

STATE OF MAINE
Department of Health and Human Services
Maine Center for Disease Control & Prevention



RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation
of Maine's School Based Health Centers**

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Submitted Questions Due Date	October 9, 2026, no later than 4:00 p.m., local time	
Proposal Submission Deadline	DATE:	October 29, 2026, no later than 4:00 p.m., local time
	TO:	Vendor Self Service System

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PUBLIC NOTICE

**State of Maine
Department of Health and Human Services
RFP# 202609151
Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers**

The State of Maine is seeking proposals for Professional Development, Technical Assistance, and Evaluation of Maine's School Based Health Centers.

A copy of the RFP and all related documents can be obtained through Vendor Self Service (VSS): <https://mevss.hostams.com/PRDVSS1X1/AltSelfService>

Proposals must be submitted to the Office of State Procurement Services, via Vendor Self Service (VSS). Proposal submissions must be received no later than 4:00 p.m., local time, on October 29, 2026. Proposals will be opened the following business day.

RFP TERMS/ACRONYMS with DEFINITIONS

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

<u>Term/Acronym</u>	<u>Definition</u>
Current Procedural Terminology (CPT) Codes	A medical code set used to report medical, surgical, and diagnostic procedures and services to entities such as physicians, health insurance companies, and accreditation organizations. CPT Codes are used in conjunction with ICD-9-CM or ICD-10-CM numerical diagnostic coding during the electronic medical billing process.
Department	Maine's Department of Health and Human Services
Electronic Health Record (EHR)	A digital system that contains information on patient medical history, including demographics, services provided, and billing information.
ICD-10 Codes	Alphanumeric codes used by doctors, health insurance companies, and public health agencies to represent information on diagnoses.
Performance Measures	Indicators of performance in selected areas of patient care.
Protected Health Information	Identifiable information belonging to an individual (i.e. name, date of birth, etc.), subject to confidentiality protections.
RFP	Request for Proposals
School Based Health Center (SBHC)	A clinical site located within a school building, which provides routine medical and behavioral health services to students enrolled in the school.
State	State of Maine
<u>Vendor Self Service System (VSS)</u>	The State's web portal that provides vendors with a single-entry point to register, identify the commodities/services that their company provides, look for business opportunities, and respond to solicitations.

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Maine's School Based Health Centers

PART I INTRODUCTION

A. Purpose and Background

The Department of Health and Human Services (Department) is seeking professional development, technical assistance, and evaluation of Maine's School Based Health Centers (SBHCs) as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine Residents. The Department's Maine Center for Disease Control & Prevention (Maine CDC) provides leadership, expertise, information, and tools to assure conditions in which all Maine people can be healthy.

The Department provides funds to SBHCs for medical, mental health, and preventative services at clinics located within elementary, middle, and high schools throughout the State. SBHCs provide primary and acute medical care, preventative care, and mental health counseling for enrolled students. The SBHC initiative seeks to increase positive health behaviors and decrease tobacco-use, substance-use, poor nutrition, and unsafe sexual behavior.

Through this RFP the Department is seeking ongoing professional development and technical assistance for SBHC clinicians and staff to improve the ability of the SBHCs to deliver high-quality services and to ensure Performance Measure targets are achieved. Additionally, the awarded Bidder will collect, compile, analyze, and report data to the Department on the demographics of students who utilize the SBHC, the type and quantity of services SBHCs provide, and SBHC outputs on Performance Measures.

B. General Provisions

1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.
2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals must follow the format and respond to all

questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.

4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all records and documents regarding this RFP, including bid submissions, will be public records, available for public inspection pursuant to [5 M.R.S. §1825 B \(6 & 15\)](#) and the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.). State contracts and information related to contracts, including all records, documents, supporting documents, and bid submissions, are public records unless otherwise excepted by statute (*Id*).
8. Subject to the above and pursuant to applicable law, in the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
10. If awarded a contract resulting from this RFP, vendors shall be required to disclose, in writing and in accordance with applicable Maine law, any actual or potential conflicts of interest. Such disclosure must include any financial, professional, or personal relationships that could give rise to a conflict of interest or the appearance of a conflict of interest. Failure to disclose a known conflict or appearance of conflict may result in disqualification, contract termination, or other remedies as provided by law.
11. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Contract Term

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

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

availability of funding and satisfactory performance.

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

Period	Start Date	End Date
Initial Period of Performance	1/1/2027	12/31/2028
Renewal Period #1	1/1/2029	12/31/2030
Renewal Period #2	1/1/2031	12/31/2031

D. Number of Awards

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

PART II SCOPE OF SERVICES TO BE PROVIDED

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

A. Data Collection and Analysis Requirements

1. Collect, aggregate, and analyze de-identified Electronic Health Record (EHR) data provided directly by funded School Based Health Centers (SBHC) biannually (mid-year and full school year) for the purpose of monitoring SBHC Performance Measures.
2. Identify all ICD-10 diagnostic and Current Procedural Terminology (CPT) Codes associated with SBHC Performance Measures (refer to **Appendix H**).
3. Develop a system for compiling and analyzing de-identified disaggregated data extracts from multiple EHR systems used by individual SBHC Providers.
4. Develop systems for ensuring data protection.
5. Ensure appropriate protocols for collecting, analyzing, and storing Protected Health Information.
6. Conduct quality checks on data extracts and reports to ensure accuracy and validity of data.
7. Assist all SBHC sites in the accurate collection and reporting of data related to SBHC Performance Measures.

B. Technical Assistance and Professional Development Requirements

1. Provide professional development and technical assistance to SBHCs to ensure provision of high-quality care.
2. Develop and conduct a minimum of five (5) professional development meetings per year with the SBHCs, focusing on areas of skill building relevant to the provision of high quality medical and behavioral health care for students, improving SBHC operations, and improving accuracy of data reporting.
 - a. Ensure all agendas are approved by the Department, in writing, prior to dissemination.
3. Provide direct assistance to SBHC sites by assisting in the implementation of SBHC Standards (refer to **Appendix I**).
 - a. Support quality improvement initiatives to enhance care quality, accurate data reporting, and ongoing sustainability of SBHCs.
4. Provide support to the Department and SBHC providers to inform pilot programs and ongoing refinement to standards of care.

C. Confidentiality Requirements

1. Obtain and maintain insurance as outlined in the current State of Maine IT-Service Contract (IT-SC), Rider B-IT, Section 19. Insurance Requirements. The current IT-SC may be obtained on the Office of State Procurement Services [Forms & Templates webpage](#).
2. Implement risk assessment and vulnerability scanning policies and procedures for collecting sensitive information electronically (PII, PHI, and/or other confidential data) as part of the services provided as a result of the contract awarded under this RFP, at minimum to be equivalent to current [MaineIT Policies & Standards](#) for:
 - a. Risk Assessment Policy & Procedures; and
 - b. Vulnerability Scanning Procedure.

3. Comply with all current State and Federal laws regarding the protection of confidential and/or sensitive information that is collected or maintained by the awarded Bidder, including, as applicable, notification to individuals in the event of unauthorized access or disclosure.
4. The State will not consume (use) any awarded Bidder application, nor will the awarded Bidder consume (use) any State application.

D. SBHC Performance Measures Reporting

1. Develop Statewide and site-specific mid-year and year-end Performance Measure reports for all SBHCs.
2. Create and maintain data dashboards to track trends in enrollment, utilization, and services and ensure Department oversight of all dashboards and data.

E. Reports

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

Table 1 – Required Reports		
Name of Report		Description
a.	Mid-year data reports by SBHC site	Report on all SBHC Performance Measures for each funded SBHC, by site
b.	Mid-year data summary report	Report on all SBHC Performance Measures Statewide, by SBHC site
c.	Year-end data reports by SBHC site	Report on all SBHC Performance Measures for each funded SBHC, by site
d.	Year-end data summary report	Report on all SBHC Performance Measures Statewide, by site

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

Table 2 – Required Reports Timelines			
Name of Report		Period Captured by Report	Due Date
a.	Mid-year data reports by SBHC site	First six (6) months of the contract year	Ninety (90) calendar days after the first six (6) months of the contract year
b.	Mid-year data summary report	First six (6) months of the contract year	Ninety (90) calendar days after the first six (6) months of the contract year
c.	Year-end data reports by SBHC site	Full contract year	Ninety (90) calendar days after the close of the contract year
d.	Year-end data summary report	Full contract year	Ninety (90) calendar days after the close of the contract year

PART III KEY RFP EVENTS

A. Vendor Self Service System (VSS)

1. The Office of State Procurement Services Vendor Self Service System website is found at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
2. A copy of the RFP and all associated documents will be published in VSS.
3. Only documents published in VSS will be considered binding.
4. Any interested party may view open solicitations in VSS using the Public Access feature.
5. Vendors must have an active User ID and password in VSS to submit questions and respond to solicitations, including this RFP.
 - a. Vendor registration instructions and User Guide may be found at the link above, which include steps for searching for an existing account/User ID, or registering for a new account/User ID.
 - b. Vendors interested in responding to a solicitation are encouraged to obtain a User ID and password for VSS as soon as possible.
6. Vendors must have an active Vendor Code (VC or VS) to contract with the Department.

B. Questions

1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
 - a. Questions must be submitted in VSS as soon as possible but no later than the date and time published in VSS.
 - b. Questions should be clearly stated and reference the applicable section and/or page number of the RFP.
 - c. The Department assumes no liability for assuring accurate/complete/on time transmission and receipt.
2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and published in VSS no later than seven (7) calendar days prior to the Proposal Submission Deadline. It is the responsibility of all interested parties to go to VSS to obtain a copy of the Question & Answer Summary. Only those answers issued in writing in VSS will be considered binding.

C. Amendments

All amendments released in regard to the RFP will be published in VSS. It is the responsibility of all interested parties to go to VSS to obtain amendments. Only those amendments published in VSS are considered binding.

D. Proposal Submission

1. **Proposals Due**
 - a. Proposals must be received no later than the Proposal Submission Deadline (closing date) published in VSS.
 - b. Any proposal submissions or any additional or revised proposal files received after the Proposal Submission Deadline will be rejected without exception.

2. Delivery Instructions

- a. Proposal submissions must be submitted to the Office of State Procurement Services via VSS.
- b. Only proposal submissions received via VSS will be considered. The Department assumes no liability for assuring accurate/complete receipt.
- c. Submissions containing links to file sharing sites or online file repositories will not be accepted as submissions. Only proposal submissions that have the actual requested files attached will be accepted.
- d. Encrypted submissions received which require opening attachments and logging into a proprietary system will not be accepted. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
- e. File size limits are 15MB per file. Bidders may separate the submissions into multiple files, as necessary, due to file size concerns.

3. Submission Format

- a. Bidders must submit multiple files, with each file named and containing the required information as defined below.

File 1 [Bidder's Name] – Preliminary Information

PDF format preferred, and must include:

- **Appendix A** (Proposal Cover Page)
- **Appendix B** (Responsible Bidder Certification)

File 2 [Bidder's Name] – Organization Qualifications and Experience

PDF format preferred, and must include:

- **Appendix C** (Qualifications and Experience Form)
- **Appendix D** (Subcontractors Form)
- **Appendix E** (Litigation Form)
- All required information and attachments stated in PART IV, Section II.

File 3 [Bidder's Name] – Proposed Services

PDF format preferred, and must include:

- **Appendix F** (Proposed Services Response Form)
- All required information and attachments stated in PART IV, Section III.

File 4 [Bidder's Name] – Cost Proposal

Excel and PDF format preferred, and must include:

- **Appendix G** (Cost Proposal Form)
- All required information and attachments stated in PART IV, Section IV.

PART IV PROPOSAL SUBMISSION REQUIREMENTS

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

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

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

Proposal Format and Contents

Section I Preliminary Information (File #1)

1. Proposal Cover Page

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

2. Responsible Bidder Certification

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

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

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

2. Subcontractors

If subcontractors are to be used, including consultants, Bidders must complete **Appendix D** (Subcontractors Form) to provide a list that specifies the name, address, phone number, contact person, and a brief description of the organizational capacity and qualifications for any subcontractor to be used. If no subcontractors will be used, indicate such on the form.

3. Project Team Organizational Chart

Bidders must provide a legible organizational chart of the project team including to whom the project team reports. Note: individual project team positions are to be identified in the job description and staffing plan.

4. Litigation

Bidders must complete **Appendix E** (Litigation Form) providing a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, indicate such on the form.

5. Financial Viability

Bidders must provide the following information for each of the past three (3) tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

Section III Proposed Services (File #3)

1. Bidders must complete **Appendix F** (Proposed Services Response Form) to discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.
2. Bidders must provide:
 - a. Job descriptions detailing the primary responsibilities, duties, and required qualifications for specific job positions (do not include individual resumes) for all project staff including the project lead.
 - b. A description of how subcontractors/consultants, if any, will interact with the Bidder's organization, (i.e., oversight and management of subcontractors.)
 - c. A staffing plan that describes the minimum staffing (position titles and time allocation) necessary to meet the requirements in Part II of the RFP.
3. Bidders must provide a realistic work plan for the implementation of the program through the initial period of performance. The work plan must be displayed in a timeline chart, and concisely describe each program development and implementation task, the month it will be carried out, and the person or position responsible for each task. If applicable, Bidders must identify all tasks to be delegated to subcontractors.

Section IV Cost Proposal (File #4)

1. Cost Proposal Form

Bidders must complete **Appendix G** (Cost Proposal Form).

2. General Instructions

- a. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.

- b.** No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals will be accomplished as follows:

A. Evaluation Process – General Information

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

B. Scoring Weights and Process

1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria. The proposal materials that will be evaluated under each section below are identified in Part IV of the RFP.

Section I.	Preliminary Information	No Points
Section II.	Organization Qualifications and Experience	35
Section III.	Proposed Services	40
Section IV.	Cost Proposal	25
Total		100

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

The scoring formula is:

$$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times 25 = \text{pro-rated score}$$

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer

(BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

C. Negotiations

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

D. Selection and Award

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

E. Appeal of Contract Awards

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](#) and [18-554 Code of Maine Rules Chapter 120](#). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within fifteen (15) calendar days of receipt of notification of conditional contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

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

The State of Maine Service Contract will include insurance requirements as identified in the State of Maine IT-Service Contract (IT-SC), Rider B-IT, Section 19. The current IT-SC may be obtained on the Office of State Procurement Services [Forms & Templates webpage](#).

All exceptions will be negotiated between the awarded Bidder(s) and the State. The State will not accept any proposed exceptions as part of this RFP process. The State is not obligated to accept, negotiate, or compromise of any proposed exceptions.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the [Office of State Procurement Services](#) website.

Forms and contract documents commonly used by the Department can be found on the Department's [Division of Contract Management website](#).

The awarded Bidder will be required to provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing its general liability, professional liability, and any other relevant liability insurance policies that might be associated with the services provided as part of the contract resulting from this RFP.

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3\(B\)\(i\)](#).)

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

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

B. Standard State Contract Provisions

1. Contract Administration

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

2. Payments and Other Provisions

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

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

Appendix A – Proposal Cover Page

Appendix B – Responsible Bidder Certification

Appendix C – Qualifications and Experience Form

Appendix D – Subcontractors Form

Appendix E – Litigation Form

Appendix F – Proposed Services Response Form

Appendix G – Cost Proposal Form

Appendix H – SBHC Performance Measures Template

Appendix I – SBHC Standards

APPENDIX A

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention

PROPOSAL COVER PAGE

RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation of Maine's
School Based Health Centers**

Bidder Name:			
Vendor Customer Code (for current State of Maine vendors):	VC		
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<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:			

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

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

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention
RESPONSIBLE BIDDER CERTIFICATION
RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers**

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

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

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention
QUALIFICATIONS and EXPERIENCE FORM
RFP# 202609151

Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers

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

Provide a description of three (3) projects which occurred within the past five (5) years and reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP.
<i>If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.</i>

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

Project Two	
Business Reference Name:	
Reference Contact Person:	
Telephone:	
E-Mail:	

Project Start Date		Project End Date	
Include a detailed description of the project below:			

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

APPENDIX D

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention

SUBCONTRACTORS FORM

RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers**

Bidder Name:	
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If subcontractors, including consultants, are to be used, provide each individual subcontractor's business or consultant's name, contact person, address, phone number, and a brief description of the subcontractor's organizational or consultant's capacity and qualifications. Bidders may add additional Subcontractors/Consultants as needed. If no subcontractors will be used, indicate such on this form.

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

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

APPENDIX E

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention

LITIGATION FORM

RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers**

Bidder Name:	
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Provide a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, indicate such on this form.

Case #	
Entity Filing Suit:	
Complaint/Accusation:	
Amount:	
Outcome	
Case #	
Entity Filing Suit:	
Complaint/Accusation:	
Amount:	
Outcome	
Case #	
Entity Filing Suit:	
Complaint/Accusation:	
Amount:	
Outcome	

APPENDIX F

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention
PROPOSED SERVICES RESPONSE FORM
RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers**

Special Instructions

Bidders must submit all information describe in Part IV, Section III of the RFP.

1. Bidders may obtain the Proposed Services Response Form in VSS.
2. For staffing, Bidders must submit:
 - a. Job descriptions;
 - b. A description of the Bidder's interactions with subcontractors, if any; and
 - c. A Staffing plan.
3. Bidders must provide a realistic work plan for the implementation of the program through the initial period of performance.

APPENDIX G

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention

COST PROPOSAL FORM

RFP# 202609151

**Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers**

Bidder Name:	
Proposed Cost:	\$

Special Instructions

1. Bidders may obtain the Cost Proposal Form in VSS.
2. Bidders must submit a cost proposal that covers the Initial Period of Performance as defined in Part I of the RFP.
3. The Total Cost is considered the Proposed Cost and will be used to score the cost proposal as defined in Part V, B.3. of the RFP.
4. The Proposed Cost must be presented as a fixed amount.

APPENDIX H

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention
SBHC PERFORMANCE MEASURES TEMPLATE
RFP# 202609151

Professional Development, Technical Assistance, and Evaluation of Maine's School Based Health Centers

Goal		Performance Standards
<u>Goal 1</u>	Increase the percentage of adolescents receiving age-appropriate preventive and acute medical care according to Bright Futures guidelines	1.1. The percentage of students enrolled in the SBHC with a primary care provider identified in their medical record. 1.2. Percentage of SBHC clients with at least 1 annual age-appropriate well child visit, including documentation of: health and development history; physical exam; and health education/ anticipatory guidance during, regardless of where the exam was provided. 1.3. Percentage of SBHC clients with 1 or more age-appropriate health risk assessment, conducted annually. [Note: all SBHCs must use the Rapid Assessment for Adolescent Preventive Services (RAAPS) as their primary health risk assessment tool – https://possibilitiesforchange.org/raaps/ .] 1.4. Percentage of students identified as having asthma who have a copy of an up-to-date asthma action plan on file with the SBHC 1.5. Percentage of sexually active SBHC users who are screened for sexually transmitted infections.
Goal 2	Reduce the percentage of adolescents who report unmet mental health care needs.	2.1. Percentage of SBHC users who are screened for clinical depression using a standardized tool. 2.2. Percentage of SBHC users identified as depressed who are assessed using a PHQ-9 or other evidence-based tool. 2.3. Percentage of SBHC users identified as at risk of suicide who are screened using an evidence-based tool, and referred to appropriate supports. [Note: SBHCs are strongly encouraged to use the Columbia Suicide Severity Rating Scale (C-SSRS) as the evidence-based tool to assess suicide risk – https://cssrs.columbia.edu/ .] 2.4. Percentage of students identified as needing behavioral health care who receive it at the SBHC.
Goal 3	Reduce the percentage of students engaging in	3.1. Percentage of SBHC users identified as using tobacco who received cessation advice. 3.2. Percentage of SBHC users with a recorded BMI and counseling for nutrition and physical

Goal		Performance Standards
	unhealthy risk-taking behaviors, and provide appropriate intervention and referral.	activity. 3.3. Percentage of SBHC users identified as using alcohol who receive brief counseling or another evidence-based intervention by an SBHC provider. 3.4. Percentage of SBHC users identified as using other drugs who receive brief counseling or another evidence-based intervention by an SBHC provider. 3.5. Percentage of SBHC users identified as sexually active who receive brief counseling or another evidence-based intervention by an SBHC provider.
Goal 4 (optional)	Reduce the percentage of students at risk for unintended pregnancy and/or sexually transmitted infections.	4.1. Percentage of sexually active users receiving birth control who are provided with a long acting reversible contraceptive (LARC).

APPENDIX I

State of Maine
Department of Health and Human Services
Maine Center for Disease Control & Prevention
SBHC Standards
RFP# 202609151
Professional Development, Technical Assistance, and Evaluation of
Maine's School Based Health Centers

Special Instructions

1. Bidders may obtain the SBHC Standards document in VSS.