

Maine Charter School Commission

RFP # 201411867

Recruiting and Temporary Staffing Services
For a Director of Program Management Position

RFP Coordinator:

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From the time this RFP is issued until award notification is made all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process at the State's discretion.

Deadline for Submitted Written Questions: December 18, 2015, 5:00 p.m. local time.

Proposals Due: January 7, 2015, not later than 2:00 p.m. local time.

Submit to:

Division of Purchases

Burton M. Cross Building, 111 Sewall Street, Fourth Floor
9 State House Station, Augusta ME 04333-0009

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Public Notice

Maine Charter School Commission Public Notice for RFP # 201411867

Recruiting and Temporary Staffing Services For a Director of Program Management Position

The Maine Charter School Commission has a requirement for recruiting and temporary staffing services for a Director of Program Management position. In accordance with State procurement practices, the Commission is hereby announcing the publication of a Request for Proposal (RFP) #201411867 for the purpose of the aforementioned service.

Questions concerning this RFP may be directed to the Commission's RFP Coordinator for this project: Bob Kautz, MCSC Executive Director. A copy of the RFP may be obtained by emailing or contacting the RFP Coordinator. The RFP Coordinator can be reached at the following email address: bob.kautz@maine.gov or mailing address: Maine Charter School Commission, 182 State House Station, Augusta, ME 04333. The Commission encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine 04333-0009. Proposals must be submitted by 2:00 p.m., local time, on **January 7, 2015**, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

Maine Charter School Commission
RFP # 201411867
Recruiting and Temporary Staffing Services
For a Director of Program Management Position

Part I INTRODUCTION

A. Purpose and Background

The Maine Charter School Commission (MCSC) has a requirement for recruiting and temporary staffing services for a Director of Program Management (DPM) position. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine ("State") and the awarded Bidder(s).

The MCSC is seeking a qualified vendor to perform recruiting and temporary staffing services for a DPM position. The selected DPM candidate will assist the MCSC in achieving program compliance and consistency.

B. General Provisions

1. Issuance of this RFP does not commit the Commission to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers) issued by the Commission. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements and Evaluation" section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Commission 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 Commission also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall 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.
4. The RFP and the selected Bidder's proposal, including all appendices or attachments, will be incorporated in the final contract.

5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA)(1 M.R. S. §§ 401 et seq.).
6. The Commission, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.
9. The Maine Charter School Commission will hereinafter be referred to as the "Commission." Respondents to the RFP will be referred to as the "Bidder" and the Bidder to whom the contract is awarded shall be referred to as the "Provider."

C. Eligibility to Submit Bids

Public agencies, private for-profit companies and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

D. Contract Term

The Commission is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with 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.

Contract Renewal: Following the initial term of the contract, the Commission may opt to renew the contract for 3 renewal periods of 1 year each, subject to continued availability of funding and satisfactory performance.

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

Period	Start Date	End Date
Initial Period of Performance	2-2-15	2-1-16
Renewal Period # 1	2-2-16	2-1-17
Renewal Period #2	2-2-17	2-1-18
Renewal Period #3	2-2-18	2-1-19

E. Number of Awards

The Commission anticipates making one award as a result of this RFP process.

Part II SCOPE OF SERVICES TO BE PROVIDED

The selected Bidder will provide recruiting and payroll services for the Director of Program Management position for the Maine Charter School Commission, an independent agency within the Maine State Government.

A. Recruiting

In order to be considered for the temporary service for a Director of Program Management position, the successful Bidder for this staffing service must recruit candidates that meet the following minimum requirements:

- A Master's Degree in education, business administration, public administration or related field with at least five years of management responsibility, preferably in a public sector environment or an equivalent combination of experience and/or education is required.
- The ideal candidate will have a proven ability to read, analyze and interpret statutes and regulation, as well as, sufficient computer and writing skills and the ability to manage complex projects.
- An understanding of federal and state laws pertaining to education and a thorough knowledge of education reform initiatives, especially in the areas of charter schools is required.

Each Candidate for the position of Director of Program Management will provide to the Commission:

- A cover letter with name, address, phone and email address and, if available, a fax number and web address; with a brief summary of the Candidate's ability to meet the requirements specified.
- Candidate's description of experience providing similar services as those required in this RFP with identity of projects, clients, dates and outcomes – a Resume.

B. Payroll Services

1. The position will be up to 40 hours per week.
2. The hourly rate will be \$24.50
3. If the selected Candidate (DPM) needs the Health & Welfare benefit, the Commission will provide per the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division (7-25-14), the allowance of \$160.80 per week.
4. The Commission will reimburse for pre-approved travel-related expenses. Travel will be billed at the current mileage allowance for personal vehicles (\$.44 per mile at contract time), plus tolls and parking. The Commission will provide for additional travel expenses such as hotels according to the guidelines of the State of Maine Employee Travel Policy.
5. The bill rate will consist of the employee's pay rate, state and federal payroll taxes, unemployment, worker's compensation applicable code of 8601; and, if needed by the selected Candidate, the Health & Welfare benefit weekly allowance.
6. The payroll schedule must be weekly or bi-weekly.
7. The Commission will be invoiced by the successful Bidder the weekly allowance per the U.S. Dept. of Labor, Employment Standards Administration, Wage and Hour Division (7/25/14).

C. Employee Status

The Individual will be an employee of the selected Bidder. Therefore, the Bidder will be responsible for time recording, payroll services, unemployment insurance, worker's compensation insurance and pay all applicable state and federal taxes. The selected Bidder will also be responsible for maintaining all employee records.

Part III Key RFP Events

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	December 18, 2014 , at 5:00 p.m. local time.
Due Date for Receipt of Proposals	January 7, 2015 , at 2:00 p.m. local time.
Estimated Contract Start Date (subject to change)	February 2, 2015

B. Questions

1. General Instructions

- a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- b. Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible, but no later than the date and time specified in the timeline above.

c. Questions may be submitted by e-mail. The Commission assumes no liability for assuring accurate/complete e-mail transmissions and receipt.

d. Written clarification: include a heading with the RFP Number and Title. If applicable, refer to the page number and paragraph in the RFP relevant to the question presented.

2. Summary of Questions and Answers

Responses to all substantive and relevant 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. The Commission reserves the right to answer or not answer any questions received.

C. Submitting the Proposal

1. Proposals due

Proposals must be received no later than 2:00 p.m. local time on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions

a. PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Commission. The official delivery site is the State of Maine Division of Purchases. Address as follows (include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

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

RE: RFP # **201411837** Recruiting and Temporary Staffing Service for MCSC

b. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders 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 fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder or use of private courier services.

c. The Bidder must send its proposal in a sealed package including **one original and 3 copies** of the complete proposal. Please 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 MS Word format may be submitted as Adobe (.pdf).

Part IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Commission and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Commission seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. For clarity, the proposal should be typed or printed. Proposals should be single-spaced with 1" margins on white 8 ½ " x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative through to the end, including all forms and attachments. This does not include the cover page or table of contents page.
For clarity, the Bidder's name should appear on every page, including attachments. Attachments must reference the section or subsection number to which it corresponds.
3. Bidders are asked to respond to each question and instruction listed in the "Proposal Submission Requirements" section of the RFP. Number each response in the proposal to correspond to the relevant question or instruction in the RFP.
4. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
5. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Commission's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

6. Bidders should complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder .

B. Proposal Contents

Section I Organization, Qualifications and Experience

1. Overview of the Organization

Present a brief statement of qualifications and short summary of relevant experience. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person and a brief description of the subcontractors' organizational capacity and qualifications.

2. Organization, Location and Licensure

- a. Location of the corporate headquarters. Also describe the current or proposed location where services will be provided or from which the contract will be managed.
- b. Attach a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability (if applicable) and any other relevant liability insurance policies that might be associated with this contract.

3. Organizational Experience

Briefly 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. Include similar information for any subcontractors.

4. Description of Experience with Similar Projects

- a. Provide a description of five projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the "Scope of Services" portion of this RFP. For each of the five examples provided, please list an involved contact person with telephone number and email address.

Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

- b. If the Bidder has not provided similar services, note this and describe experience with projects that highlight the Bidder's general capabilities.

Section II Scope of Services to be Provided

1. Proposed Services

Discuss the "Scope of Services to be Provided" referenced above in Part II of this RFP (Pages 6-7) and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. If subcontractors are involved, clearly identify the work each will perform.

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods. Please use the expected contract start date of February 2, 2015, and end date of February 1, 2019, in preparing this section.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix B may result in the exclusion of the proposal from consideration, at the discretion of the Commission.
- d. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Commission may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

- a. The Bidder should fill out Appendix B following the instructions detailed here and in the form.
- b. The Bidder must provide the mark-up rate for the hourly wages presented in the cost proposal form.
- c. The Bidder must provide the mark-up rate for the weekly health and welfare benefit allowance in the event the selected Candidate requires the Health and Welfare benefit.

Section IV Economic Impact within the State of Maine

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that certain service contracts "... advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues with the State of Maine. Examples may include, but are not limited to: employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales or property taxes) and the payment of state licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include not more than one page of typed text, describing the Bidder's current, recent or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

Section V Required Proposal Attachments

The Commission does not require any specific attachments to be presented with the Bidder's proposal other than specified in the proposal contents.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process – General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a bidder 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 Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Commission reserves the right to communicate and/or schedule interview/presentations with Bidders if needed to obtain clarification of information

contained in the proposals received and the Commission may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. 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.

Section I Organization, Qualifications and Experience (25 points)

Includes all elements addressed above in Part IV, Section I.

Section II Scope of Services to be Provided (20 points)

Includes all elements addressed above in Part IV, Section II.

Section III Cost Proposal (50 points)

Includes all elements addressed above in Part IV, Section III.

Hourly Mark-Up Rate – 40 Points

Benefit Allowance Mark-up Rate – 10 Points

Section IV. Economic Impact within the State of Maine (5 points)

Includes all elements addressed above in Part IV, Section IV.

2. Scoring Process: The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposal individually, but will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points based upon the proposal's satisfaction of the criteria established in the RFP. The Economic Impact section will also be scored using a consensus approach, with the highest number of evaluation points being assigned to the Bidder(s) with the most economic impact, actual or feasible, as determined by the evaluation team. The Cost section will be scored according to a mathematical formula described below.

3. Scoring the Cost Proposal: The mark-up rates proposed for conducting the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest hourly mark-up rate will be awarded 40 points. Proposals with higher hourly mark-up rates will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The hourly mark-up rate scoring formula is: $(\text{lowest hourly mark-up rate} / \text{hourly mark-up rate being scored}) \times (40 \text{ points}) = \text{pro-rated score.}$

The benefit allowance mark-up scoring formula is: $(\text{lowest benefit allowance mark-up rate} / \text{benefit allowance mark-up rate being scored}) \times (10 \text{ points}) = \text{pro-rated score.}$

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.

4. Negotiations:

The Commission reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Commission's Request for Proposals to an extent that may affect the price of goods or services requested. The Commission 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. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Commission may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Commission may cancel the RFP at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Commission subject to approval by the State Purchases Review Committee.
2. Notification of Bidder selection or non-selection will be made in writing by the Commission.
3. Issuance of this RFP in no way constitutes a commitment by the Commission 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 Bidder.
4. The Commission reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (<http://www.maine.gov/purchases/policies/120.shtml>).

The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed by the selected Candidate for the Director of Program Management for the Maine Charter School Commission.

Rider B: Method of Payment and Other Provisions.

Rider C: Exceptions to Rider B.

Rider D: Identification of Country in Which Contracted Work Will Be Performed.

The complete set of standard BP54 contract documents can be found on the Division of Purchases website at the following link:

<http://www.maine.gov/purchases/info/forms/BP54.doc>.

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link:

<http://www.maine.gov/purchases/info/forms.shtml>.

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. Contracts are 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 Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3 (B) (i): <http://www.maine.gov/purchases/policies/110.shtml>).

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

3. The Commission estimates having a contract in place by **February 2, 2015**. The State/Commission recognizes, however, 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 Purchases Review Committee. Any appeals to the Commission'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.

4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Commission will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Commission staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Commission may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Commission may cancel the RFP at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the successful 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 this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

- 1. Appendix A – State of Maine Proposal Cover Page**
- 2. Appendix B – Cost Proposal Form**

Appendix A

Maine Charter School Commission
PROPOSAL COVER PAGE

RFP # 201411867
Recruiting and Temporary Staffing Services
For a Director of Program Management Position

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	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:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- 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 Commission or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, performance, and Non-Collusion Certification

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;*
 - iii. 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; and*
 - iv. 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.**
- c. 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.*

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

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:	Title:
Authorized Signature:	Date:

Appendix B

**Maine Charter School Commission
Cost Proposal Form
RFP # 201411867**

**Recruiting and Temporary Staffing Services
For a Director of Program Management Position**

Bidder's Organization Name: _____

Position	WAGE/HOUR	HOURLY MARK-UP AS PERCENTAGE		BENEFIT ALLOWANCE /WEEK	BENEFIT MARK-UP AS PERCENTAGE
Director of Program Management	\$24.50			\$160.80	
Renewal Period #1 2016-2017	\$24.50			\$160.80	
Renewal Period #2 2017-2018	\$24.50			\$160.80	
Renewal Period #3 2018-2019	\$24.50			\$160.80	