

**MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES
Maine Center for Disease Control and Prevention
Division of Family Health
Maine Injury Prevention Program**

RFP# 201102020

Suicide Prevention Training

REQUEST FOR PROPOSAL INSTRUCTION PACKAGE

Approved by State Purchases Review Committee – February 18, 2011

Deadline for Written Questions: March 7, 2011 at 4:00 p.m. local time

Deadline for Letter of Intent: March 21, 2011 4:00 p.m. local time

RFP Coordinator: Cheryl DiCara, Director
Maine Injury Prevention Program
286 Water Street
11 State House Station
Augusta, Maine 04333

Tel.: 207-287-5362 cheryl.m.dicara@maine.gov Fax: 207-287-7213
For the Deaf or Hard of Hearing: 1-800-606-0215

Completed Proposals Due: March 30, 2011 no later than 2:00 p.m. Local Time

AT

**Division of Purchases
Burton M. Cross Building, 4th Floor, 111 Sewall Street
9 State House Station, Augusta ME 04333-0009**

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**Maine Department of Health and Human Services
(RFP# 201102020)
Maine Suicide Prevention Training**

PART I. INTRODUCTION

A. Purpose and Background

The Maine Department of Health and Human Services (the Department), Maine Injury Prevention Program (the Program), within Maine Center for Disease Control and Prevention (Maine CDC), is seeking proposals from qualified organizations to deliver suicide prevention training services statewide as defined in this Request for Proposal (RFP). The Maine Injury Prevention Program serves as the lead agency for unintentional and intentional injury prevention including suicide prevention. The Program is currently funded through the Maternal and Child Health Block Grant, the Preventive Health Services Block Grant, the Substance Abuse and Mental Health Services Administration, National Highway Traffic Safety Administration and the U. S. Centers for Disease Control and Prevention.

The Program utilizes morbidity and mortality data to identify the leading causes of serious injury and injury death in Maine. The leading causes of injury in Maine are: motor vehicle traffic crashes, suicide, poisoning, and falls. Suicide and suicidal behavior represent an important, and preventable, public health problem. Suicide is the leading cause of violent death in Maine, more than eight times more people die by suicide each year than by homicide. Maine's suicide rate is consistently above the national average rate. In 2007, the most current year that national data were available, Maine ranked 14th highest in suicide rate among all ages, 10th highest among elders over age 65 and 6th highest among youth aged 15-24. The number of deaths by suicide in Maine appears to be on the increase, rising from an average of 166 per year between 2003 and 2007, to 186 deaths in 2008 and 187 deaths in 2009.

The impact of suicide is not limited to death: more people attempt suicide than die by suicide. Researchers estimate that for every person who dies by suicide, 25 to 100 other individuals attempted suicide. It is estimated that a minimum of 4,250 Maine residents attempt suicide each year. Suicide and suicide attempts are tremendously costly, emotionally and financially. The annual average medical cost of deaths by suicide in Maine is \$560,000, and the annual average medical cost of suicide attempts requiring hospitalization in Maine is \$8,400,000. Other costs, such as the financial cost of lost production and the emotional cost to family and friends, are much higher. Prevention programs aim to reduce costs by identifying and helping people at risk of suicide, ideally before they make an attempt.

There is no exact combination of risk factors and triggering events that predict an individual's suicide risk. As the research continues to develop, it is becoming more apparent that some risk factors for suicide are more prevalent than others. The most predictive risk factors are previous suicide attempts, mood disorders and other mental illnesses, and co-occurring substance abuse. Many other risk factors have been identified. Because so many people are potentially at risk, effective suicide prevention initiatives need to involve everyone; simultaneously, knowing who is at highest risk helps to identify the most effective interventions.

Suicide prevention training is the cornerstone of the Program's suicide prevention initiatives. The Program offers training and education programs providing a face-to-face opportunity to dispel myths, address misconceptions, increase knowledge and improve attitudes about suicide prevention. Pre-service (college) education in effective suicide prevention and intervention strategies for professionals entering the fields of education, health care, public safety and other fields is not universally available. Thus, continuing education in effective suicide prevention strategies is essential for those working directly with individuals at risk. Training facilitates the early identification and referral of persons at risk. Suicide prevention education must be integrated

into programs and activities that already exist and included in the agendas of community and state groups. Current program suicide training materials can be viewed at <http://www.maine.gov/dhhs/bohdcfh/inj/suicide-training/index.shtml>. Suicidal decedents are twice as likely to have seen a primary care provider (PCP) than a mental health clinician prior to their suicide. It is estimated that up to 4% of patients visiting their PCPs are suicidal at the time of their visit, yet less than 50% of PCPs feel confident about addressing suicidal behaviors. PCPs are in the best position to reduce suicides from assessing risk to providing treatment, safety planning and following patients to manage their risk.

The **goal** of this funding is to reduce suicide among Maine children, teens and adults by preparing various professional groups through training and education to recognize and respond effectively to suicidal behavior.

The **purpose** of this RFP is to solicit proposals from qualified Applicants to plan, develop, manage, conduct and evaluate suicide prevention training programs and to provide technical assistance to trainees upon their request once training programs have been delivered. Proposals are sought to deliver a variety of training programs for multiple audiences including school personnel, mental health clinicians, primary care providers and public safety professionals, among others. Within their proposals, Applicants are expected to utilize evidence-based and/or promising suicide prevention training programs and practices. This document details the expectations, guidelines and instructions for submitting proposals in response to this RFP.

B. Eligible Applicants

Proposals are sought from established Applicants that possess the organizational capacity and staff and/or sub-contractor knowledge and experience to effectively plan, develop, modify, conduct and evaluate a variety of suicide prevention training programs and to provide technical assistance to training program participants. Education and professional experience in adult education and working in clinical settings is necessary, as is possessing a working knowledge of schools, mental health service systems and primary care settings in Maine. Knowledge of public health and suicide prevention is strongly preferred.

Eligible Applicants include:

- ▲ Non-profit corporations [including 501(c)(3)]
- ▲ Colleges or Universities
- ▲ Hospitals
- ▲ Medical practices
- ▲ Professional Associations

C. Contract Terms

The Department is seeking effective and cost efficient proposals to carry out the requirements of this RFP for the contract period beginning July 1, 2011 through June 30, 2012. Note that this estimated contract start date may need to be adjusted in order to complete all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Applicants may submit one or multiple proposals to conduct training programs for one, two or all three components. The total amount of funding anticipated for all training components is \$180,000. Proposals may include sub-contractors (upon approval of state Program Administrator) to deliver some of the training programs.

A complete proposal must be submitted for each component for which the Applicant is requesting funds.

Training components include:

Component 1) Multiple programs for raising awareness and building basic suicide prevention skills including a one day annual advanced level conference

Component 2) Clinician training

Component 3) Primary care provider training

Within their proposals, Applicants are expected to utilize appropriate evidence-based and/or promising suicide prevention training programs and practices. Descriptions of suicide prevention training programs currently provided in Maine and selected on-line resource materials referenced in this RFP are found in Part VI.

Applicants are required to manage all aspects of planning, conducting, evaluating and modifying training programs including collecting and managing registration fees from training participants and managing donations made by individuals or organizations wishing to contribute suicide prevention training programs.

Contract Renewal: Following the initial 1 year term of this Agreement to be awarded, as defined above, the contract may be renewed annually for up to four (4) additional years, subject to continued availability of funding and satisfactory performance.

D. Definitions

Behavioral health: The optimum functioning and development of a individual in all important spheres of his/her life including family and peer relationships, involvement with school and community, physical health, and play or recreational pursuits.

Behavioral Health Care Provider: A person who is licensed by the state, whose professional activities address a client's behavioral issues; examples include psychiatrists, psychologists, social workers, psychiatric nurse practitioners, marriage and family counselors, professional clinical counselors, licensed drug/alcohol abuse counselors and mental health professionals.

Best practices: Activities or programs that are in keeping with the best available evidence regarding what is effective that may not have undergone rigorous scientific evaluation.

Beyond the Basics: annual conference in April sponsored by the Program to bring national speakers with expertise in various aspects of suicide prevention to keep professionals in Maine informed of the latest research and practices to prevent suicide.

Clinician Training: a variety of models exist to train school and community based behavioral health clinicians in assessing suicide risk in their clients. In Maine, a full-day training program was developed by program staff.

Culturally competent: A set of values, behaviors, attitudes, and practices reflected in the work of an organization or program that enables it to be effective across culture; includes the ability of the program to honor and respect the beliefs, language, interpersonal styles, and behaviors of individuals and families receiving services.

Evidence-based: Programs that have undergone scientific evaluation and proven to be effective at achieving intended outcomes.

Gatekeeper: an individual routinely in direct contact with a specified target audience and trained to know basic suicide prevention steps. Gatekeepers are trained in a simple three step intervention to recognize and respond appropriately to warning signs of suicidal behavior and to assist at-risk individuals in getting the help they need.

Gatekeeper Training: a variety of gatekeeper training models are employed nationwide. In Maine, a full-day training program was developed by program staff to equip professionals who, through the nature of their job or personal interests, with suicide prevention intervention education and the opportunity to practice how to intervene in suicidal behavior. The information and materials provided are more in-depth than the shorter

education programs. Gatekeeper Training is not designed for a clinical population.

Help-seeking behavior: Actions taken by a person who utilizes different sources of informal (parent and peers) and formal (counselors, teachers, or mental health professionals) support.

Intentional injury: refers to injuries resulting from purposeful human action, whether directed at oneself or others that is intended to cause harm. Suicide and self-inflicted injury are intentional injuries.

Lethal means: Any instrument or object utilized to carry out a self-destructive act (i.e. firearm, poison, medication, rope, chemicals and/or other hazardous material).

Lifelines Training: a full day training for teachers and other school personnel such as guidance counselors and social workers to prepare them to teach four 45 minute classroom “Lifelines Student Lessons” to their students. Lifelines student lessons are focused upon building student help seeking skills for themselves and their peers.

Means restriction: Techniques, policies, and procedures designed to reduce access or availability to means and methods of deliberate self-harm.

Mental illness (disorder): A diagnosable illness characterized by alterations in thinking, mood, or behavior (or some combination thereof) associated with distress that significantly interferes with an individual’s cognitive, emotional or social abilities.

Middle School Lessons: Lessons for middle school students have been developed in Maine and are being field tested in several Maine schools this school year.

MIPP: Maine Injury Prevention Program – the Maine Injury Prevention Program is housed within the Maine Center for Disease Control and Prevention and serves as the lead agency in the state for injury and suicide prevention in Maine. In addition to coordinating the MYSPP, the Program also addresses suicide across the lifespan among other leading causes of injury. The Program provides training, data and links to prevention resources statewide.

Morbidity: The relative frequency of illness or injury, or the illness for injury rate, in a community or population.

Mortality: The relative frequency of death, or the death rate, in a community or population.

MYSPP: Maine Youth Suicide Prevention Program - the MYSPP employs a public health approach to address youth suicide. The program is based upon collaboration among state agency leaders and staff. The long-term goal of the MYSPP is: To reduce the incidence of fatal and non-fatal suicidal behavior among Maine children, teens and young adults.

National Strategy for Suicide Prevention: A comprehensive and integrated approach to reducing the loss and suffering from suicide and suicidal behaviors across the life course. This document was issued in 2001 and contains 11 goals and 68 objectives designed to be a catalyst for social change.

PHQ-9: The Patient Health Questionnaire (PHQ) is a self-administered version of the PRIME-MD diagnostic instrument for common mental disorders. The PHQ-9 is the depression module, which scores each of the 9 DSM-IV criteria.

Postvention: A coordinated and comprehensive set of specific interventions to be implemented after a crisis or traumatic event has occurred.

Prevalence: The percent of the population with a particular condition or characteristic. Calculated as the number of people in a population who have health condition divided by the total number of people in the population. (For less common conditions, prevalence is often expressed per 100,000 people, for example, rather than as a percentage.)

Primary Care Provider: A health professional serving in a primary health care setting including physicians, physician assistants, nurse practitioners, nurses who is chosen by an individual to serve as his or her health-care professional. A Primary Care Provider is responsible for handling a variety of health-related problems, keeping a medical history and medical records on the individual, and or referring the person to specialists as needed.

Primary Care Suicide Prevention Tool Kit: A printed or web based tool kit that contains information and resources to implement state of the art suicide prevention practices for primary care practices.

Protective factor: The positive conditions, personal and social resources that promote resiliency, protect and buffer the individual, and reduce the potential for high-risk behaviors, including suicide.

Protocol: Guideline for actions to take, also called procedures. MYSP developed a Protocol training program and document to help guide school administrators to prepare to address suicide prevention, intervention, and postvention.

Public Health: Regulatory and voluntary focus on effective and feasible risk management actions at the national and community level to reduce human exposures and risks, with priority given to reducing exposures with the biggest impacts in terms of the number affected and severity of effect.

Public Health Approach to Suicide Prevention: as recommended by the National Strategy for Suicide Prevention (NSSP) is "a rational and organized way to marshal prevention efforts and ensure that they are effective." It distinguishes the public health approach, which identifies patterns of risk and behavior in groups of people, from the medical model, which focuses on individuals. The public health approach to suicide prevention, summarized from the NSSP, includes five basic steps:

- Clearly define the problem, by collecting data and other information.
- Identify risk and protective factors. Risk factors are associated with (or lead to) suicides and suicide attempts. Protective factors reduce the likelihood of suicide.
- Develop and test interventions. Most interventions seek to reduce risk factors and/or enhance protective factors. Preventive measures should be tested to determine if they actually work before being disseminated and implemented.
- Implement interventions.
- Evaluate effectiveness. Suicide prevention programs must be evaluated to verify that they are working and to know how to make them more effective in the situation in which they are being used.

Resilience: Capacities within a person that promote positive outcomes, such as mental health and well-being, and provide protection from factors that might otherwise place that person at risk for adverse health outcomes.

Risk factor: Long standing conditions, stressful events or situations that may increase the likelihood of a suicide attempt or death.

Self harm or self-injury: The various methods by which individuals injure themselves, such as cutting, self-battering, taking overdoses or deliberate recklessness.

Suicide: Self inflicted death with evidence (implicit or explicit) of the intent to die.

Suicide Attempt: A self-injurious behavior for which there is evidence that the person intended to kill him/herself.

Suicidal Behavior: A spectrum of activities related to thoughts and behaviors that include suicidal thinking, suicide attempts, and death by suicide.

Suicide ideation: Thoughts about dying by suicide are clinically referred to as “suicidal ideation”.

Suicide Prevention Awareness Education: a variety of models for providing basic suicide prevention information in a brief presentation exist. Maine has developed a model for a one to two hour presentation and a half day training program (**Training of Trainers**) to prepare individuals to provide a brief awareness education session. Training participants receive a packet of materials including participant handouts and a PowerPoint presentation which are updated annually.

Suicide Survivor: Family members, significant others, or acquaintances who have experienced the loss of someone in their life by suicide. The term **suicide survivor** is also sometimes used to refer to a person who has survived their own suicide attempt.

Transitions Lessons Training: Student Lessons offered during the senior year of high school addressing subject matter of importance to staying healthy when transitioning out of high school.

Warning sign: The earliest, observable signs that indicate the risk of suicide for an individual in the near-term (within minutes, hours, or days).

PART II. SCOPE OF SERVICES

The **purpose** of this RFP is to solicit proposals from qualified Applicants to plan, develop, manage, conduct and evaluate all aspects of the Maine Injury Prevention Program (MIPP) sponsored suicide prevention training programs described below and to provide technical assistance to trainees upon their request after training programs have been delivered. Proposals are sought to deliver a variety of training programs for multiple audiences including school personnel, mental health clinicians, primary care providers and public safety professionals, among others. Within their proposals, Applicants are expected to utilize current MIPP suicide prevention training programs and/or evidence-based and/or promising suicide prevention training programs and practices.

Applicants may submit one or multiple proposals to conduct training programs for the three (3) components described below. In each component, the Applicant organization(s) is required to conduct, with input and approval from the Department representative designated as the Program Administrator, all aspects of delivering training programs. Applicant proposals should address how the following will be accomplished: marketing training programs; answering inquiries regarding training programs; maintaining training participant database(s) and mailing lists; maintaining an online training participant registration system; collecting and managing registration fees and donations; planning training schedules; preparing/ordering/maintaining updated training resources and materials; creating and distributing training brochures to potential participants; developing, modifying and conducting training programs; obtaining CEUs for participants and creating/distributing certificates of attendance; evaluating the impact of programs on participants and providing program evaluation summaries; providing logistical support to all training programs and contracting with facilities and caterers as needed.

Component 1: Ongoing programs for audiences statewide to raise awareness and build skills to increase the early identification and effective response to individuals who may be suicidal including:

⇒ Up to 12 full day “Gatekeeper” training programs statewide for 25 to 35 participants each,

- ⇒ Up to 12 one to three hour suicide prevention awareness education presentations at conferences and workshops for specific audiences working to prevent suicide,
- ⇒ Up to 6 half-day “Training of Trainer” programs to prepare others to conduct suicide prevention awareness education presentations,
- ⇒ 2 full day “Lifelines” Teacher Training programs for up to 25 participants each,
- ⇒ 2 full day “Transitions Lessons” Teacher Training programs for up to 25 participants each,
- ⇒ 2 full day “Middle School” Teacher Training programs for up to 25 participants each,
- ⇒ One day Annual “Beyond the Basics” conference to provide advanced knowledge and skills in preventing suicide for school and community based professionals with a role in suicide prevention. This annual conference requires significant advanced planning, including securing national speakers and a venue suitable for an audience of up to 300 participants primarily from the fields of mental health and education. The location for this conference to be held in April, 2012 is Augusta.

Component 2: Four (4) Clinician Assessment Training programs statewide for behavioral health clinicians, including school-based personnel, who, as part of their role, assess suicidality in their clients.

Component 3: Four (4) Training for Primary Care Providers programs statewide for Primary Care Provider staff engaged in screening for and assessing suicidality and providing treatment and follow-up of patients.

Applicant Organization Description, Qualifications, and Experience

Provide an Applicant organizational chart and describe the organization including physical location(s), function, and philosophy and location of Applicant fiscal operations. Describe overall organizational capacity and how suicide prevention training fits within the organization’s mission; the organization’s capacity to provide training programs; the organization’s experience with all aspects of planning and providing training programs and audiences with whom the organization has established contacts. Provide between three and five references supporting the organizations’ capacity and accomplishments in planning, providing and evaluating training programs.

Describe roles and responsibilities of all staff to be involved in accomplishing training goals and objectives. Describe staff qualifications to conduct training including specific experience and expertise of staff related to accessing evidence-based information and planning, providing and evaluating suicide prevention training programs.

If any subcontractors will be funded as part of the proposal, list the names, addresses, phone numbers, and contact persons. Describe the subcontractor’s organizational capacity and qualifications and staffing roles and responsibilities as related to the implementation of stated goals, objectives and activities.

Specifications of Work to be Performed/ Workplan / Evaluation

Applicants are to describe how they will employ a public health approach and the related evidence-based or promising programs/practices to be utilized in planning and delivering the proposed suicide prevention training component(s). Describe how all aspects of delivering training programs will be structured and accomplished including answering inquiries regarding training programs; maintaining training participant database(s) and mailing lists; maintaining an online training participant registration system; collecting and managing registration fees and donations; planning training schedules; preparing/ordering/maintaining updated training resources and materials; creating and distributing training brochures to potential participants; developing, modifying and conducting training programs; obtaining CEUs for participants and creating/distributing certificates of attendance; evaluating the impact of programs on participants and providing program evaluation summaries; providing logistical support to all training programs and contracting with facilities and caterers as needed.

Describe any innovative features planned such as cost reductions through in-kind or partner contributions, use of online mechanisms to reach potential training audiences, and training audience involvement in planning, etc.

Provide a workplan for each component to be addressed, including component goals with accompanying objectives and activities in a one (1) year timeline with lead staff for each activity. The workplan must be reasonable for implementing and completing the project within the identified budget and timeframe.

In this RFP, **goal, objectives** and **activities** are described as:

Goal: A broad general statement of what is to be accomplished through provision of training.

Objective: Measurable objectives describing what will be accomplished, for whom and by when (within the contract budget and timeframe).

Activity: Major tasks to be undertaken in order to accomplish the objectives of the proposed training component(s).

Evaluation: Describe in detail, an evaluation plan, including the methods and measures to be used to monitor and evaluate 1) progress toward meeting the training component goals, objectives and activities; 2) effectiveness of the training program(s) implemented and 3) how participant feedback will be incorporated in the improvement of training programs.

Project Budget and Justification (budget and justification **are not counted** in the page limit).

Using the expected contract start and end dates, provide a detailed line item budget for all costs identified in the proposal. Include explanation of the allocation of funds within the budget and explain how the proposed costs were determined and how they support the accomplishment of the goals, objectives and activities outlined in the Applicant's proposal. Provide cost per training program, i.e. cost to deliver a full day gatekeeper training program. Include registration fee income for each training program in your budget.

If your agency is newly formed, and plans to incorporate under its own Federal ID Number, provide a statement that, if funded, documentation of insurance will be provided to the Department within 30 days of being incorporated.

PART III. PROPOSAL SUBMISSION REQUIREMENTS

Proposals may be submitted for one component or multiple components. Each component will be scored by the evaluation team based on the merits of the component proposal and cost. Therefore, each component submission must contain a specific budget for that component. If submitting a proposal for more than one component, include a cost per component according to specifications in this RFP and an overall cost for addressing all proposed components, if different.

1. General Provisions

- 1.1.** Issuance of this RFP does not commit the Department to issue an award or to pay any expenses incurred by an Applicant in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or other demonstrations.
- 1.2.** All Applicants shall adhere strictly to the instructions and format requirements outlined in this RFP and any written supplements and/or amendments, such as the Questions and Answers, issued by the Department. The proposal must follow the format and respond to all questions and instructions specified in Part IV. Proposal Content – Information Required from Applicants.

- 1.3. Applicants shall take careful note that only materials offered in the proposal, information provided through interviews (if any) and Department information of previous contract history will be criteria for award consideration. The proposal shall be signed by a person authorized to legally bind the Applicant and shall contain a statement the proposal and the total fixed price contained therein will remain firm for a period of 180 days from the date and time of the proposal opening.
- 1.4. The selected Applicants' proposals, including all appendices or attachments, will be incorporated into the final contract.
- 1.5. All forms, materials, training program content, mailing lists, data and evaluation information and other tangible products produced by the contractor as part of the contract will be the property of the State. All consumer, trainer or provider sensitive data (both hard copy and electronic) must be delivered to the State upon contract termination and upon request. All computerized material must be in a format compatible with computer hardware and software either now in use or contemplated for future use by the Department. The contractor will agree to destroy or purge their files of all such data unless otherwise instructed by the State. The contractor must not transfer such records to any other party that is not involved in the performance of the contract.
- 1.6. All property rights, including publication rights, regarding all reports and products associated with work performed under the contract rest with the State. Permission of the State must be obtained before the contractor may publish or copyright any data prepared in connection with the services provided under the contract.
- 1.7. The State, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities for proposals received in response to this RFP.

2. Questions

2.1 General Instructions

- a. It is the responsibility of each Applicant to examine the entire RFP and to seek clarification in writing if you do not understand any information or instructions.
- b. Questions must be submitted in writing and received by the RFP Coordinator as soon as possible but no later than the date and time specified below.
- c. Questions may be submitted by e-mail, fax or regular mail. If faxed, please be sure to include a cover sheet addressed to Cheryl DiCara, RFP Coordinator, and indicate the number of pages sent. The Department assumes no liability for assuring accurate/complete fax or e-mail transmission and receipt.
- d. Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.
- e. Send written questions to:

RFP Coordinator: Cheryl DiCara, Director
Maine Injury Prevention Program
286 Water Street, 5th Floor
11 State House Station
Augusta, Maine 04333

E-mail: cheryl.m.dicara@maine.gov Fax: 207-287-7213

- 2.2 Written Questions Due: Written questions must be received by the RFP Coordinator no later than 4:00 p.m. local time on March 7, 2011.
- 2.3 No Additional Questions: No additional questions will be accepted after the Written Question due date.

2.4 Summary of Questions and Answers (Q&A)

Responses to all substantive questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. This Summary of Questions and Answers (Q&A) will also be added to the RFP website. You can access the Q&A from the RFP summary page without having to register again.

3. Letter of Intent

Applicants must submit by regular mail a separate Letter of Intent by March 21, 2011 for each proposal they intend to submit in response to this RFP. The Letter of Intent must specify the intent to submit a proposal for the Maine Suicide Prevention Training RFP, identify all proposed sub-contractors and be signed by the Applicant agency official with authority to commit the Applicant.

**Send Letter of Intent to Cheryl DiCara at:
Maine Center for Disease Control and Prevention
Maine Injury Prevention Program
11 State House Station
286 Water Street, 5th Floor
Augusta, Maine 04333**

Failure to submit a Letter of Intent by March 21, 2011 will result in proposal disqualification. The Letters of Intent must be sent by regular mail to the RFP Coordinator by the deadline. Letters of Intent received after the deadline will be rejected.

4 Submitting the Proposal

- 4.1 **Proposals Due:** Proposals must be received no later than March 30, 2011 -- **by 2:00 p.m. local time**, at which time they will be opened. **Sending your proposal by Certified Return Receipt Requested may not validate receipt at the specified address by the deadline, as we do not get the receipt cards ourselves.**
- 4.2 **Mailing/Delivery Instructions:** PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the Department. The official delivery site is a different State agency at a different location. The Department does not receive the proposals directly as they are logged in at the official delivery site, held until the filing deadline has expired and then the proposal packages are turned over to the Department to be evaluated.
- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Applicants submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and faxing or electronic mail transmissions of proposals are not permitted.
 - b. Address each package as follows (Be sure to include the Applicant's full business name and address as well as the RFP number and title):

Applicant Name/Return Address RFP # 201102020 Maine Suicide Prevention Training Division of Purchases, DAFS Burton M. Cross BLDG 4 th Floor 111 Sewall ST 9 State House Station Augusta ME 04333-0009
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4.3 Proposal Format:

- a. The Applicant must send a sealed package including an original and four (4) copies of the complete proposal. Clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in Word format may be submitted as Adobe (pdf) files. Each copy of the completed proposal may only be fastened by means of an expansion (paper clip style) or gripper (pinch type) clamp at the upper left-hand corner. Do not submit 3-ring binders or other types of fasteners unless specifically requested.
- b. The narrative portion of the proposal must be typed or printed, single spaced and single sided, 1" margins on white 8 ½" x 11" paper using a font no smaller than 12 point Times Roman.
- c. All pages must be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end including all forms and attachments. The Applicant's name should appear on every page, including Attachments. Each attachment must reference the section or subsection number to which it corresponds.
- d. Applicants are asked to respond to each question and instruction listed in Part IV, Proposal Content. Number each portion of the response to correspond to each question listed. The narrative is limited to a total of twenty (20) pages for component 1; and twelve (12) pages each for components 2 and 3. This includes the description of the Applicant organization, staffing descriptions, workplan, and other items not listed below (e).
- e. The following will not be counted in the narrative page limit: proposal cover page, table of contents, budget and narrative justification or any required attachments specified in the RFP such as organizational chart, Board of Directors list, job descriptions, staff résumés, sample training brochures and the Assurances form included within Appendix A of this RFP.
- f. The Applicant may not substitute additional attachments beyond those specified in the RFP for the purpose of extending their narrative response. Any material exceeding the narrative limit will not be considered in rating the proposals.
- g. Include any forms provided in the application package or reproduce those forms as closely as possible. All information must be presented in the same order and format.
- h. It is the responsibility of the Applicant to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP will, at the very least, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
- i. Proposal Cover Page Required: Complete and submit the proposal cover page provided in Appendix A of this RFP or prepare a facsimile thereof. The cover page must be the first page of the proposal package. Do not add any other type of cover or title sheet and do not use any transmittal letter. It is important that the cover page show the specific information requested including Applicant address (es), amount of money being requested from this RFP and other details listed.
- j. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

5. Proposal Evaluation and Selection:

Evaluation of the submitted proposals shall be accomplished as follows:

5.1 Evaluation Process - General Information

- a. An evaluation team composed of qualified reviewers will judge the merits of the proposals in accordance with the criteria defined in this RFP for each component.
- b. Officials responsible for making decisions on the selection of a contractor or contractors shall 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 Applicant whose proposal best satisfies the criteria of the RFP.
- c. The Department reserves the right to schedule interviews with the Applicants if needed to obtain clarification of information contained in the proposals and may revise the scores assigned in the initial evaluation to reflect those interviews. However, the Department reserves the right to make a contract award without any further discussion with the Applicants regarding the proposals received. Therefore, proposals should be submitted initially on the most favorable terms available from a price and technical standpoint.

5.2 *Scoring Weights and Process*

- a. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria. Information gathered as part of reference checks will be included when applicable:

Section I. Organization Qualifications and Experience (35 points)

Organizational capacity and structure; personnel qualifications and credentials including resumes; operational site(s); level of organizational and staff experience with planning, conducting and evaluating similar training programs; efficient and effective use of staffing and sub-contractor resources; experience and knowledge in effective mental health promotion, suicide prevention, adult education and public health strategies; compatibility of proposal with organizational mission and references confirming organization and staff capacity, experience and expertise.

Section II. Specifications of Work to be Performed (35 points)

Optimally designed workplan including lead staff responsible for work to be performed; completeness of description of goals, objectives, activities and timeline for planning, delivering and evaluating training programs; use of effective adult education principles and strategies; feasibility of implementation within budget and timelines; evidence of involving appropriate partners and use of best and/or promising practices; methods and policies for conducting all functions outlined in this RFP; capacity for meeting Department deliverables, process for implementing all aspects of the training programs through the first contract period.

Section III. Cost Proposal (30 points)

Total costs and itemized budget to perform all functions outlined in this RFP; financial stability of organization; accuracy and completeness of budget; use of cost effective methods to deliver the most value, reasonableness of assumptions used in calculating the costs. No Best and Final Offers: The State of Maine will not seek 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.”

- b. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. However, the Cost section will be scored according to a mathematical formula described below.

- c. **Scoring the Proposed Project Budget: Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids will be awarded proportionately fewer points calculated in comparison with that lowest bid.

The scoring formula is: (Lowest submitted cost/cost of proposal being scored) x (25) = pro-rated score. The remaining 5 points allocated to the Cost Proposal will be used to score the narrative material and supporting documentation contained with this section including: accuracy completeness, and reasonableness (assumptions used in calculating the costs), budget and financial stability. The Applicant budget and justification must be consistent with the stated project objectives and activities and the feasibility of implementation in the contract time period.

- d. The Department reserves the right to negotiate with the successful Applicant in the finalization of the contract at the same rate or cost of service as presented in the selected proposal. However, such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services requested. (5 MRSA 1825-A sub-section 7). The Department reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP.

5.3 *Selection and Award*

- a. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Purchases Review Committee.
- b. Notification of selection or non-selection will be made in writing and forwarded by e-mail and fax with original letter to follow by regular mail. Copies of each Applicant's own evaluation(s) will be provided.
- c. Issuance of this 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 this request or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Applicant.
- d. The Department reserves the right to reject any and all proposals.

NOTE: By submitting a proposal in response to this RFP, the Applicant grants to the Department the right to contact and/or arrange a visit in person, if the Department chooses to do so, with any of the Applicant's clients. The Department will provide written notice to Applicants if it intends to make such contacts. The Department reserves the right to contact individuals, entities and staff who have had recent dealings with the Applicant and/or staff proposed in response to this RFP whether they are identified as a reference or not. The Department will provide written notice to Applicant if it intends to make such contacts.

PART IV. PROPOSAL CONTENT - INFORMATION REQUIRED FROM APPLICANTS

This section contains instructions for Applicants to use in preparing their proposals. The Applicant's proposal must follow the outline used below, including the numbering and section headings as they appear here. Failure to use the outline specified herein or to respond to all questions and instructions throughout this document may result in the proposal being considered non-responsive, or a reduced score. **A simple rephrasing of the content provided in this Request for Proposal will, at best, be considered minimally responsive.** We are seeking responses that demonstrate an Applicant's experience, knowledge and ability to perform the requirements specified throughout this document.

Section I. Organization Description, Qualifications and Experience (35 points)

1.1 Organization Description:

- a. Present a description of Applicant organization including mission, qualifications and summary of relevant organizational experience developing and providing training programs and related work. If subcontractors are to be used, specify name(s), address, phone number(s), contact person(s) and describe organizational capacity, experience and qualifications.
- b. Provide location of the Applicant agency headquarters, location of staff responsible for fiscal operations and location of all staff to be involved in training program(s). Describe the proposed location(s) where services will be provided.
- c. Describe any organizational changes that are proposed for the Applicant. Indicate any plans for mergers, acquisitions or buy-outs.

Required proposal Appendices will be reviewed in scoring this section.

1.2 Organization Qualifications and Experience:

Briefly describe the history of the Applicant organization, especially regarding skills pertinent to developing, managing and conducting suicide prevention training programs and conferences and any unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors. Applicants are requested to include two (2) sample training brochures in an Appendix to their proposal.

1.3 Description of Experience with Similar Projects

- a. Provide information on projects that reflect experience and expertise needed in performing any or all of the functions described in Scope of Services (Part II). If there were any cited experiences, briefly describe them and explain how they were corrected. Please note: contract history with the State of Maine will be considered in rating the proposal. If the Applicant has not provided similar services, note that, and describe experience with projects that highlight the Applicant's general capabilities.
- b. **Letters of Recommendation** from persons who are familiar with the Applicant, staff or sub-contractor's expertise, experience and success with providing similar training programs. In particular, the letters should address satisfaction with the Applicant's performance and any specific highlights of the Applicant's accomplishments. No less than three or more than five letters of recommendation will be accepted. Copies of the letters must be enclosed in an Appendix with each copy of the proposal package.
- c. **Sub-contractors:** If submitting proposal(s) that include sub-contractors, describe in the narrative and provide in an Appendix a written statement from sub-contractor(s) named in your proposal signifying their commitment to carry out the described role and strategies.

2. Key Personnel and Qualifications

- a. Attach an organization chart showing the key staff for this project and their functional and reporting relationship to other elements of the organization.
- b. List the names, job titles and qualifications of all key staff for this project including the name and title of the Training Program Director who will be accountable for the project. The Applicant must also describe if project staff will be transitional (if any) or permanent.

- c. Clearly describe the roles and abilities of staff and sub-contractors, if any, and the percent of time each is committing to the project.
- d. Describe how lead staff will stay current with research in order to obtain/maintain current knowledge in effective suicide prevention training.
- e. In Appendices, attach résumés and job descriptions consistent with the organization chart requested.

Section II. Specifications of Work to be Performed

(35 points)

1. Services to be Provided

Refer to Scope of Services (PART II): Describe in detail the services that the Applicant will offer for each component for which the Applicant is applying. Give particular attention to describing the methods and resources to be used and how the tasks involved will be accomplished. If Sub-contractors will be involved, clearly identify the work each will perform.

2. Implementation Work Plan

Provide a realistic work plan for the implementation of training through the first one year contract period. Describe the goals, objectives and major activities of the work plan in a timeline chart with the person or position responsible for each activity. Include all activities to be delegated to subcontractors. The work plan must be consistent with Applicant staffing and budget. Describe proposed locations for all training programs to be delivered.

3. Evaluation

Provide a detailed evaluation plan including the methods and measures to be used to monitor and evaluate 1) progress toward meeting the training component goals, objectives and activities; 2) effectiveness of the training program(s) implemented and 3) how participant feedback will be incorporated in the improvement of training programs.

Section III. Cost Proposal

(30 points)

1. General Instructions

1.1 The Applicant must submit a cost proposal covering the entire first year of the contract. Use the expected contract start date of July 1, 2011 and an end date of June 30, 2012 to prepare this section.

1.2 Include all costs necessary for the Applicant to fully comply with the contract terms and conditions, RFP requirements and any amendments to those requirements and the responses provided in the Applicant's proposal. Provide cost per training program, i.e. cost to deliver a full day gatekeeper training program. Include registration fee income for each training program.

Allowable Costs:

- Personnel costs
- Conference attendance fees for lead staff to attend in-state training as approved by Program Administrator
- Travel within the state at the current state rate mileage rate (\$0.51 per mile) to conduct training
- Out of state travel to one professional conference for the purpose of maintaining Training Director knowledge in the field of suicide prevention
- Computer for project staff
- Rent
- Phone
- Resource materials

- Office supplies
- Printing and postage
- Curriculum purchase
- Meeting facilities, coffee and lunch for full day programs, coffee only for ½ day programs
- Indirect costs (up to 10% of total direct expenses minus fee/donation revenue)

Unallowable Costs:

- Purchase of office equipment, i.e. copy or fax machine, printers or furniture

1.3 Failure to provide the requested information, or to follow required response format, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

1.4 No costs related to the preparation of the response to this 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 in the budget.

2. Budget Forms

Applicants are to complete and submit standard State budget forms to provide a detailed breakdown of expenses in performing the services as described in this RFP and in the Applicant's proposal and registration fees and donations collected by the Applicant for training programs. The forms can be found at the following website in the section titled "Budget Forms":

<http://www.maine.gov/dhhs/purchased-services/contract-2011/index.html>

3. Budget Narrative

Applicants are to include a budget narrative to explain the basis for determining the expenses submitted on the budget forms. (The budget narrative will not count against the narrative page limited stated in PART III, section 4.3, subsection d.)

Section IV. Required Attachments

The following documents must be attached to the back of your Application Package in the order as numbered below. The required documents will be reviewed and rated by the Evaluation Team.

1. Organizational Chart - Attach an organizational chart of the Applicant Agency responding to this RFP. The organizational chart must include the program/component being proposed. Each staff position must be identified by position title and correspond to the staff job descriptions required in Item No. 3 below.

2. Job Descriptions - Attach job descriptions for all staff assigned to the project being proposed in this RFP. Job descriptions must include minimum qualifications.

3. Staff Résumés - Attach up-to-date résumés of current staff members and any sub-contractor staff who will be involved in this contract that match up with the job descriptions requested above. Position titles must be the same as the position titles on each job description and on the organization chart.

4. Organizational Status – If legally incorporated in the State of Maine or other jurisdiction, attach a copy of your organization's attested Articles of Incorporation. Specifically, this would usually be Form MNPCA-6 (Non-Profits) from the Secretary of State. Also acceptable for non-profits: a copy of authorization from the Federal Department of the Treasury, certifying Exemption under Section

501(c)(3) of the Internal Revenue Code. Public non-profit organizations may provide certification on appropriate agency letterhead, signed by a public official authorized to enter into contracts on behalf of the public entity.

5. A list of the current **Board of Directors** or other appropriate governing body. Include full names, addresses, and identify the officers of the Board.

6. A copy of the **face page of the Applicant's general liability**, professional liability and any other relevant liability insurance policies that might be associated with this contract.

7. A list of all **current litigation** in which the Applicant is named and a list of all closed cases in which Applicant 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.

8. Letters of Recommendation – provide at least three and no more than five letters

9. Two sample training brochures

10. Sub-contractors: If submitting proposal(s) that include sub-contractors, provide a written statement from sub-contractor(s) named in your proposal signifying their commitment to carry out the described role and strategies.

11. Provision of Contract Services by Foreign Nationals or Work Performed Abroad.

The Maine Legislature passed Resolve, Chapter 16, First Special Session-2005, requesting that certain information be collected regarding any contracted service work to be performed abroad, or to be performed by foreign nationals. This has been added to the Standard State Agreement contract format, as Rider G. To assist with this effort, during the process of selecting potential contractors, Applicants to this RFP are asked to provide the responses to the questions posed in the form, attached with Appendix A.

12. Assurances: - Signed Assurances for compliance with various State and Federal requirements (A form is provided with other Proposal documents in Appendix A of this RFP, titled Proposal Cover Page and Required Forms.)

PART V. CONTRACT ADMINISTRATION AND CONDITIONS

1. Contract Effective Date and Project Commencement

1.1 The successful Applicant will be required to execute a standard State of Maine Agreement. A list of Applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions (Included in this section)

Rider C: Exceptions to Rider B

Rider D: Additional Requirements

Rider E: Program Requirements

Rider G: Identification of Country in Which Contracted Work Will Be Performed (see Appendix A)

The complete set of current contract documents may be found on the Department's Division of Purchased Services web site:

<http://www.maine.gov/dhhs/purchased-services/contract-2011/index.html>

- 1.2 Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. “A contract is not considered fully executed and valid until approved by the State Purchases 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 Applicants.” (Regulations of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases: Ch. 110, 3.B.i.):
<http://www.maine.gov/purchases/policies/chapter110.html>

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

- 1.3 The Department estimates having the Agreement in place by July 1, 2011. However, we recognize 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 Contract 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 may need to be adjusted, if necessary, to comply with mandated requirements.
- 1.4 Independently, and not as an agent of the State of Maine, the contractor shall furnish all necessary labor, materials, equipment, qualified personnel, facilities and services, as needed to perform and provide the services described.

2. Standard State Agreement Provisions

2.1. Agreement Administration

- a. Following the award, an Agreement 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 award for consultation with the successful Applicant in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated, the Department may withdraw its award and accept the next-highest ranked bid that meets the requirements, or may cancel the RFP, at its sole discretion.
- c. The Department will designate a primary liaison who will provide data and information to the contractor as necessary. The Department shall assure its best efforts to provide reasonable and timely resolution of questions of policy or procedure as they affect the execution of the contract.

2.2 Program Administration

Following the award, the Department representative designated as the Program Administrator for this Agreement, Cheryl DiCara, shall be responsible for oversight of the programmatic aspects of this Agreement. The Program Administrator will work closely with the Agreement Administrator in developing the final contract and in monitoring the achievement of objectives and desired outcomes as set forth in this Request for Proposals.

2.3. Payments and Other Provisions

The Contractor will be paid on the basis of approved monthly itemized invoices for costs incurred in providing contracted activities in accordance with agreement budget.

The first payment will be issued upon approval of a monthly itemized invoice for costs incurred for contracted activities.

2.4 Standard Contract Requirements

Any contract or Agreement issued by the Department requires the provider to comply with certain standard requirements. Please refer to the list of Riders applicable to this RFP in section 1.1 above.

PART VI. BIBLIOGRAPHY

The following documents are resources that may be of assistance in preparing a proposal in response to this RFP. Applicants should familiarize themselves with these materials as they are integral to the services being requested.

Current training program materials: <http://www.maine.gov/dhhs/bohdcfh/inj/suicide-training/index.shtml>

Maine Injury Prevention Program website: <http://www.maine.gov/dhhs/bohdcfh/inj>

Maine Youth Suicide Prevention Program website: <http://www.maine.gov/suicide>

National Suicide Prevention Resource Center website: <http://www.sprc.org>

Suicide Prevention Resource Center library: <http://library.sprc.org>

Centers for Disease Control and Prevention website: <http://www.cdc.gov/suicide>

National Best Practice Registry (NREPP): <http://www.nrepp.samhsa.gov>

AAS Recognizing and Responding to Suicide Risk in Primary Care:
<http://www.suicidology.org/web/guest/education-and-training/rrsr-pc>

AAS Translating Research Into Practice: <http://www.suicidology.org/web/guest/current-research>

AAS Education and Training: <http://www.suicidology.org/web/guest/education-and-training>

SAMHSA Suicide Prevention Resources: <http://www.samhsa.gov/prevention/suicide.aspx>

Patient health questionnaire with suicide question and other clinician resources: <http://www.depression-primarycare.org/clinicians/toolkits/materials/forms/phq9/>

Toolkit for suicide prevention in primary care settings: <http://wiche.edu/suicidePrevention/toolkit>

PART VII. APPENDICES

APPENDIX A

Proposal Cover Page and Required Forms Maine Suicide Prevention Training

State of Maine
Department of Health and Human Services
PROPOSAL COVER PAGE
RFP #201102020: Maine Suicide Prevention Training

Applicant/Agency:		
Chief Executive Name/Title:		
TEL:	FAX:	E-mail:
Street Address:		
City/State/Zip:		
Federal Taxpayer ID Nbr:		
Project Director		Lead Person: Proposal Preparation
Name:		Name:
Address:		Address:
TEL:		TEL:
Fax:		Fax:
e-mail:		e-mail:

Funding Requested	\$
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- This proposal and the total fixed price contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's proposal.
- No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized by the Board of Directors [or other head official of the bidding organization] to enter into 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.

Authorized Signature

Date

Name and Title (Typed)

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Maine Suicide Prevention Training

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RIDER G
IDENTIFICATION OF COUNTRY
IN WHICH CONTRACTED WORK WILL BE PERFORMED

Please identify the country in which the services purchased through this contract will be performed:

☐

United States. Please identify state: _____

☐

Other. Please identify country: _____

Notification of Changes to the Information

The Provider agrees to notify the Division of Purchases¹ of any changes to the information provided above.

¹ Resolve, Chapter 16, First Special Session-2005.

ASSURANCES

1. Federal and State Compliance

The Applicant will comply with all applicable, required State and Federal statutes, regulations and requirements, including all applicable Civil Rights, Affirmative Action, and Confidentiality compliance assurances. In addition, the Applicant agrees to cooperate with legally constituted Federal or State financial or program audits, requests for information or reports.

2. Reporting

The Applicant will comply with reporting requirements as agreed upon during the contract negotiation stage.

3. Financial Requirements

The Applicant assures that there are no past, current or outstanding claims against the Applicant for failure to perform, financial insolvency, bankruptcy, negligence or malfeasance; citation of any contracts which were canceled or terminated for failure to perform, financial insolvency, bankruptcy, negligence or malfeasance. (If any, attach explanation.)

4. Organizational Requirements

The Applicant assures that there is no current or potential conflict of interest in their potential selection as contractor or in the performance of their responsibilities as part of this project. (Note: The following condition would represent such a conflict of interest: hiring or contracting for assistance in the preparation of this proposal with an individual or organization who has been paid for work involved in the preparation of this RFP. The Applicant may request, in writing, a clarification regarding a possible conflict of interest. This request must include a precise description of the relationship between the Applicant and any other entity, and/or the circumstances, past, present or anticipated, which might account for the conflict of interest.)

5. Sanctioned Employees

The Applicant will certify that neither it nor any of its employees or principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal department or agency.

By signing this form, the Applicant provides assurance of compliance with all the above-listed requirements.

Signature

Date

Name (typed)

Title (chief executive officer)

Organization or Corporate Name