



MAINE GOVERNOR'S  
Energy Office

# Clean Energy Partnership Workforce Development RFA #202402047

Informational Session  
April 24, 2024

RFA Coordinator: Tagwongo Obomsawin  
[tagwongo.obomsawin@maine.gov](mailto:tagwongo.obomsawin@maine.gov)

# Welcome

The purpose of the Informational Session is to answer and/or field questions, clarify for potential Bidders any aspect of the RFA requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFA.

This RFA makes \$2,000,000 available for clean energy workforce development and training programs.

This RFA is supported by the Employment and Training Administration of the U.S. Department of Labor and is 100% financed from federal funds, with 0% financed from state, local and/or non-governmental funds.



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# Questions

- It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.
- Applicants and other interested parties should use **Appendix A (Submitted Questions Form)** for submission of questions. The Submitted Questions Form must be submitted, by e-mail, and received by the RFA Coordinator, identified on the cover page of the RFA, no later than April 26, 2024.
- **Attendees may also post questions to the webinar Q&A.** Questions received during the webinar will be recorded and answered at a later date.
- Responses to all questions will be compiled in writing and posted at <https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants> no later than seven (7) calendar days prior to the proposal due date.
- 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.**



# Purpose and Background

Through this RFA, the GEO seeks applications for programs that advance workforce development and training for the clean energy and energy efficiency fields, and support one or more of the following objectives:

- 1) enhance the pipeline of skilled workers entering the clean energy sector,
- 2) develop strong partnerships between clean energy businesses and the workforce development system, and
- 3) increase understanding and awareness of the breadth of good jobs in the clean energy sector.





## Maine's Climate and Clean Energy Targets:

**REDUCE  
GREENHOUSE  
GAS EMISSIONS**

**45%**

BELOW 1990 LEVELS  
**BY 2030**

**80%**

BELOW 1990 LEVELS  
**BY 2050**

**TRANSITION TO  
CLEAN ENERGY**

**80%**

**BY 2030**

**100%**

**BY 2040**

**ACHIEVE CARBON  
NEUTRALITY**

**2045**

**CREATE CLEAN  
ENERGY JOBS**

**30,000**

**BY 2030**

# Eligibility to Submit Applications

Qualified individuals and entities are encouraged to submit proposals to provide clean energy job training, job placement services, stipends, equipment, curriculum, and other services to Maine residents aged 16 or older in response to this RFA.

Applicants must meet the following requirements to be eligible to submit a proposal:

1. Submit documentation certifying that the applicant is organized, chartered or incorporated (or otherwise formed) under the law of a particular state or territory of the United States.
2. In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104- 65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501c(4) that engage in lobbying activities are not eligible to submit applications.



# Number of Awards

The GEO anticipates making **multiple** awards as a result of this RFA process, including partial awards. The total estimated grant funds available are \$2,000,000.

1. Maximum award size is \$500,000.
2. The number and size of awards will depend on the number of proposals received, the quality of the proposals, and available funds.
3. The GEO reserves the right to eliminate the lowest scoring applications and/or make awards at amounts less than that requested, whichever is in the best interest of the State.



# Contract Term

The anticipated contract period is defined in the table below. The actual contract start date will be established by a completed and approved contract.

<b><u>Period of Performance (dates)</u></b>	<b><u>Period of Performance (months)</u></b>
July 2024 - December 2025	18



# Scope of Services



- Designing and implementing CE & EE curriculum
- Developing and implementing internships, apprenticeships or on the job training programs for CE&EE careers
- Implementing new/improved CE&EE short-term workforce training programs or pre-apprenticeships
- Supporting job placement and advancement into the CE&EE fields
- Offering stipends through earn-as-you-learn models
- Addressing barriers to participation in employment and training through wrap around supports or other methods
- Implementing new and/or improved methods for raising awareness of CE&EE career pathways
- Equipment purchases for CE&EE education and training purposes

# Application Requirements

Proposed projects must address the items below, and be described in the **Application Form in Part V of the RFA:**

- The category of workforce development
- The number of participants
- Current and potential barriers for participants
- Integrate employability skills, relevant academic skills and English language acquisition as needed
- Place participants on an identified career pathway
- Include partners
- Increase diversity and equity in the workforce
- Ensure equitable access
- Lead to quantifiable participant outcomes
- Consider sustainability

# Application Requirements

## Application Form: Preliminary Information

1. Application cover page
2. Debarment, performance and non-collusion certification
3. Eligibility information
  - Include certifying documentation that the applicant is organized, chartered, or incorporated (or otherwise formed) under the laws of a particular state or territory of the United States

# Application Requirements

## Application Form: Organization Qualifications and Experience

1. Organization Qualifications and Experience Description (2 pages max)
  - Organizational history and qualifications
  - Capacity to manage grants, reporting and timelines
  - Description of project partners
2. Three project examples
3. Subcontractors (if applicable)
4. Organizational Chart
5. Litigation
6. Certificate of Insurance

# Application Requirements

## Application Form: Proposed Project

Describe the proposed project and scope of services referenced in **Part II A Required Activities** of the RFA.

Section	Page Limit
Project Summary	2
Need Statement	3
Project Design	5
Diversity and Equity	1
Sustainability	1

# Application Requirements

## Application Form: Project Outcomes

### Quantitative Participant Outcomes:

- # total participants served (unique individuals)
- # from specific underrepresented groups (see list in application)
- # receiving clean energy career education and outreach services
- # enrolled in job training program
- # who complete job training program
- # who receive an industry recognized credential
- # who receive job placement services
- # who enter employment or advance in the clean energy sector
- Anticipated average wage, as applicable
- Other



# Application Requirements

## Application Form: Project Outcomes

### Qualitative Outcomes:

**Select one or more of the following outcomes your project will support.**

- Maine clean energy businesses will experience a strengthened pipeline of workers entering the clean energy sector.
- Maine will develop strong sector partnerships between clean energy businesses and the workforce development system.
- The workforce development system and current and future job seekers will have a better understanding of the breadth of good jobs in the clean energy sector.

# Application Requirements

## Application Form: Implementation Work Plan

Use the table in the Application Form to concisely describe the proposed work.

Strategies/Activities	Timeline	Responsible Actors	Expected Outcomes
<i>Include a concise description of the tasks that the organization/partners will perform to reach the proposed projects goals. Be as specific as possible.</i>	<i>Begin/End date</i>	<i>Include the office, individuals, and/or partners responsible for carrying out strategies/activities</i>	<i>State outcomes of strategies/activities, including metrics, milestones, and deliverables.</i>



# Application Requirements

## Application Form: Letters of Support

Attach a minimum of two letters of support from partner organizations and complete the table.

# Application Requirements

## Application Form: Cost Proposal

- Applicants must use the embedded excel form to complete the cost proposal that includes four (4) sheets:
  - Budget Cover Page
  - Budget – CEP
  - Personnel Detail
  - Expense Detail
- Budget Narrative (3 pages max)

# Submitting the Application

- Applications must be received no later than 11:59 p.m. local time, on May 24, 2024.
- Submit applications via email to the State of Maine Division of Procurement Services: [proposals@maine.gov](mailto:proposals@maine.gov)
- Proposals not submitted to the Division of Procurement Services' e-mail address by the deadline will not be considered for contract award.
- E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions.
- Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions.
- File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns.



# Submitting the Application

- Application submissions must include the Applicant's completed Application Form (found in Part V of the RFA) and all required information and attachments as stated in the form.
- The Application Form must be submitted as a single, typed, PDF file.
- Applicants are not to provide additional attachments beyond those specified in the RFA or Application Form for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.



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# Application Evaluation and Selection

- An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFA
- **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score all sections listed below. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Scoring Criteria	Points Available
Eligibility/General Information/Completeness	Pass/Fail
Organization Qualifications and Experience	Demonstrates skills and experience pertinent to this RFA 20
Proposed Project	Proposed Project 30
	Implementation - Workplan 15
	Project Outcomes 5
	Letters of Support 5
Cost Proposal	25
<b>Total Points</b>	100 points

# Contract Administration and Conditions

- The awarded Applicants will be required to execute a State of Maine Service Contract with the appropriate riders as determined by the issuing Department.
- 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.
- 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 Applicants in the finalization of the contract.
- In providing services and performing under the contract, the awarded Applicant must act as an independent contractor and not as an agent of the State of Maine.
- Equipment purchases with a per unit cost of more than \$5,000 will be contingent upon approval by the GEO and the US Department of Labor.
- Reporting Requirements: Applicants are required to track and record all data/information necessary to complete the required reports



# Selection and Award

- Notification of conditional award selection or non-selection will be made in writing by the Department.
- Issuance of this RFA in no way constitutes a commitment by the State to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.
- The Department reserves the right to reject any and all applications or to make multiple awards.



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# Thank You

[tagwongo.obomsawin@maine.gov](mailto:tagwongo.obomsawin@maine.gov)

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