

**STATE OF MAINE**  
**Executive Department**  
*Office of the Public Advocate*



**RFP# 202402045**

**Energy Burden Study**

<b>RFP Coordinator</b>	<i>All communication regarding the RFP <u>must</u> be made through the RFP Coordinator identified below.</i> <b>Name:</b> Andrew Landry <b>Title:</b> Deputy Public Advocate <b>Contact Information:</b> Andrew.landry@maine.gov
<b>Submitted Questions Due</b>	<i>All questions <u>must</u> be received by the RFP Coordinator identified above by:</i> <b>Date:</b> March 7, 2024 no later than 11:59 p.m., local time
<b>Proposal Submission Deadline</b>	<i>Proposals <u>must</u> be received by the Division of Procurement Services by:</i> <b>Submission Deadline:</b> March 18, 2024 no later than 11:59 p.m., local time.  <i>Proposals <u>must</u> be submitted electronically to: <a href="mailto:Proposals@maine.gov">Proposals@maine.gov</a></i>

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## PUBLIC NOTICE

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**State of Maine  
Office of the Public Advocate  
RFP# 202402045  
Energy Burden Study**

The State of Maine, Office of the Public Advocate, is seeking proposals for the preparation of an Energy Burden Study that will quantify the percentage of income that Maine residents pay for energy, including breakdowns of such information by income level, fuel type, and geographic region of the State of Maine.

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](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on March 18, 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:

<b><u>Term/Acronym</u></b>	<b><u>Definition</u></b>
<b>Department</b>	Maine Office of the Public Advocate
<b>EIA</b>	U.S. Energy Information Administration
<b>ERAC</b>	Electric Ratepayer Advisory Council
<b>GEO</b>	Maine Governor's Energy Office
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>RFP</b>	Request for Proposal
<b>State</b>	State of Maine

**State of Maine – Executive Department**  
*Office of the Public Advocate*  
**RFP# 202402045**  
**Energy Burden Study**

**PART I INTRODUCTION**

**A. Purpose and Background**

The Maine Office of the Public Advocate (Department) is seeking proposals for the preparation of an Energy Burden Study that will quantify the percentage of income that Maine residents pay for energy, including breakdowns of such information by income level, fuel type, and geographic region of the State of Maine, as defined in this Request for Proposal (RFP) document. (For reference see the [2019 Maine Low-Income Home Energy Study](#).) This Study is undertaken in the context of beneficial electrification, and in part addresses the effects on changes in home heating and transportation impacting Mainer's energy budget. 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.

**B. General Provisions**

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

### **C. 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 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:

<b>Period</b>	<b>Start Date</b>	<b>End Date</b>
Initial Period of Performance	April 8, 2024	March 31, 2026
Renewal Period #1	April 1, 2026	March 31, 2027
Renewal Period #2	April 1, 2027	March 31, 2028

### **D. 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**

**A. DESCRIPTION OF RESPONSIBILITIES.** The consultant(s) will perform the following tasks as directed by and with input from the Department with respect to the final report for which they have been selected to provide services:

1. The successful bidder will prepare a report that provides a comprehensive picture of the energy burden in the form of a clearly written and reader-friendly report. This will include identifying the percentage of annual household income spent (in the most recent year for which data is available) on all fuel types and energy uses, including transportation, space and water heating, cooling, lighting, appliances, and other plug loads.
2. The successful bidder will include breakdowns of such information by income level (actual and relative to the Federal Poverty Guidelines), fuel type, and geographic region of the State of Maine, and where possible by demographic measures such as household size and whether customers are owners or renters.
3. The successful bidder will evaluate seasonal fluctuations in the energy burden.
4. The successful bidder will address where possible the “cliff” experienced by some customers who have an increase in income that is sufficient to remove their eligibility for assistance programs but insufficient to ease the energy burden to the comparable level prior to the income increase.
5. The successful bidder will participate in a kick-off meeting with the Department, at which time a work plan and project schedule will be developed. The successful bidder will remain in contact with Department staff through regularly scheduled calls and monthly status reports.
6. The successful bidder will identify, review, collect, and combine secondary data that is relevant to the development of the energy burden report, including data from the U.S. Energy Information Administration (EIA), the Census Bureau, the National Oceanic and Atmospheric Administration (NOAA), the Maine Governor’s Energy Office (GEO), the Maine Department of Health and Human Services, the Maine State Housing Authority (MSHA), the Maine Climate Council, and the U.S. Department of Energy, the Maine Community Action Partnership (MeCAP), the Efficiency Maine Trust (EMT), other low-income programs including Low-Income Home Energy Assistance (LIHEAP) and other sources as appropriate, and where possible avoid duplication of work
7. The successful bidder will identify any primary data requirements that are necessary or convenient to complete the energy burden report and, as appropriate, develop a plan to collect such primary data in consultation with the Department and will analyze such data once collected. Maine-specific data should be used, in addition to national-level data such as the Census Bureau/American Community Survey.
8. The successful bidder will identify and recommend baseline metrics/data such that the energy burden can be tracked over time.
9. The successful bidder will use computer modeling, such as an excel-based model, to combine primary and secondary data and to calculate average energy burdens within Maine by income level, heating fuel, and geographic area. The geographic scales that will be examined include the state, county, and Block Group levels.
10. The successful bidder will, where practical, compare the results for Maine with other energy burden studies regionally and nationally.

11. The successful bidder will provide the Department and the Electric Ratepayer Advisory Council (ERAC) with a draft of the energy report, together with any excel sheets or other repositories of data collected in association with this work and informing underlying modeling and analysis, with cover sheets explaining each data set, assumptions used, and analysis performed, and will address one or more rounds of consolidated comments.
12. The successful bidder will undertake such other tasks to the development of the report as requested by the Department and completion of the report by October 15, 2024.

**B. MANNER OF PERFORMANCE OF THE WORK.** In performing Tasks in Part II A. 1 through 12 above, the consultant(s) will be expected to:

1. Communicate with the Department on a schedule to be agreed on as to the progress of the work and the results of that work.
2. For the Office's review, prepare drafts of all written materials to be employed in final report to the Electric Ratepayer Advisory Council (ERAC), sufficiently in advance of the time that they must be submitted to ERAC to allow the Office to review the work and discuss issues or problems in greater detail.
3. Present the results to ERAC, in coordination with the Department.
4. Complete all work in accordance with such timetables. The deadline for the submission of final report to the Electric Ratepayer Advisory Council is December 1<sup>st</sup>.



## PART III KEY RFP EVENTS

### A. Questions

1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
  - a. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
  - b. 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.
  - c. 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](#). 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.

### B. Amendments

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](#). 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.

### C. 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.
  - a. Any 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](mailto:Proposals@maine.gov).
  - a. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
    - i. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
  - b. 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.

- c. 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.
- d. 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.
- e. Bidders are to insert the following into the subject line of their e-mail proposal submission: **"RFP# 202402045 Proposal Submission – [Bidder's Name]"**
- f. 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)  
All required eligibility documentation stated in PART IV, Section I.
  - **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:**  
*PDF format preferred*  
All required information and attachments stated in PART IV, Section III.
  - **File 4 [Bidder's Name] – Cost Proposal:**  
*PDF format preferred*  
**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

## **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

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

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.

##### **2. 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.

##### **2. 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.

### **3. 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.

### **4. 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.

### **5. 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.

### **2. 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. Identify and describe the methodology by which the Bidder proposes to accomplish the necessary analyses. If applicable, make note of all tasks to be delegated to subcontractors.

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

### **1. General Instructions**

- a. Bidders must submit a cost proposal that covers the period starting April 8, 2024 and ending on March 31, 2026.
- b. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- c. 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 D** (Cost Proposal Form), following the instructions detailed here and in the 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:

### **A. Evaluation Process – General Information**

1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. 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.

### **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. Preliminary Information**

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

#### **Section II. Organization Qualifications and Experience (40 points)**

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

#### **Section III. Proposed Services (30 points)**

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

#### **Section IV. Cost Proposal (30 points)**

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

2. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times 30 = \text{pro-rated score}$

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

4. **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.

### C. 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.

### D. Appeal of Contract Awards

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

## **PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

### **A. Contract Document**

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

The 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](#)

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

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

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

### **B. Standard State Contract Provisions**

1. Contract Administration

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

2. Payments and Other Provisions

The State anticipates paying the 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. Vendor shall provide at least one month's notification to the Public Advocate by email when the balance remaining on this contract goes below \$5,000.

## **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** – Cost Proposal Form

**Appendix E** – Submitted Question Form



## APPENDIX A

**State of Maine  
Office of the Public Advocate  
PROPOSAL COVER PAGE  
RFP# 202402045  
Energy Burden Study**

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

- 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.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

## APPENDIX B

**State of Maine  
Office of the Public Advocate  
DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION  
RFP# 202402045  
Energy Burden Study**

<b>Bidder's Organization Name:</b>	
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*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

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

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

**APPENDIX C**

**State of Maine  
Office of the Public Advocate  
QUALIFICATIONS and EXPERIENCE FORM  
RFP# 202402045  
Energy Burden Study**

<b>Bidder's Organization Name:</b>	
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<p><b>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.</b></p>
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**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 Part II – Scope of Services to be Provided of the RFP. 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.*

<b>Project One</b>	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Brief Description of Project</b>	

<b>Project Two</b>	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Brief Description of Project</b>	

<b>Project Three</b>	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Brief Description of Project</b>	

## APPENDIX D

**State of Maine  
Office of the Public Advocate  
COST PROPOSAL FORM  
RFP# 202402045  
Energy Burden Study**

<b>Bidder's Organization Name:</b>	
<b>Proposed Cost:</b>	\$

Bidders must complete the tables below. The Total Project Cost will cover the Initial Period of Performance as described in Part I, C and be used in the scoring formula defined in Part V, B.3. of the RFP.

Staff Resources – Employees (Titles/Hourly Rates)	Projected Costs
<b>Total Staff Costs</b>	<b>\$</b>

Purchased Services – Non-Employees	Projected Costs
Consultants (including travel, etc.)	\$
Other (Describe)	\$
<b>Total Purchased Services</b>	<b>\$</b>

Subcontracting – Non-Employees	Projected Costs
Percentage of non-employee direct personal & related incidental expenses, including travel	% _____
<b>Total Non-Employee Service Items &amp; Incidental Expenses</b>	<b>\$</b>

Non-Personal Service Items	Projected Costs
Supplies and Materials	\$
Employee Travel	\$
<b>Total Non-Personal Service Items</b>	<b>\$</b>

Other Costs (attach list if necessary)	Projected Costs
Indirect Costs (Rate _____ %)	\$

Total Cost	
<b>Total Project Cost</b>	<b>\$</b>

**APPENDIX E**

**State of Maine  
Office of the Public Advocate  
SUBMITTED QUESTIONS FORM  
RFP# 202402045  
Energy Burden Study**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

<b>Organization Name:</b>	
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RFP Section & Page Number	Question