**STATE OF MAINE**

**Department of Education**

*Office of Workforce Development and Innovative Pathways – Adult Education*



**RFP# 202312247**

**Maine High School Equivalency Assessment**

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| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** David McDonough **Title:** Grant Specialist**Contact Information:** David.mcdonough@maine.gov  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** January 31, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** February 28, 2024, no later than 11:59 p.m., local time.*Proposals must be submitted electronically to the following address:***Electronic (e-mail) Submission Address:** Proposals@maine.gov |

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PUBLIC NOTICE

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**State of Maine**

**Department of Education**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

The State of Maine is seeking proposals for the provision of a nationally recognized, adult education high school equivalency assessment aligned to the Maine Learning Results and Maine Common Core and College and Career Readiness Standards.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on February 28, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Confidentiality** | Preserving authorized restrictions on information access and disclosure, including means for protecting confidential or sensitive information. A loss of confidentiality is the unauthorized disclosure of information. |
| **Data Classification**  | The process of risk assessment of data. See **Appendix D** for the Data Classification process (see also “PII Confidentiality Impact Level”).  |
| **Department** | Department of Education |
| **PII (Personally Identifiable Information)** | Data that is maintained by an agency that could potentially identify a specific individual and needs to be protected in accordance with state and/or federal law, including (1) any information that can be used to distinguish or trace an individual‘s identity, such as name, social security number, date and place of birth, mother‘s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. |
| **PII Confidentiality Impact Level**  | The PII confidentiality impact level—low, moderate, or high—indicates the potential harm that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed. (NIST SP 800-122). See **Appendix D**. PII is evaluated to determine its confidentiality impact levels, so that appropriate safeguards can be applied to the PII.  |
| **State** | State of Maine |
| **State Data** | Any information originating with the State, regardless of form or medium of disclosure (e.g., verbal, observed, hard copy, or electronic) or source of information. It includes any information concerning the State’s information technology infrastructure, systems and software and procedures; and information originating with the State in the course of using and configuring the Services provided under the contract. It includes any sensitive information held by the State that may be protected from disclosure pursuant to a federal or state statutory or regulatory scheme intended to protect that information, or pursuant to an order, resolution or determination of a court or administrative board or other administrative body.  |
| **CBT** | Computer-based Testing |
| **CCRS**  | College and Career Readiness Standards for Adult Education |
| **HiSET** | The High School Equivalency Test |
| **HSC** | High School Completion |
| **HSE** | High School Equivalency |
| **HSEA** | High School Equivalency Assessment |
| **PBT** | Paper-based Testing |
| **PSI** | Current Vendor |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **WIOA** | Workforce Innovation and Opportunity Act |

**State of Maine – Department of Education**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Education (Department) is seeking proposals to develop and aid in the administration of a nationally recognized, adult education high school equivalency assessment (HSEA) throughout the state that is aligned to the [Maine Learning Results](https://www.maine.gov/doe/learning/diplomas/MaineLearningResults) and [College and Career Readiness Standards](https://www.maine.gov/doe/learning/content/career/standards) and includes registration for testing, administration of testing (with identical computer and paper-based tests), scoring (including a score designation for College and Career Readiness) and reporting of the tests as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

Under state statute [Title 20 § 257](https://www.mainelegislature.org/legis/statutes/20-A/title20-Asec257.html), the Department is authorized to award a high school equivalency diploma free of charge to eligible Maine residents. Currently, the Department oversees all HSE testing in Maine and contracts with PSI for the HiSET test as the high school equivalency test.

The current test consists of a five-part test battery in the following content area subtests: English Language Arts – Reading, English Language Arts – Writing, Science, Social Studies, and Mathematics. The current test scoring process scores each subtest on a standardized scale ranging from 1 to 20. To pass the test, an examinee must attain a total combined subtest score of 45 or higher with no single subtest scoring lower than an 8 and a Language Arts Writing Essay score of at least 2 (out of 6 possible points).

The Department provides HSE programming, services, and testing free of charge to qualified Maine residents at least 17 years old or older. Currently, both paper-based tests (PBT) and computer-based tests (CBT) are administered by Department approved test sites at over 70 local adult education programs throughout the state. At the completion of each HiSET test session, subtests are sent electronically or through the mail to PSI who scores the tests and electronically transmits the results to Lilac, LLC. who through their platform, Diploma Sender ([www.diplomasender.com](http://www.diplomasender.com)), issues an Official HiSET Transcript and Maine High School Equivalency Diploma for passing scores.

The table below provides data on number of tests administered and the projected number of tests to be administered in each content area for calendar year 2019 through 2024.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **English Edition of Test** | **2019** | **2020** | **2021** | **2022** | **2023 Estimate** | **2024 Estimate** |
| **English Language Arts - Reading** | 1,517 | 826 | 632 | 603 | 940 | 1,175 |
| **English Language Arts - Writing** | 1,176 | 642 | 491 | 327 | 776 | 970 |
| **Mathematics** | 1,080 | 613 | 839 | 830 | 752 | 940 |
| **Science** | 1,349 | 710 | 526 | 372 | 802 | 1,003 |
| **Social Studies** | 1,456 | 727 | 537 | 393 | 844 | 1,055 |
| **All Subjects** | 6,578 | 3,518 | 3,025 | 2,525 | 4,114 | 5,143 |

The Department is committed to providing free high school completion programming to all Maine residents and as such, the awarded Provider must also make available practice tests aligned to the test battery.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

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

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

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | July 1, 2024 | June 30, 2026 |
| Renewal Period #1 | July 1, 2026 | June 30, 2028 |
| Renewal Period #2 | July 1, 2028 | June 30, 2029 |

1. **Number of Awards**

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

**PART II SCOPE OF SERVICES TO BE PROVIDED**

Through this RFP, the Department is looking for a Provider to help administer a high school equivalency assessment aligned to Maine Learning Results and College and Career Readiness Standards to be used by the Department to award a Maine High School Equivalency diploma.

The testing services must be offered to learners throughout the state by Department approved adult education sites located throughout Maine and provide the following required services.

1. **HSE Assessment Requirements**

The Awarded Bidder must:

* 1. Provide multiple forms of the test battery on a yearly basis in identical and interchangeable paper-based and computer-based format that allows the examinee to take individual subtests at individual dates and times without taking the complete test battery.
	2. Provide a nationally recognized high school equivalency assessment that meets all federal requirements for validity and reliability.
	3. Provide a high school equivalency assessment that measures the proficiencies associated with the following subtest content areas: English Language Arts – Reading and Writing, Mathematics, Science and Social Studies.
		1. The Awarded Bidder will be responsible for verifying the connection between the high school equivalency test outcomes and high school senior outcomes and show how the high school equivalency test outcomes, in their entirety, are commensurate with a statistically significant group of high school seniors and the results used to set passing scores.
		2. Subtests should align with the most recent versions of commonly accepted educational standards such as the adult education College and Career Readiness Standards for Adult Education, and Next-Generation Science Standards.
		3. The Awarded Bidder shall provide the knowledge and skills needed to be tested, the test format, and the determination of proficiency.
		4. The Awarded Bidder must complete new studies for any significant change to testing, including test items, or scoring.
1. **HSE Assessment Administration Requirements**

The Awarded Bidder must:

* 1. Establish requirements for the Department to utilize in determining test site eligibility including accessibility, security, technical, and physical test site requirements.
	2. Provide training to include:
		1. Train-the-trainer training for at least five state agency staff on how to deliver the tests through the contractor’s system, including each test administration role and the minimum qualifications needed for each role at no additional cost to the Department.
		2. Training resources for all roles of test administration for both paper-based and computer-based testing.
		3. Training and training resources free of charge for all test administration.
		4. Training resources and information necessary to provide further training for local program test site staff to ensure that test security and implementation of standard protocols are met, including written guidelines for proctors to follow that describe how the test is to be set up and administered, and procedures for handling test irregularities.
	3. Provide technical assistance to testing centers on an “as needed” basis during adult education program hours.
		1. A toll-free contact phone number must be provided to both test sites and examinees to use to report technical problems and for examinee support.
1. **HSE Assessment Registration Requirements**

The Awarded Bidder must:

* 1. Propose a registration process for both CBT and PBT that is able to determine test eligibility and have procedures in place to investigate, communicate, and resolve application irregularities.
	2. Ensure the examinee registration process takes into account eligibility requirements according to the following Department guidelines:
		1. The examinee must be a Maine resident to be provided free high school equivalency testing.
		2. The examinee must be age 17 or older with a valid state or government picture ID.
		3. Eligibility is based on documentation of examinee test readiness as determined by Department guidelines.
		4. Maine High School Equivalency Diplomas will be issued for tests taken in English only.
	3. Have a method for test center administrators to create, register, and schedule examinee accounts and a method for the Department to pay for the tests directly without involving the examinee in the billing process.
	4. Have a method for examinees to login and create their own individual tester account.

1. **HSE Assessment Accommodation Determination Requirements**

The Awarded Bidder must:

* 1. Ensure available accommodations are adequate to afford compliance with the [Americans with Disabilities Act of 1990](https://www.ada.gov/law-and-regs/ada/), as amended.
	2. Provide a process for examinees to apply for accommodations as well as contact information to allow discussion of all disability services directly with the Awarded Bidder.
		1. Conduct all accommodation reviews and approvals and ensure that the validity of all allowable accommodations for students with disabilities is supported and documented.
		2. Accommodations are provided in accordance with examinee’s documented disabilities or health related needs as recognized under the Americans with Disabilities Act of 1990, as amended.
1. **HSE Assessment Scoring and Results Requirements**

The Awarded Bidder must:

* 1. Provide each step of the test scoring and results procedures to be followed by the test site, contractor, and/or subcontractors, or the Department’s subcontractor (such as a scoring service) to score and provide results to an examinee’s answers and responses to the test.
		1. The scoring process must incorporate adequate quality assurance checks to ensure accuracy of scores and test dates.
	2. Provide the requirements, test/battery passing scores, non-passing scores, and percentile scores, for subtest and battery scoring to the state for the purpose of awarding a credential and provision of transcripts.
	3. Provide timely and accurate test score results to the state/examinee and provide examinees with the opportunity to review unofficial scoring results on the computer screen, on-site after the completion of the computer-based test.
		1. Electronically transmit complete and accurate official test scoring data including tests dates to the Department and its approved data information system vendor(s), for the Department to issue a credential, official transcript or non-pass letter as well as for data and record keeping in the Department managed information system(s).
	4. Provide a crosswalk or alternative tool that will enable the combining of current test scores for a period of at least two years. This will ensure that current tests remain valid and test takers will not have to retake tests that they have already passed.
	5. Provide the Department with electronic reporting capabilities to meet the requirements of the [National Reporting System](https://nrsweb.org/) and customizable/ad hoc reporting system available for use by the Department staff to run real-time reports.
1. **HSE Assessment Data and Access Requirements**

The Awarded Bidder must:

* 1. Work with the Department to assign a unique ID to each examinee and capture and store in a database all demographic data collected and allow for query of each data field. and meet the applicable policies of the State’s Office of Information Technology (OIT). These policies may be found at <http://www.maine.gov/oit/policies/index.shtml>.
	2. Ensure the database is capable of sending data electronically to the Department’s designated examinee service system (currently DiplomaSender) and state managed information system (currently MaineSTARS).
	3. Understand that the Department shall maintain sole ownership of all examinee data and other data associated with services provided by the contractor in providing services required by the contract.
		1. The Awarded Bidder must agree that data regarding examinees and their exams for the State of Maine is and shall remain the property of the State of Maine and shall be transferred, by the contractor, to a location provided by the State of Maine, should the awarded contract be terminated or not renewed.
		2. The Awarded Bidder shall agree that for the purpose of the awarded contract, data shall be considered to include all information provided to the contractor by the Department, the examinee and any other source for use under the awarded contract.
		3. The Awarded Bidder must agree and understand that it cannot disseminate, publish, or incorporate any data into a separate central database or warehouse without the expressed prior written consent of the Department.
		4. The Awarded Bidder must not utilize any data for marketing, or any other purposes, without the expressed prior written consent of the Department.
		5. **Data Ownership:** All information, materials and data obtained under the contract will be exclusively owned by the Department.At the conclusion of the contract the successful Bidder shall turn over the Department’s Data to the Department’s designated agent, at no extra charge and in an agreed upon format.
		6. **OIT Compliance and Policy List:** The system outlined in this RFP will be remotely hosted and is subject to the Maine Office of Information Technology (OIT) Policies and Best Practices. The successful Bidder will work with OIT and submit required information to the Department in compliance with policies. The Provider will comply with all State of Maine IT Policies, Standards, and Procedures [https://www.maine.gov/oit/policies-standards](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fpolicies-standards&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=3YYp3oLXdMVXMpBg0kXFLagvqwDcOkekq1behXQ0pBU%3D&reserved=0), including but not limited to:
1. [General Architecture Principles](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fgeneral-architecture-principles_1.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=DfipMNiHfKiEOvUrsGJZvGxUhFoW4ihoLtGDIszOq6w%3D&reserved=0)
2. [System and Services Acquisition Policy and Procedures (SA-1)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fsystem-services-acquisition-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=5KiMyV9UuyQ8LTLpINeXcYURp%2FKauPeXVR644WnCfvA%3D&reserved=0)
3. [Application Deployment Certification Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fapplication-deployment-certification_0.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=u3HeibmyDF2L3e%2Ba3lXw%2BX0GMevts1PQBeIrhkNZNBQ%3D&reserved=0)
4. [Digital Accessibility and Usability Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fdigital-accessibility-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AakhwTebbcQgyDPsQYTWn5T2Hbb%2BlcNJGwz2RMRM%2F1Q%3D&reserved=0)
5. [Remote Hosting Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fremote-hosting-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=KXC%2BQpcclShZcn3EPgIMqmveaWpC9fIAjU0YxAkEyoU%3D&reserved=0)
6. [Data Exchange policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fdata-exchange-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098723311%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=MqyU7HCBC7fk3w%2F%2FyPme89%2BSn5nBh4AZsBZJ2SYiqZU%3D&reserved=0)
7. [Information Security Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Finformation-security-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=jsCsrV7Ut4QDARahjOtTubyk0BLiJEamHWHWnmo%2FCzI%3D&reserved=0)
8. [Access Control Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Faccess-control-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=clhTBNpWWkXY8G9ApJFLOLBPDutexzfSt4CVoNy7ozI%3D&reserved=0)
9. [Access Control Procedures for Users](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Faccess-control-procedures-for-users.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=%2B0HaVJpt5RleiXaclv6plVvsHQbJ%2Bf%2B6QMtFFiI8%2B2s%3D&reserved=0)
10. [Risk Assessment policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Frisk-assessment-policy-procedure.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0p8yF6O%2FHjxXnXIyE4t%2BUseNO4DhmtsV8cTckjqtjkA%3D&reserved=0)
11. [Vulnerability Scanning Procedure](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fvulnerablity-scanning-procedure.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=kg6X30yIXVqvl%2BD27RT7oTMvcIjtI9vr%2FSLLzkNQ2MY%3D&reserved=0)
12. [Security Assessment and Authorization Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Frisk-assessment-policy-procedure.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0p8yF6O%2FHjxXnXIyE4t%2BUseNO4DhmtsV8cTckjqtjkA%3D&reserved=0)
13. [System and Information Integrity Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fsystem-information-integrity-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AwTscrmvchVGZKIDIfJnrx4jQiyIFDi1XH5uCyAHbMc%3D&reserved=0)
14. [Configuration Management Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fconfiguration-management-policy.pdf&data=04%7C01%7CDiana.N.Olore%40Maine.gov%7Ce8c00c6cec2a4fc2176708d9df680443%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637786460098879524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=YoeFunB7nPCdyYg%2FHQI3SQmFvN5RENHElhR3gQ1vehs%3D&reserved=0)

In addition to the documents listed above, the proposed product/solution must achieve the NIST 800-53 Rev 5 for the remaining security and privacy control families to a security baseline appropriate to the impact level of the data as determined by the agency:

1. Physical and Environmental Protection;
2. Awareness and Training;
3. Planning;
4. Audit and Accountability;
5. Personnel Security;
6. Contingency Planning;
7. PII Processing and Transparency;
8. Identification and Authentication;
9. Incident Response;
10. System and Communications Protection;
11. Maintenance;
12. Media Protection; and
13. Supply Chain Risk Management to a security baseline appropriate to the impact level of the data as determined by the agency.

	* 1. **Data Centers and Access:** The successful Bidder must store all data within the Continental U.S. In addition, all data access must be performed from within the Continental United States.
		2. **Compliance:** The successful Bidder shall maintain annual audit compliance in accordance with the following two standards. Copies of the audit and plans of action for remediation of any deficiencies will be provided to the Department’s Program Manager and the Office of Information Technology, Information Security.
14. Standards for Attestation Engagements (SSAE) Reporting on Controls at a Service Organization (SOC), including SOC 2 Type II, subject to all five Trust Services Criteria, performed on its operations. SOC 2 Type II report to be provided annually based upon the services provided, the State and vendor will determine which of the five trust service principles should be included (Security, Availability, Processing Integrity, Confidentiality and Privacy). Additionally, the State and the vendor will establish an agreed-upon timeline for the initial SOC audit and report deliverable.
	* 1. **Business Continuity:** The successful Bidder is responsible for the Disaster Recovery and Business Continuity Plan and will be required to perform a full disaster recovery test at least annually. The plan should include but not be limited to the following:
15. The Provider will describe the process if an interruption in service impacting platform availability is experienced.
16. Parameters regarding system “downtime”
17. Identified system elements or components impacted and the overall impact to the system functionality
18. Processes for data recovery if necessary
19. Communication strategies regarding system status and functionality
	* 1. **Branding:** The successful Bidder will be required to adhere to the State of Maine Branding as outlined in the [Web Standard Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/WebStandards.pdf), and the Domain Policy.
20. **HSE Assessment Practice Test and Supplementary Instruction Requirements**

The Awarded Bidder must:

* 1. Ensure practice tests are regularly evaluated and revised, aligned to the test battery and are made available in paper-based and computer-based formats for the purpose of predicting test readiness of potential examinees and providing diagnostic feedback to aid instruction. The majority of items must be unique among all forms of practice tests.
	2. Provide at least one form of the practice test for use by the Department restricted from public access.
		1. The Awarded Bidder must also ensure at least two additional versions of the practice test are available to examinees.
		2. The Awarded Bidder’s website must include information on where and how the practice tests and additional instructional materials can be accessed and obtained and any costs associated with these materials.
1. **Performed Work:** Unless specified otherwise, the successful Bidder will be required to provide all tools, materials, and resources necessary to effectively perform the required work

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix H** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator, identified on the cover page of the RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
		3. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP. E-mails containing original proposal submissions, or any additional or revised proposal files, received after the 11:59 p.m. deadline will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202312247 Proposal Submission – [Bidder’s Name]”**
		6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Debarment, Performance and Non-Collusion Certification)

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services and Technical Assessment:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III, including **Appendix D** (Technical Assessment Form).

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix E** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

* Optional: **Appendix F** (IT Service Contract Exception Form).

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

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

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

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

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

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

* 1. **Debarment, Performance and Non-Collusion Certification**

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of the RFP 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. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

* 1. **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

* 1. **Technical Assessment**

Bidder must complete **Appendix D** (Technical Assessment Form) to describe the Bidder’s capability to meet the stated requirements and policies identified.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal for period starting July 1, 2024 and ending on June 30, 2026.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix E** (Cost Proposal Form), following the instructions detailed here and in the form. This includes completion of the cost scenario and the embedded Excel cost form.

Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **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. Preliminary Information (No Points – Eligibility Requirements)**

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

**Section II. Organization Qualifications and Experience (10 points)**

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

**Section III. Proposed Services and Technical Assessment (55 points)**

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

**Section IV. Cost Proposal (35 points)**

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

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
	2. **Scoring the Cost Proposal:**

The scoring of Section IV is split into two parts – Scenario Cost (25 points) and the Cost Form (10 points). Each part will be scored as indicated below.

For the Scenario Cost, the total cost proposed for the scenario will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = pro-rated score

For the Cost Form, the evaluation team will use a consensus approach to evaluate and assign a score. Members of the evaluation team will not score this part individually but, instead, will arrive at a consensus as to assignment of up to 10 points.

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a [State of Maine IT Service Contract](https://stateofmaine.sharepoint.com/%3Aw%3A/r/sites/DAFS-Procurement-Services-Intranet/Shared%20Documents/Public%20to%20intranet/FORMS/Contract%20Documents/IT%20Service%20Contract%20%28IT-SC%29%20Template_1.18.24.docx?&d=1) with appropriate riders as determined by the issuing department. Bidders shall carefully review the IT Service Contract and make note of any *proposed* exceptions utilizing **Appendix F (IT Service Contract Exception Form)**.

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

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

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

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

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

* 1. Payments and Other Provisions

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

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** –Technical Assessment Form

**Appendix E** – Cost Proposal Form

**Appendix F** – IT Service Contract Exception Form

**Appendix G** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Education**

**PROPOSAL COVER PAGE**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department 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 above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

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

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Education**

**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*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:*

1. *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.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *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.*
4. *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*.
5. *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.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Education**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202312247**

**Maine High School Equivalency Assessment**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. 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. You may expand this form and use additional pages to provide this information.** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of 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 the RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail 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.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Education**

**TECHNICAL ASSESSMENT FORM**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

The Technical Assessment Form can be obtained by double-clicking the Excel (.xlsx) icon below.

****

**APPENDIX E**

**State of Maine**

**Department of Education**

**COST PROPOSAL FORM**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost (Scenario)** | **$**  |

|  |
| --- |
| 1. **Provide the total cost to the Department to administer a HSEA for the following cost scenario and enter the total in the Scenario Proposed Cost space above.**

**SCENARIO:** **Compute the total cost to the Department to administer 6,800 CBT and 1,700 PBT subtests from 7/1/2024 to 6/30/2026. Of the 8,500 subtests administered, 1,200 examinees successfully completed the battery.** *NOTE: The totals provided by the Department above are estimates for the scenario purposes only and the Department is in no way committed to these numbers.  The need during the awarded contract period could be more or less.* |
| 1. **Provide a projection breakdown of all costs associated with the above scenario by completing the cost form in the Excel sheet below.** The document may be obtained by double clicking on the icon below.

 |

**APPENDIX F**

**State of Maine**

**Department of Education**

**IT SERVICE CONTRACT EXCEPTION FORM**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

The embedded document is available by double-clicking the Excel (.xlsx) icon below. This document is optional. If the Bidder chooses to propose exceptions, this document should be provided separate from those documents identified in Part III. D.



**APPENDIX G**

**State of Maine**

**Department of Education**

**SUBMITTED QUESTIONS FORM**

**RFP# 202312247**

**Maine High School Equivalency Assessment**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary.*