

## Maine Recovery Council Grant Management Services RFP

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<i>All communication regarding the RFP must be made through the MRC Executive Director.</i>		
<b>Proposal Submission Deadline</b>	<b>Date:</b>	<b>July 31, 2025</b> , no later than 11:59 p.m. EST
	<b>To:</b>	<a href="mailto:info@recoverycouncil@maine.gov">info@recoverycouncil@maine.gov</a>

### A. INTRODUCTION

#### a. Purpose and Background

The Maine Recovery Council (MRC) is seeking grant management services from qualified firms or individuals to support the MRC's current and ongoing grant-making, reporting as defined in this Request for Proposals (RFP) document. The selected Provider shall provide concurrent grants management, reporting oversight, and contract monitoring, including data collection, while working to meet the needs of the community-based grantees and the MRC. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms that will govern the relationship between the MRC and the awarded Bidder.

#### b. General Provisions

1. From the time the RFP is issued until award notification is made, all contact with the MRC regarding the RFP must be made through the Executive Director.
2. Issuance of the RFP does not commit the MRC 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 issued by the MRC. Proposals are to follow the format and respond to all questions and instructions specified below in Part C (Proposal Submission Requirements) of the RFP.
4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the MRC will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal MRC information of previous contract history with the Bidder (if any). The MRC 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 MRC.
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 Freedom of Access Act (FOAA) (1 M.R.S. § 401 et seq.). All MRC contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
8. The MRC, 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 MRC is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. 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 MRC may opt to renew the contract for up to 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:

Period	Start Date	End Date
Initial Period of Performance	October 1, 2025	December 30, 2026
Renewal Period #1	January 1, 2027	August 31, 2027
Renewal Period #2	September 1, 2027	March 31, 2028

**d. Number of Awards**

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

**B. SCOPE OF SERVICES TO BE PROVIDED**

**a. Contract Management, Monitoring, and Compliance Services**

1. Develop an overall schedule that includes the implementation of individual project/program components.

2. Support and assist the MRC Executive Director with grant oversight and management of funding distributed through the Maine Recovery Fund to ensure that subawards and/or grants follow applicable funding requirements and State policies and procedures as required.
3. Ensure all contracts remain in compliance with MRC's policies and regulations.
4. Identify and address non-compliance issues in collaboration with the Executive Director and OAG staff, if necessary.
5. Provide resources for implementing proper accounting and reporting internal control mechanisms to track and disperse grants and comply with Generally Accepted Accounting Principles, as requested by the Executive Director.
6. Work closely with the Executive Director to develop and establish requirements to evaluate each subrecipient's risk of noncompliance to determine the appropriate level of monitoring to apply to each subrecipient. This should include providing a checklist for subrecipient review and monitoring required public records systems.
7. Work closely with the Executive Director to develop a process to identify, report, and remediate potential fraud, waste, and/or abuse within current MRC parameters and guidelines. The Provider may also assist the Executive Director with verification of audit results, as requested.
8. Provide or suggest relevant supplemental tools, such as schedules, tracking logs, and task management support, as needed or requested by the Executive Director and/or MRC.

**b. Data Collection Tools and Services**

1. Assist with the collection of quantitative and qualitative data. The Provider shall be prepared to interact with this information in multiple ways, depending on the preference of individual grantees, including, but not limited to, written reports, electronic surveys, and interviews.
2. Provide consultation to the MRC Executive Director to determine the most appropriate reporting methods and protocols for MRC grantees, which may include both quantitative and qualitative methods for evaluation and analysis of MRC grant dollars. Provider will also support the determination of appropriate sampling methods for data collection, as requested by the MRC Executive Director.
3. Develop policies and procedures for appropriate document retention and reporting to comply with MRC funding requirements.
4. The Provider shall regularly communicate and collaborate with the Executive Director to ensure data collection methods align with MRC guidelines and decisions.
5. The Provider will not be required to utilize a pre-identified software system. The Provider shall use their preferred software to establish procedures for organizing and storing collected data securely and systematically, in collaboration with the MRC Executive Director.

**c. Organization Technical Assistance and Other Support**

1. Provide an average of 12-15 hours per month of technical assistance, including 1:1 meeting(s), email communication response, and materials developed in response to needs around reporting requirements, including financial and programmatic, audit requirements, or other needs, to the MRC and/or Executive Director for grant management support.
2. Provide at least four (4) TA webinar sessions for grantees, with topics developed based on topics determined by the Executive Director and MRC in collaboration with MRC staff, regarding reporting requirements, grant compliance, and/or audit requirements.
3. Support development of training materials, as requested by the MRC Executive Director or MRC Coordinator, to enhance grantees' understanding of reporting requirements and best practices.

**d. Project Management Support Services**

1. Convene regular bi-weekly status meetings with Executive Director to review project progress, milestones achieved, issues/risks, and next step.
2. Communicate regularly with Executive Director and MRC Coordinator regarding project progress, outcomes, and areas of current or potential concern. The majority of the work will be done remotely, leveraging virtual meeting options like Microsoft Teams or Zoom. Occasional in-person meetings may occur with advance notice and agreement by all parties.
3. Maintain a proactive approach to identifying and overcoming risks and obstacles to completing the project successfully and on time. Work related to contract and grants management will be done in conjunction with the MRC and Executive Director. Some tasks such as coordinating meetings with MRC staff and stakeholders will be completed in conjunction with other MRC contractors and/or OAG staff.

**C. PROPOSAL SUBMISSION REQUIREMENTS**

**a. Proposal Contents and Format**

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

Bidders' proposals must follow the outline used below. Failure to use the outline specified here in Part C, 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 MRC, and its determined 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. The MRC will not offer an appeals process at any point during this RFP application process.

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. Bidders must 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.

Bidders should use 12-point Arial font, single-spaced. It is not necessary to repeat the text of the questions.

**b. Proposed Services (File #1)**

**i. General Instructions**

1. Bidders must discuss the Scope of Services referenced above in Part B of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

**c. Cost Proposal (File #2)**

**i. General Instructions**

1. Bidders must submit a cost proposal that covers the period starting on October 1, 2025, and ending on December 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. Bidders must fill out **Appendix A** (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 disqualification or reduction in scoring of the cost proposal, at the discretion of the MRC.

**D. KEY RFP EVENTS**

- a. Proposals Due:** Proposals must be received electronically no later than 11:59 p.m. EST on the date listed on the cover page of the RFP. Any e-mails containing original proposal submissions or any additional or revised proposal files received after the 11:59 p.m. (EST) deadline will be rejected without exception.

- b. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Maine Recovery Council at [info@mainerecoverycouncil.org](mailto:info@mainerecoverycouncil.org). Applicants will receive confirmation of receipt of application by email within 72 business hours.

## E. 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 determined by the MRC, will judge the merits of the proposals received in accordance with the criteria defined in the RFP. The evaluation team will consist of at least four (4) current MRC members and may include additional members, as determined necessary by the MRC.
2. 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 MRC.
3. The MRC 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 MRC may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

### b. Scoring Weights and Process

- i. **Scoring Weights:** Proposal scores will be based on a 50-point scale and will measure the degree to which each proposal meets the following criteria:

<b>Organization Qualifications and Experience</b>	Proposal materials to be evaluated in this section: all elements addressed above in <b>Appendix A: Qualifications and Experience Form</b> .	<b>15 points maximum</b>
<b>Proposed Services</b>	Proposal materials to be evaluated in this section: all elements addressed above in <b>Part B</b> (Scope of Services to be Provided) of the RFP.	<b>22 points maximum</b>
<b>Cost Proposal</b>	Proposal materials to be evaluated in this section: all elements addressed in <b>Appendix B: Cost Proposal Form</b> .	<b>10 points maximum</b>
<b>Overall Quality</b>	Proposal elements to be evaluated: organization, writing quality, and alignment with proposal requirements.	<b>3 points maximum</b>

- ii. **Scoring Process:** Members of the evaluation team will use a consensus approach to evaluate and score the Proposed Services section. The Proposed Services section will be scored as outlined below in **Appendix C: Proposed Services Scoring Rubric**.
- iii. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned an average total score based on evaluation scores by at least three (3) members of the evaluation team. The cost proposal will be scored as described below in **Appendix C**.

**c. Selection and Award**

- 1. The final decision regarding the award of the contract will be made by representatives of the MRC, including its Committees, and subject to the approval of the full MRC.
- 2. Notification of conditional award selection or non-selection will be made in writing by the MRC.
- 3. Applicants will be notified via email of funding decisions. The estimated notification date is **September 1, 2025**.
- 4. Issuance of the RFP in no way constitutes a commitment by the MRC or the Maine Office of the Attorney General (OAG) 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.
- 5. The Council and the OAG reserve the right to reject any and all proposals or to make multiple awards.
- 6. The MRC reserves the right to negotiate work plans and budgets with eligible Awardees, which may impact the start date of the contract.

**F. CONTRACT ADMINISTRATION AND CONDITIONS**

**a. Contract Document**

- 1. The awarded Bidder will be required to execute a Maine Recovery Council Contract, in partnership with the Maine Office of the Attorney General, with appropriate riders as determined by the MRC and OAG.
- 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 or any other private or public entity and/or organization.

**G. STANDARD STATE CONTRACT PROVISIONS**

**a. Contract Administration**

Following the award, the MRC Executive Director will assist with the development and administration of the contract and act as administrator during the entire contract period. The MRC Executive Director and/or MRC Coordinator will be available after the award to consult with the awarded

Bidder in the finalization of the contract.

**b. Payments and Other Provisions**

An invoice will be considered accurate and acceptable if it contains a reference to the OAG 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.

## APPENDIX A

### State of Maine Maine Recovery Council QUALIFICATIONS AND EXPERIENCE FORM Grant Management Services RFP

<b>Bidder's Organization Name:</b>	
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<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 that would make it especially qualified to perform the required work activities.</b>

<b>Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part B: Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.</b>
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<i>If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.</i>

<b>Project One</b>
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<b>Project Name:</b>	
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<b>Brief Description of Project</b>

<b>Project Two</b>
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<b>Project Name:</b>	
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<b>Brief Description of Project</b>

<b>Project Three</b>
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<b>Project Name:</b>	
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<b>Brief Description of Project</b>

## APPENDIX B

### State of Maine Maine Recovery Council COST PROPOSAL FORM Grant Management Services RFP

Bidders must submit a cost proposal that includes the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. The proposed cost must be presented as a fixed amount for the Initial Performance Period. The cost proposal must include all costs required to perform the work as described, including but not limited to travel costs, labor, overhead, etc. Both the hourly rate and the estimated number of hours must be completed for your proposal to be responsive.

The fixed amount will be used to score the cost proposal as defined in Part E, Section b of the RFP.

#### Instructions:

1. **Hourly Rate:** Enter the proposed hourly rate.
2. **Estimated Number of Hours:** Enter the number of hours estimated to be necessary to perform the work.
3. **Total Cost:** Multiply the proposed hourly rate by the estimated number of hours to calculate the proposed total cost.

<b>Bidder's Organization Name:</b>			
<b>Hourly Rate</b>		<b>Estimated Number of Hours</b>	
\$		X	
<b>Total Cost:</b>			

4. **Project Description:** In the space below, enter a brief description of the proposed project activities.
5. **Cost Elements:** In the space below, briefly explain how the proposed costs are necessary for the success of the project.

## APPENDIX C

### Maine Recovery Council PROPOSED SERVICES SCORING RUBRIC Grant Management Services RFP

**Reviewer Instructions:** Please give a separate score for each section below, and please provide comprehensive, detailed comments about strengths/weaknesses. The comments you provide are a key part of the review process. Please reference the scoring justification of points section for definitions for the criterion and scoring.

Section Scoring Criteria	Section Score
<b>Organization Qualifications and Experience</b>	
<u>11-15 points:</u> Detailed description of organizational and staff qualifications and capacity to implement project. <u>6-10 points:</u> Vague description of the organization with fair justification of organization's and staff's qualifications and capacity to implement project. <u>0-5 points:</u> Lacks detailed description of organizational and staff qualifications and insufficient description of capacity to implement project.	/15
<i>Reviewer Comments:</i>	
<b>Proposed Services</b>	
<u>16-22 points:</u> Detailed description of priority strategies with specific and realistic steps for ensuring desired project outcomes are achieved. <u>8-15 points:</u> Vague description of priority strategies with general information regarding steps for ensuring desired project outcomes are achieved. <u>0-7 points:</u> Lacks detailed description of priority strategies with insufficient description of steps for ensuring desired project outcomes are achieved.	/22
<i>Reviewer Comments:</i>	
<b>Cost Proposal</b>	
<u>8-10 points:</u> Detailed and realistic budget with clear justification of proposed expenditures for carrying out proposed activities. <u>4-7 points:</u> Realistic, itemized budget with some justification of proposed expenses, but not fully clear how funds will be spent to carry out proposed activities. <u>0-3 points:</u> Confusing and unrealistic budget that lacks justification for proposed expenditures to carry out proposed activities.	/10
<i>Reviewer Comments:</i>	
<b>Overall Quality of Proposal</b>	
<u>3 points:</u> Proposal is exceptionally well-organized, clearly written, and thoroughly addresses all required components. Demonstrates	/3

<p>strong understanding of the opportunity and presents a compelling and actionable plan.</p> <p><u>1-2 points:</u> Proposal is generally well-structured and addresses most required components. Shows adequate understanding of the opportunity with a plausible approach.</p> <p><u>0 points:</u> Proposal is poorly organized, vague, or incomplete. Demonstrates limited understanding of the opportunity or fails to present a convincing plan for achieving proposed objectives.</p>	
<i>Reviewer Comments:</i>	
<b>Total Score:</b>	<b>/50</b>