is not required, which is well above standards. They also offer consistent supervision, with access to additional time and check-ins as needed. Offers debrief sessions and group-based check-in spaces. Administrative assistant also offers an internal group, Tending to Our Grief.</p> <p>8. P: MAP is proposing one fte for area 1, eliminating overlap. Will utilize data-driven area assignment, within proposed service area, and ongoing monitoring and adjustments.</p>
<p>D. Peer Navigator Services to be provided to Participants</p>
<p>1a. P: Describes having systems in place to meet requirements, including the use of targeted outreach, relationship building by utilizing lived experience and tasks of IPS, information dissemination, transportation where it makes sense, communication skills, data tracking and review. Will make adjustments to strategies as needed.</p> <p>b. P: Provides a plan to meet distribution requirements, including tapping in to existing networks, community outreach and distribution events, training peer navigators to be overdose reversal trainers, and tracking numbers to ensure delivery of intended distribution.</p> <p>c. P: Meets requirement</p> <p>d. P: Applicant describes a process for resource and treatment linkage, involving relationship building, ongoing needs conversations, participant-centered choices, facilitating connections, follow up support, fostering community connections and an internal resource directory. Provided a snapshot of MAP's resource list.</p>

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2-P: Describes process of support in navigating resource challenges in-depth. Includes monitoring available resources to be sure information shared is up-to-date and accessible, advocacy and skill building with participants, and ongoing emotional support, encouragement, follow-ups and problem-solving. Will also provide IPS aligned supervision support for navigators supporting individuals with challenging situations.

A. P: All Pathways Toward Recovery is a fundamental principle at MAP, engrained in the interview and selection process of all candidates for employment, and part of ongoing discussions through supervision and training.

3. P: Will take a conversational approach to providing participant identified resources for unmet need, treatment and support resources.

4. P: Ensures 30-day follow-up with consideration for participant consent and ability. Will include clear explanation, opt-in/out options, consent documentation, and internal reminder systems. Outlines a days 7-10, 15-20 and 21-28 day contact attempt process and structured follow up conversation framework.

5. P: Will utilize a structure of priority review, resource navigation, warm accompaniment and advocacy, transportation assistance and ongoing support and follow-up.

a. P: MAP values self-determination, and will work to explore all options for support, provide information and choice while respecting autonomy.

b. P: Will provide peer support for individuals regardless of outside treatment and support accessed by the individual. Will tailor support based on participant identified needs and choice.

E. Training for Community Stakeholders and Partners

1. P: MAP has demonstrated history of being a leader in overdose and infectious disease training for providers and community members. Will submit to the Department, within 60-days of contract start, a plan for trainings as part of the peer navigator program. Trainings will include Primary Prevention 101, Intersection of Clinical care, xylazine training, overdose training, Naloxone distribution and community drug checking.

A. P: will submit any changes and/or updates to curricula to Department for review and approval.

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EVALUATOR DEPARTMENT: Office of Behavioral Health

2. P: Describes a plan to meet target training requirements, including scheduled workshops, accessible and engaging training, on-demand trainings and targeted outreach. This work builds on the strong foundations MAP already has in place to provide various community training, including all agency staff being facilitators of training curriculum.
 - a. P: Meets requirement. Monitored by the Administrative Assistant.
 - b. P: Has delivered trainings on this topic in the past, has a curriculum in place which is ready for Department approval.
 - c. P: Delivered 39 trainings on this topic in 2024. Curriculum is ready for Department review and approval.
3. P: Demonstrated history of providing these types of trainings.

Q: Can Peer Navigator support these requirements and still stay below the 25% requirement for admin time?

 - a. P: Meets requirement
 - b. P: Meets requirement
 - c. P: Meets Requirement – known and respected expert in this area, Has resource packets developed already for previous programming.
 - d. P: Meets requirement – long standing relationships with community providers already in place
4. P: Pre-existing Department approved training participant surveys in place, with demonstrated history of reaching survey participant goal numbers. Survey includes a post training survey and a participant experience survey.
 - a. P: Meets requirement

F. Performance Measures

1. P: MAP has a demonstrated history of submitting PMR's on-time for other Department contracts, and to-date is in good standing with all other contract requirements. Existing data-base will serve as the platform to track and report out.
 - a. P: Meets requirement
 - b. P: Meets requirement

G. Reports

2. P: Meets Requirement – utilize existing tracking platforms to report out to Department. Data entry within 48 hours of participant engagement. Ongoing training and support for staff.
 - a. P: Meets requirement
 - b. P: Meets requirement
 - c. P: Meets requirement
 - d. P: Meets requirement
 - e. P: Meets requirement

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f. P: Meets requirement

P: All necessary tools and systems in place to meet the requirement for data collection and reporting. Familiar with reporting timelines at the Department, and in-good standing with required reporting.

3. Staffing

a. P: Meets requirement

b. Q: States many times throughout proposal they will work with an outside consultant for supervision and training development and implementation but says no consultants/subcontractors will be utilized.

c. P: Meets Requirement

4. Implementation - Work Plan

• A. . P: Meets requirement

i. P: Meets requirement

ii. P: Meets Requirement\

iii. Meets requirement

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information

Eligibility Requirements

- Bidder indicates being certified to provide SSP services, and references Project 3 in the Experience and Qualification section for detail
- In Project 3, bidder indicates providing prevention services in York, Oxford, and Washington Counties, in contract with the Maine Center for Disease Controls, since 2019
- Bidder details services provided under this agreement, including but not limited to:
 - A. Distribution of overdose prevention and infectious disease control supplies and testing
 - B. Providing training, education, and technical assistance
 - C. Providing referrals and linkages to care for people who use drugs
- Bidder indicates provision of peer services for at least two (2) years, and references Project 1 in the Experience and Qualification Services for detail.
- In Project 1, Bidder indicates performing the services outlined in this RFP during a pilot period between October 1, 2023, and March 31, 2025.
- In Project 1 response, bidder reports that Peer Navigators have been trained in both CCAR recovery coaching and Certified Intentional Peer Support
- Bidder additional reports that other staff positions, including admin assistant and executive director, have also been trained in models that support peer fidelity
- Bidder appears to meet both eligibility requirements

Part IV. Section II. Organizational Qualification and Experience

1. Overview of the Organization

- Bidder organization founded in 2018
- Serving all 16 Maine Counties, with a focus on rural and geographically isolated communities
- Response indicates centering of voices of individuals with lived experience, led by individuals with lived and living experience
- Reports serving more than 1,100 participants and distributing one third of the Narcan distributed in Maine in 2024
- Operates mobile and site-based syringe exchange program

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RFP #: 202509134

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BIDDER NAME: Maine Access Points

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EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Distributes Narcan and provides education on overdose response
- Provides additional prevention training and resources, including safe sex, reproductive services, and substance use prevention
- Offers paid opportunities for participants to provide peer-to-peer programming, community organizing, and the co-creation of materials
- Provides drug testing with several methods
- Offer grief support
- Derailed overview of participant engagement in organizational goal setting and program design – demonstrates strong commitment to participant driven service model
- Incumbent provider having delivered services during pilot period
- Includes activities reporting from 2024. All activities are relevant to the services requested in this RFP
- Project 1 – Peer Navigator Pilot – highly relevant
- Project 2 – Narcan Distribution – relevant
- Project 3 – relevant

2. Project Team Organizational Chart

- Included enterprise-wide organizational chart, with project team identified

3. Litigation

- Indicates 'none'

4. Financial Viability

- Included 3 years audited financial that appear to demonstrate financial viability

5. Certificate of Insurance

- Provided and valid

Part IV, Section III. Proposed Services

A. Operational and Certification Requirements

1. Detailed response indicates multiple levels within operational structure to adhere to compliance, including leadership structure, adequate resource allocation, policy and procedure reviews, staff training and ongoing development, and contingency planning
 - Response identified two (2) established locations in York County, in Sanford and Biddeford.
 - Response indicates this target area to allocate 1.0 FTE Peer Navigator, and additional time allocated to Executive Director (0.1 FTE), Administrative Assistant (0.1 FTE), and additional funds allocated to two (2) consultants focused on peer fidelity and data management

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BIDDER NAME: Maine Access Points

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EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

2. 40 hour per week Peer Navigator will be available at SSP during specific times for 15 hours per week, and conduct mobile outreach for roughly 17 hours per week with a focus on rural areas where transportation challenges limit access to services
 - Executive director will develop schedule to support this work, with attention being paid to community needs
 - Executive Director used two (2) distinct methods for selecting the target areas proposed
 - Community engagement
 - Collaborative partnerships, including CDC, OBH, community providers, and mutual support groups
 - E.D. responsible for ongoing assessment of community needs using above methods, as well as ensuring non-duplication of services
3. E.D., admin assistant, and consultants each contribute to meeting this requirement, with ED in the lead. Navigator schedule referenced above, and meets requirement
4. A. Policies in place for other positions align with all pathways approach, and plan to develop Peer Navigator policy handbook within 30 days of notice of award
 - B. Existing policy in place as bidder provided peer navigator services during pilot period
 - C. Response includes portion of existing policy, which will be updated as needed. Response includes application withing peer fidelity, demonstrating an understanding of IPS principles and practices.
 - D. Bidder employs documentation system within existing database that assigns anonymous identifier. Consultant with IPS experience will review documentation system to assess fidelity.
 - E. Plan to submit all policies to DHHS within 30 days of contract start date
5. Detailed response includes several levels of oversight to ensure peer navigator services would enhance, not replace or replicate, existing services
6. Response describes detailed training and orientation plan, developed by bidder's consultant certified to train in Intentional Peer Support.
Indicates navigators in target area already trained
Response prioritizes building relationships with participants
Response demonstrated deep understanding of peer support principles and peer fidelity

B. Confidentiality Requirements

1. Met requirement
 - A. Bidder will produce certifications of completion including pertinent information including date, staff name, trainer name. met requirement

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- B. Detailed response includes excerpt from training. Meets requirement
- 2. Met requirement
- 3. Bidder utilizes encrypted, secure data collection platform hosted on the Yale School of Medicine’s secure server.
 - a. Met requirement
 - b. Met requirement
- 4. Bidder employs a consultant to support compliance. Met requirement
- 5. Met requirement
- 6. Met requirement

C. Staff Certification, Training, and Supervision

- 1. Training and certification requirements are included in job descriptions, included in staff interviews, and monitored by E.D. All staff receive 2 hours training on peer support during orientation. Current navigator in target area holds both required certifications. Consultant is certified trained in peer support modalities. Exceeds requirement
 - A. E.D. and admin assistant responsible for monitoring certification compliance.
- 2. Detailed response meets requirements for a-e. Responsibility to deliver training shared between E.D., Admin Assistant, and consultant
- 3. Bidder will review trainings approved by the department, and develop additional trainings to supplement those in order to meet the requirement. Admin assistant will be responsible for tracking delivery of trainings.
- 4. Bidder has existing “Peer Navigator Community Educator” training, that will be delivered by the ED to meet this requirement. Response addresses each topic a-d.
- 5. Met requirement
- 6. A. ED and Admin assistant share responsibility meeting this requirement by participating in learning communities, sharing emerging best practice research, providing access to continuing education and conferences
 - B. Admin assistant position supports oversight of training and certification requirements
 - C. Response provides schedule outline meeting this requirement. Supervision responsibility split between ED and consultant, 2 hours each per month Attachment six (6), Staff Training Plan, provides a detailed, time bound overview address each of the training components required in this RFP, with brief description of each training to be provided
- 7. Bereavement policy exceeds industry norms, offering 1 week paid plus use of PTO and unlimited unpaid time off, should it be needed. Staff do not have to

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DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

identify relationships to qualify for bereavement leave. Staff are supported in supervision, group debriefs, and peer support, in addition to training titled *Tending to our Grief*

8. Geographical assignment of peer navigator role determined by data indicating need

D. Peer Navigator Services to be provided to Participants

1. Detailed response addresses all requirements a-d. Response demonstrates alignment with peer fidelity. Response includes list of bidder referral partners in target area
2. Detailed responses describe a number of support types, each in alignment with All Pathways, person centered, peer fidelity
3. Response includes several methods including 1-on-1 peer support, groups sessions and workshops, warm accompaniment, and includes a brief description of soliciting participant feedback in order to conduct advocacy with local provider organizations
4. Provided detailed description of participant contact plan, including opt-out option, centering consent, tiers timing, and details on structure of follow up contact content. Response demonstrates strong commitment to participant led access to services.
5. Response centers participant self-determination in access services, or not, and identifies multiple strategies to supporting participants, including advocacy, information sharing, providing transportation, and attending appointments where appropriate. If a participant discontinues other services, bidder describes plan to continue peer support outreach and maintain ongoing support.

E. Training for Community Stakeholders and Partners

1. Bidder has current library of trainings, to be reviewed by Dept. Any additional training to be developed as needed. Met requirement
Attachment 7, community training plan, includes series of trainings, duration and frequency, and description of content. Attachment also includes strategies for promotion and feedback from training participants. Meets requirement
2. Plan to offer training in multiple formats including live-in person, live virtual, and on-demand, leveraging existing partnerships and networks
All staff at bidder org able to provide training, ensuring capacity to meet this requirement
Plan for regular review, evaluation, and update of training content
Commits to meeting all training requirements, and reports all curricula ready for department review and approval
3. Commits to meeting requirements, with peer navigator position designed with time allocated to deliver these trainings

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

DATE: 11/10/25

EVALUATOR NAME: Michael D Freysinger

EVALUATOR DEPARTMENT: Office of Behavioral Health

Response provides detail addressing each item in this section with appropriate detail
4. Response includes post survey questions from Peer Navigator pilot program, and plan for collecting, entering and reporting survey results
F. Performance Measures
A. Response includes plan to use existing participant management data collection system to track contacts, and adjust programming as needed B – Response includes plan to track survey results in existing database and calculate and report on results to department as required
G. Reports
1. Response demonstrated infrastructure and oversight necessary to meet this requirement Responses to a-f identify each position responsible for submitting reports
2. Met requirement
3. Staffing
a. Job description provided include necessary qualifications and responsibilities b. Indicates that no subcontractors will be used c. Staffing plan identifies a total of 1.20 FTE staff: ED 0.1 FTE Director of Health and Peer Support 1.0 FTE Admin assistant 0.1 FTE Staffing plan additional identifies 2 consultants: Peer Support, supervision, training – 70 hours annually Data specialist – 10 hours annually Staffing plan includes peer supervision schedule
4. Implementation - Work Plan
<ul style="list-style-type: none">Implementation plan includes tasks, position responsible, and is presented in a timebound display.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 1

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder meets all eligibility requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • P – operational for over 7 years • P – supported over 1,100+ participants in 2024 • P – focus on rural and isolated communities – only prevention provider in Maine to focus on state-wide rural access • P – paid advisors with lived/living experience who guide what services should look like (e.g. operation hours and mode of wound care and testing delivery) • P – incumbent provider for these services • P – three projects demonstrate relevant experience and impact in target areas
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Staff time for RFP identified in the chart provided
3. Litigation
<ul style="list-style-type: none"> • None listed
4. Financial Viability
<ul style="list-style-type: none"> • Provided Financial Statements 2021-2024 reviewed by a Certified Public Accountant
5. Certificate of Insurance
<ul style="list-style-type: none"> • Valid certificate of insurance provided • Policy expires during performance period on 7/12/2026

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ol style="list-style-type: none"> 1. – met requirements 2. P – 40 hours per week of direct services provided N – a lot of strategic planning around service delivery appears to rely on one person (ED) <ol style="list-style-type: none"> a. Met requirement <ul style="list-style-type: none"> • P – bidder describes comprehensive strategy for determining service areas through community engagement and systematic feedback mechanism

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 1

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

- P – bidder demonstrates familiarity with needs of target area 1
- 3. P – bidder demonstrates commitment - through allocation of administrative staff time, supervision, training, and specific scheduling tools - to ensure that Peer Navigator doesn't spend more than 25% of their time on administrative tasks
- 4. Requirement met
- 5. Requirements met through needs assessment and documentation/reporting strategy identification
- 6. P - Bidder demonstrates how peer navigators will implement IPS when building relationships with program participants and IPS principles in their organizational approach/philosophy

B. Confidentiality Requirements

- 1. Requirement met
 - a. Requirement met
 - b. Requirement met and exceeded through demonstration of annual refresher trainings for all staff and consultants in addition to overview of ongoing supervision and oversight related to confidentiality practices
- 2. Requirement met
- 3. Requirement met
 - Q – How would the program be impacted if access to the Yale server was no longer available?
 - a. Comprehensive risk assessment framework identified
 - b. Requirement met
- 4. Requirement met
- 5. Requirement met
- 6. Requirement met

C. Staff Certification, Training, and Supervision

- 1. P - Peer navigator for target area is a trained and registered Recovery Coach and is CIPSS trained. They will be CPR and first aid certified.
- 2. P - Comprehensive curriculum of related trainings appears to meet requirement.
- 3. Requirement met
- 4. P – “Peer Navigator Community Educator Training” (outlined in Attachment 6) within 30 days of hire with detailed contingency plan to account for any barriers
 - a. Requirement met
 - b. Requirement met
 - c. Requirement met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 1

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

5. P – “Sortly” inventory management system helps ensure Peer Navigator has access to necessary materials and supplies
6. Requirement met
 - a. P – a diverse variety of avenues identified to meet this requirement for all staff (supervisors and peer navigators)
 - b. Requirement met
 - c. P – Bidder demonstrated commitment to this requirement by identifying multiple support roles to supervise and enhance well-being and professional growth for peer navigators
P – use of tools to meet this requirement were identified
 - Referenced attachment 6
7. P – 1 week of paid bereavement and wholistic supervision approach outlined
 - P – training “Tending To Our Grief” offered to staff
8. P – 1.0 FTE dedicated to target area
 - a. Requirement met with consideration unique needs identified in Target Area 1

D. Peer Navigator Services to be provided to Participants

1. Requirement met
 - a. P – outreach site examples from Pilot Peer Navigator Program provided
 - b. P – history of outreach in York County since 2020
 - c. Requirement met.
 - d. P – participant-centered choices approach to referrals
P – peer navigators would have access to an internal resource directory
2. P – detailed overview
 - a. Requirement met
3. P – approach and information/resource types clearly described
4. P – informed consent and communication procedures outlined
P – tiered contact attempts and corresponding contact windows identified
P – using data tracking to inform performance of 30-day follow-up timeframe goals and ensure quality assurance
5. Requirement met
 - a. Requirement met
 - b. Requirement met

E. Training for Community Stakeholders and Partners

1. P – bidder outlines trainings ready for Department review
P – demonstrated experience partnering with the Department in developing a community-responsive training curriculum
 - a. Requirement met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators Area 1

BIDDER NAME: Maine Access Points

DATE: 11/14/2025

EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• Refers to attachment 7 – requirement met <ol style="list-style-type: none">2. Requirement met<ul style="list-style-type: none">P – project support from consultanta. P – demonstrated ability to meet and exceed this requirement in previous yearb. P - demonstrated ability to meet this requirement in 2024c. P - demonstrated ability to meet this requirement in 2024Q – unclear if the trainings were provided to community partners positioned within the target area or statewide3. Requirement met<ol style="list-style-type: none">a. Requirement metb. Requirement metc. Requirement metd. Requirement met<ul style="list-style-type: none">P – examples of community partners in Target Area 1 that have already received bidder training4. P – bidder demonstrated ability to administer surveys as part of the Peer Navigator Pilot program<ol style="list-style-type: none">a. Requirement met<ul style="list-style-type: none">Q – concerns about use of Google Forms and OIT compliance
F. Performance Measures
<ol style="list-style-type: none">1. Requirement met<ul style="list-style-type: none">P- bidder states to have never missed a deadline related to PMs for any contracta. Tracking and monitoring methodology and staff support outlinedb. Tracking and monitoring methodology and staff support outlined
G. Reports
<ol style="list-style-type: none">1. Requirement met2. Requirement met
2. Staffing
<ol style="list-style-type: none">a. P – requirement metb. N – does not provide overview of consultant managementc. P – requirement met
3. Implementation - Work Plan
<ol style="list-style-type: none">a) P – week by week overview (initial onboarding to week 4)<ul style="list-style-type: none">P - Each staff and community training assigned to either the ED, administrative assistant, or consultant<ol style="list-style-type: none">i. P - Gantt chart providedN – mentions developing contract with one consultant but not the other

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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EVALUATOR NAME: Tamara Lyn Hunt

EVALUATOR DEPARTMENT: Office of Behavioral Health

N- typo

- ii. P/N - Description of each program development and implementation task is brief, but does include the month's completion deadline and person responsible
- iii. N – Tasks delegated to consultant #1 but not the Database & Security Consultant

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Bidder met the requirements.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Experience as a SSP service provider and organization was founded on peer-led principles. • Over one-third of state naloxone distribution.
2. Project Team Organizational Chart
<ul style="list-style-type: none"> • Met requirement.
3. Litigation
<ul style="list-style-type: none"> • Indicated 'none.'
4. Financial Viability
<ul style="list-style-type: none"> • Provided three years of financial reviews. No concerns noted.
5. Certificate of Insurance
<ul style="list-style-type: none"> • Met requirement.

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<p>1 – P - Bidder has never been put on a corrective action or had a lapse in SSP certification</p> <p style="padding-left: 20px;">P - Comprehensive outline of compliance and review process for maintaining SSP certification, including contingency planning.</p> <p style="padding-left: 20px;">P - Specifies Peer Navigator will not conduct SSP services.</p> <p style="padding-left: 20px;">I - Existing staff in Area 1 is trained in recovery coaching, CoacherVision, and CIPPS.</p> <p style="padding-left: 20px;">P - Dedicated data staff.</p> <p>2 – P - Focus on the rural parts of the Target Area to avoid duplicating existing services.</p> <p style="padding-left: 20px;">P - Determine by data and stakeholder input</p> <p style="padding-left: 20px;">I – Bidder noted it is the sole SSP providing Certified Intentional Peer Support Specialist (CIPSS) peer support</p> <p>3 – Met the requirement</p> <p>4a-e - Met the requirement.</p>

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EVALUATOR NAME: Jamie Jastrzembki

EVALUATOR DEPARTMENT: Office of Behavioral Health

5 – Met the requirement.

P - Bidder will assess the needs of the community, collaboratively plan with existing teams, and assign distinct activities for the Peer Navigator. This indicates the service will be supplemental and not supplanting.

6 – Met the requirement.

P - Bidder's Peer Navigators are required to be trained in IPS and have staffing plans to train all staff.

P - Training developed by State State-certified subject matter expert.

B. Confidentiality Requirements

1a-b – Met the requirement.

2 - Met the requirement.

3 – P - Partnership with Yale School of Medicine.

P - PII is collected only when requested by participants.

a-b – Met the requirement.

4 – P - Bidder has a response plan in the event of unauthorized access or disclosure of confidential information.

5 – P – Annual policy review

6 – Met the requirement.

C. Staff Certification, Training, and Supervision

1 – P – Certifications are a requirement for current Peer Navigator positions by Bidder

P - Subject matter expert built into proposal and budget to support training.

a-b - Administrative Assistant will track training requirements to ensure compliance with the 180-day target and maintain compliance.

2 –

a – Met the requirement.

b – Needs to be developed.

c – Met the requirement.

d – Needs to be developed.

e – Needs to be developed.

3 – Administrative Assistant will track training requirements to ensure compliance.

4 – Bidder has a training ready to support this activity.

P – Current Peer Navigator is trained and ready to conduct this activity.

a-d – Met the requirement.

5 – Bidder utilizing an inventory database to monitor distribution and notify of low inventory.

P – Bidder conducts inventory audits to monitor discrepancies.

Q -- No mention of the kinds of supplies to be purchased under this RFP.

6 –

a – P – Bidder demonstrated expertise in best practice.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

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EVALUATOR NAME: Jamie Jastrzembski

EVALUATOR DEPARTMENT: Office of Behavioral Health

<p>P – Bidder has other grant funding to support conference participation.</p> <p>b – Bidder included a contingency plan for the requirement.</p> <p> i-ii – Met requirement.</p> <p>c – Met requirement.</p> <p> P – Bidder notes feedback loop about supervision and audit records of supervision.</p> <p>7 – Bidder has a bereavement Policy in its employee handbook.</p> <p> P - Executive Director to fill in the Peer Navigator role, if necessary, due to bereavement time off.</p> <p> P - Bidder has grief training for employees.</p> <p>8 –</p> <p> a – Bidder indicated a plan for overlapping areas, if necessary, which centers around the participant.</p> <p> P – Bidder will engage with stakeholders to evaluate target area.</p> <p> P – Bidder’s database allows for information on areas served to be shared throughout the contract.</p>
--

D. Peer Navigator Services to be provided to Participants

<p>1 –</p> <p> a – Bidder identified targeted outreach locations from past experience.</p> <p> Bidder will track data and ensure numbers are not duplicated.</p> <p> b – Met requirement.</p> <p> c – Met requirement.</p> <p> d – Bidder provided a snapshot of its resource list.</p> <p>2 – Bidder outlines multiple ways to support participants in accessing services.</p> <p> P – Bidder collects data on referrals and experiences.</p> <p> P – Bidder has a feedback loop on Peer Navigator effectiveness.</p> <p> a – Met requirement.</p> <p>3 – Bidder will use a conversational approach to resource brokering, which is participant-led.</p> <p>4 – Bidder indicates that follow-up contact is determined by the participant.</p> <p> P – Bidder’s database will facilitate follow-up reminders for Peer Navigators.</p> <p> P – Bidder outlines a schedule for follow-up attempts.</p> <p> P – Bidder requires documentation within 48 hours of contact, which is monitored.</p> <p>5 – Met requirement.</p> <p> a – Met requirement.</p> <p> b – Met requirement.</p> <p> P – Bidder outlines support for Peer Navigators during this activity.</p>
--

E. Training for Community Stakeholders and Partners

<p>1 – Met requirement.</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

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EVALUATOR DEPARTMENT: Office of Behavioral Health

2 – Met requirement. P - Bidder has required trainings already developed. P – Bidder will evaluate training effectiveness.
3 – Bidder has training already developed. P – Bidder will use a subject matter expert to develop a training delivery guide to support staff. a- d – Met requirement.
4 – P – Bidder has experience developing department-approved post-training surveys. a – Met requirement.
F. Performance Measures
1 - Bidder has a system established for tracking data related to these performance measures.
G. Reports
1 - Bidder has a system established for these reports. 2 – Met requirement.
2. Staffing
a – Met requirement. b – N – No subcontractors identified; however, a consultant role is present in proposal and budget. c – N - Bidder does not outline supervision or feedback for consultants.
3. Implementation - Work Plan
a – Detailed plan provided.

Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">• Material and supplies costs are not detailed and account for 25% of annual budget.• Biowaste cost could be allocated based on applicable programming. SSP service supports testing and produces similar waste.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
Provider meets eligibility requirements

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Focus on rural communities • SSP, OEND, Health Education, Drug checking services, infectious disease testing, advocacy
2. Project Team Organizational Chart
•
3. Litigation
<ul style="list-style-type: none"> • None
4. Financial Viability
•
5. Certificate of Insurance
<ul style="list-style-type: none"> • Included

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
<ul style="list-style-type: none"> • P – strong process/measures for ensuring maintenance of SSP certification • P- Strong plan for engaging community specifically within rural setting • P- Continuous feedback collection to inform services • I – Maintain regular encampment outreach • P- well established (and previously implemented) protocols and procedures for this work
B. Confidentiality Requirements
<ul style="list-style-type: none"> • P- Strong confidentiality protocols, including how data is maintained physically and digitally • P- quality assurance process
C. Staff Certification, Training, and Supervision
<ul style="list-style-type: none"> • P-Has staff already trained • Includes process for ensuring staff certification is obtained and maintained

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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Carolina Rojas-Becerra

EVALUATOR DEPARTMENT: Office of Behavioral Health

<ul style="list-style-type: none">• P-Currently provides these trainings to other organizations throughout the State of Maine• I- Use Sortly to manage inventory electronically• P-Tending to our Grief training• P- Data to inform service area
D. Peer Navigator Services to be provided to Participants
<ul style="list-style-type: none">• P- Peer navigator will outreach in areas/locations with high concentration of people who use drugs• P- Warm accompaniment• P- Regular feedback to address barriers• P- Tiered contact attempts (3 total within 30 days)• P- Audits and quality assurance
E. Training for Community Stakeholders and Partners
<ul style="list-style-type: none">• I- On-demand customized training• P- Experience administering post-training surveys
F. Performance Measures
<ul style="list-style-type: none">• P- Have monitoring methods in place to meet measures
G. Reports
<ul style="list-style-type: none">• P- Monthly checks to ensure data completeness, timeliness, and accuracy
2. Staffing
<ul style="list-style-type: none">• P – job descriptions include CIPSS and All Pathways Toward Recovery framework
3. Implementation - Work Plan
<ul style="list-style-type: none">• Detailed work plan

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

Individual Evaluator Comments:

Part I. Preliminary Information
Eligibility Requirements
1 – P: Meets Eligibility
2 – P: Meets Eligibility

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Meets requirement. Extensive experience with overdose and infectious disease prevention, training, strategies and resources, and Peer Support street and community outreach services. Provider for the initial piloting of the Peer Navigator program.
2. Project Team Organizational Chart
<ul style="list-style-type: none">• P: Meets Requirement
3. Litigation
<ul style="list-style-type: none">• P: None
4. Financial Viability
<ul style="list-style-type: none">• P: Meets requirement
5. Certificate of Insurance
<ul style="list-style-type: none">• P: Provided certification of current liability insurance

Part IV, Section III. Proposed Services
A. Operational and Certification Requirements
1. P: Never had a lapse in certification or a corrective action. Describe in detail plan to maintain certification, including oversight of compliance, ongoing policy and procedure review, staff training and development, resource allocation, contingency planning and annual attestation.
2. P: Meets requirement with one FTE proposed
a. P: Plan to distribute staffing time across site drop-in times, community outreach hours and targeted rural engagement. Schedule to be developed by Executive Director.
3. P: 15 hours at site location; 17 hours community outreach and engagement; 8 hours training, documentation and administrative detail.
A. P: Applicant has existing employee policies and procedures in place for current programming which is in alignment with an All Pathways to

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

Recovery framework. They will work with an outside consultant for development of a manual specific to peer model fidelity and communication.

B. P: Meets requirement. Existing policy

C. P: Meets requirements. Has existing policy which they provide a sample for and will update this policy to include guidance for seatbelt and distracted driving safety.

D. i. P: Existing database collects services provided and tasks completed using an anonymous unique individual ID number. HIPPA compliant database is used to facilitate medical testing results and referrals to outside treatment. Peer-Support content and practice expert will review existing databases to ensure compliance with requirements of RFP.

1. P: Will review existing policy to align with IPS documentation principles and the administrative assistant will monitor documentation to ensure ongoing alignment.

2. P: Will review existing policy to align with IPS documentation principles and the administrative assistant will monitor documentation to ensure ongoing alignment.

E. P: Will have consultant review all revised/developed policies prior to 30-day submission to the Department, has included a work plan outlining the anticipated timeline.

4. P: Has a plan to integrate awarded services ensuring they are not duplicative of existing services and programming. Submitted plan includes Needs assessments and service coordination to identify current system gaps and address those gaps specifically. Trainings, distribution and prevention programming and material, data collection and outreach will be distinctly reported.

5. P: Applicant demonstrates understanding the IPS model, and will require Peer Navigator applicants who have not already started or completed certification classes to fill out an application for CIPSS training during the first week of orientation. They have built in budgeting for a National and State IPS trainer to support IPS programming as part of this award.

B. Confidentiality Requirements

1. P: Policies and procedures in place to meet requirements of RFP, in adherence to 42 C.F.R Part 2, HIPPA and all other State and Federal regulations.

a. P: Executive Director is responsible for ensuring all employee training has been completed and added to personnel files. Training date, content, staff signatures and certificate of completion are recorded.

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INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Substance Use Peer Navigators – Area 1

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DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

- b. P: All staff participate in mandatory confidentiality training, with annual refreshers, ongoing review and oversight.
- 2. P: Meets requirement
- 3. P: Data and security meet requirements
- 4. P: Existing platforms and processes in place, including incident response and ongoing training.
- 5. P: Meets requirement – Compliance with Maine Public Law, Maine DHHS OIT, and aligned with National Institute of Standards and Technology standards.
- 6. P: Meets requirement – willing to work with Department to adhere with any needed adjustments with technology, applications and integration considerations to ensure compliance.

C. Staff Certification, Training, and Supervision

- 1. P: Has experience with supporting staff in gaining and maintaining certification. Will work with outside consultant to provide in-house IPS and recovery coach orientation to all new navigators. Peer Navigators will complete applications to both CIPSS and RCA within the first week of orientation.
 - a. P: Executive Director responsible for overall monitoring of certification status and completion via reporting out by administrative assistant.
 - i. P: Administration Assistant will monitor certification
- 2. P: Has existing training to meet many of the training components, and propose a team based approach and staff training plan to meet components not already in place. MAP has an extensive history of training development and delivery.
 - a. P: Meets requirement
 - b. P: Will elaborate on existing Tending to Our Grief training to fulfill this requirement in whole.
 - c. P: Existing training in place as part of the orientation process.
 - d. P: Plan to develop and deliver this training
 - e. P: Will develop this training and include advanced communication and restorative skills needed to navigate challenging situations which can arise in the work, in alignment with IPS and Recovery Coach principles.
- 3. P: Has a variety of existing training to submit for Department review and potential approval. Will work with the Department and consultant to identify gaps in existing trainings, and develop new trainings as needed for Department approval. All training completion will be monitored and logged by the Administrative Assistant.
- 4. P: Peer Navigator Community Education Plan identified and outlined in the Staff Training Plan in attachment 6. All Navigators will be trained in content and delivery of required topics.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

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DATE: 11/7/2025

EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

- a. P: In-depth training around overdose and infectious disease prevention laws and statutes.
- b. P: MAP has extensive history and knowledge about providing these trainings. Will continue to train Peer Navigators and community members.
- c. P: thorough training for peer navigators in the correct and most effective way to use test strips.
- d. P: Basic wound care training currently delivered by MAP. Navigators will also be trained to train others in basic wound care skills.
5. P: Executive Director manages an inventory system to ensure all navigators have what is needed to support individuals with the care and resources needed. They deliver supplies and materials personally to the various locations where navigators are situated. Performs periodic inventory audits to reconcile stock with system records and identify discrepancies.
6. P: Support shared among Executive Director, Administrative Assistant and consultant.
 - a. P: The Executive Director and Administrative Assistant will work together to monitor and update new approaches and best practices. They have included detail covering continuing education, research and publication access, learning communities' conferences and webinars and regular review of best practice. They will also ensure prioritize comprehensive training for supervisors.
 - b. P: Will work with an outside consultant with over a decade of experience in IPS delivery, including being a facilitator for both IPS and Recovery Coaching, to ensure MAP navigators have the proper supervision for the models in which they are trained. Executive Director will be trained in IPS and Recovery Coaching within 6-months of contract start date.
 - i. P: Administrative Assistant will track and monitor all staff required training timelines, including that of the Executive Director, who will attend a Peer 101 within 60 days of contract start date.
 - ii. P: Executive Director will sign up for the Department approved Peer Managers training within 6 months of contract start date.
 - c. P: Plan in place for bi-weekly supervision with Executive Director, 1 hour per month with consultant for group supervision, and 1 hour a month of group skill building with Administrative Assistant. MAP described schedule integration, dedicated supervisory staff, standardized supervision log, and participant feedback.
7. P: MAP has an existing bereavement policy in the employee handbook, this includes 1-week of paid leave, with additional time as needed utilizing PTO. Identification of individual relationship is not required, which is well above

**STATE OF MAINE
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RFP #: 202509134

RFP TITLE: Substance Use Peer Navigators – Area 1

BIDDER NAME: Maine Access Points

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EVALUATOR NAME: Mindy Smith

EVALUATOR DEPARTMENT: Office of Behavioral Health

standards. They also offer consistent supervision, with access to additional time and check-ins as needed. Offers debrief sessions and group-based check-in spaces. Administrative assistant also offers an internal group, Tending to Our Grief.

8. P: MAP is proposing one fte for area 1, eliminating overlap. Will utilize data-driven area assignment, within proposed service area, and ongoing monitoring and adjustments.

D. Peer Navigator Services to be provided to Participants

1a. P: Describes having systems in place to meet requirements, including the use of targeted outreach, relationship building by utilizing lived experience and tasks of IPS, information dissemination, transportation where it makes sense, communication skills, data tracking and review. Will make adjustments to strategies as needed.

b. P: Provides a plan to meet distribution requirements, including tapping in to existing networks, community outreach and distribution events, training peer navigators to be overdose reversal trainers, and tracking numbers to ensure delivery of intended distribution.

c. P: Meets requirement

d. P: Applicant describes a process for resource and treatment linkage, involving relationship building, ongoing needs conversations, participant-centered choices, facilitating connections, follow up support, fostering community connections and an internal resource directory. Provided a snapshot of MAP's resource list.

2. P: Describes process of support in navigating resource challenges in-depth. Includes monitoring available resources to be sure information shared is up-to-date and accessible, advocacy and skill building with participants, and ongoing emotional support, encouragement, follow-ups and problem-solving. Will also provide IPS aligned supervision support for navigators supporting individuals with challenging situations.

A. P: All Pathways Toward Recovery is a fundamental principle at MAP, engrained in the interview and selection process of all candidates for employment, and part of ongoing discussions through supervision and training.

3. P: Will take a conversational approach to providing participant identified resources for unmet need, treatment and support resources.

4. P: Ensures 30-day follow-up with consideration for participant consent and ability. Will include clear explanation, opt-in/out options, consent documentation, and internal reminder systems. Outlines a days 7-10, 15-20 and 21-28 day contact attempt process and structured follow up conversation framework.

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5. P: Will utilize a structure of priority review, resource navigation, warm accompaniment and advocacy, transportation assistance and ongoing support and follow-up.

a. P: MAP values self-determination, and will work to explore all options for support, provide information and choice while respecting autonomy.

b. P: Will provide peer support for individuals regardless of outside treatment and support accessed by the individual. Will tailor support based on participant identified needs and choice.

E. Training for Community Stakeholders and Partners

1. P: MAP has demonstrated history of being a leader in overdose and infectious disease training for providers and community members. Will submit to the Department, within 60-days of contract start, a plan for trainings as part of the peer navigator program. Trainings will include Primary Prevention 101, Intersection of Clinical care, xylazine training, overdose training, Naloxone distribution and community drug checking.

A. P: will submit any changes and/or updates to curricula to Department for review and approval.

2. P: Describes a plan to meet target training requirements, including scheduled workshops, accessible and engaging training, on-demand trainings and targeted outreach. This work builds on the strong foundations MAP already has in place to provide various community training, including all agency staff being facilitators of training curriculum.

a. P: Meets requirement. Monitored by the Administrative Assistant.

b. P: Has delivered trainings on this topic in the past, has a curriculum in place which is ready for Department approval.

c. P: Delivered 39 trainings on this topic in 2024. Curriculum is ready for Department review and approval.

3. P: Demonstrated history of providing these types of trainings.

Q: Can Peer Navigator support these requirements and still stay below the 25% requirement for admin time?

a. P: Meets requirement

b. P: Meets requirement

c. P: Meets Requirement – known and respected expert in this area, Has resource packets developed already for previous programming.

d. P: Meets requirement – long standing relationships with community providers already in place

4. P: Pre-existing Department approved training participant surveys in place, with demonstrated history of reaching survey participant goal numbers.

Survey includes a post training survey and a participant experience survey.

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a. P: Meets requirement
F. Performance Measures
1. P: MAP has a demonstrated history of submitting PMR's on-time for other Department contracts, and to-date is in good standing with all other contract requirements. Existing data-base will serve as the platform to track and report out. a. P: Meets requirement b. P: Meets requirement
G. Reports
1. P: Meets Requirement – utilize existing tracking platforms to report out to Department. Data entry within 48 hours of participant engagement. Ongoing training and support for staff. a. P: Meets requirement b. P: Meets requirement c. P: Meets requirement d. P: Meets requirement e. P: Meets requirement f. P: Meets requirement 2. P: All necessary tools and systems in place to meet the requirement for data collection and reporting. Familiar with reporting timelines at the Department, and in-good standing with required reporting.
3. Staffing
a. P: Meets requirement b. Q: States many times throughout proposal they will work with an outside consultant for supervision and training development and implementation, but says no consultants/subcontractors will be utilized. c. P: Meets Requirement
4. Implementation - Work Plan
• A. P: Meets requirement i. P: Meets requirement ii. P: Meets Requirement\ iii. Meets requirement



STATE OF MAINE
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Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP 202509134
Substance Use Peer Navigators

I, Michael Freysinger, accept the offer to become a member of the Evaluation Team for this solicitation for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this solicitation.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this solicitation nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of this solicitation presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signed by:

Mike Freysinger

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Nov-03-2025

Signature

Date



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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
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Substance Use Peer Navigators

I, Tamara Hunt, accept the offer to become a member of the Evaluation Team for this solicitation for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this solicitation.

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Signed by:

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Nov-04-2025

Signature

Date



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DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
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Substance Use Peer Navigators**

I, Jamie Jastrzembski, accept the offer to become a member of the Evaluation Team for this solicitation for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this solicitation.

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Signed by:

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Nov-03-2025

Signature

Date



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**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP 202509134
Substance Use Peer Navigators**

I, Carolina Rojas Becerra, accept the offer to become a member of the Evaluation Team for this solicitation for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this solicitation.

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Signed by:

Carolina Rojas-Becerra

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Nov-03-2025

Signature

Date



**STATE OF MAINE
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**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
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Substance Use Peer Navigators**

I, Mindy Smith, accept the offer to become a member of the Evaluation Team for this solicitation for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this solicitation.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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Signed by:

Mindy Smith

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Nov-03-2025

Signature

Date