**STATE OF MAINE**

**Department of Environmental Protection**



**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

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| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Daniel Courtemanch **Title:** Oil and Hazardous Materials Specialist II**Contact Information:** Daniel.Courtemanch@maine.gov  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** February 21, 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:** March 6, 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 Environmental Protection**

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

The State of Maine is seeking proposals to establish a prequalified list of water treatment equipment installation and maintenance vendors for work at environmental sites or projects.

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 March 6, 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** |
| **AWWA** | American Water Works Association |
| **Department** | Department of Environmental Protection |
| **DWP** | Drinking Water Program |
| **EPH** | Massachusetts DEP Method for Extractable Petroleum Hydrocarbons |
| **GAC** | Granular Activated Carbon |
| **GPM** | Gallons Per Minute |
| **PFAS** | Per- and polyfluoroalkyl substances |
| **POE** | Point of Entry |
| **POU** | Point of Use |
| **RFP** | Request for Proposal |
| **RO** | Reverse Osmosis |
| **State** | State of Maine |
| **VPH** | Massachusetts DEP Method for Volatile Petroleum Hydrocarbons |
| **PQVL** | Pre-Qualified Vendor List |

**State of Maine - Department of Environmental Protection**

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Department of Environmental Protection (Department) is seeking proposals to establish a prequalified list of water treatment equipment installation and maintenance vendors for work at environmental sites or projects 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.

The Department will prequalify drinking water treatment equipment installation and maintenance vendors to assist Department staff, primarily from the Bureau of Remediation and Waste Management, at petroleum, hazardous substance/Uncontrolled sites, Brownfields, or Landfill programs. Often services are needed on an emergency basis with little lead time.

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. **Pre-Qualified Vendor List Term**

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated Pre-Qualified Vendor List (PQVL) period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP process. Utilization of a PQVL for will begin once the RFP process has been finalized.

The term of the anticipated PQVL, resulting from this RFP, is defined as follows.

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | 1/1/2024 | 12/31/2029 |

This RFP offers open enrollment for new vendors to be included on the pre-qualified vendor list. Once selected, vendors do not need to reapply during open enrollment.  Proposals will be accepted from vendors not currently on the PQVL as long as this RFP is active.

## E. Mini-Bid Process and Awards

The Department anticipates creating a pre-qualified vendor list and entering into a blanket contract with multiple contractors as a result of this RFP process. Pre-Qualification is not a guarantee of work. Project work will be awarded by circulating project-specific scopes of services to all pre-qualified contractors. Proposals (“mini bids”) will be evaluated based on methodologies, contractors’ proposed cost and contractor availability.

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors when specific services are needed. Each vendor on the pre-qualified list will be given a description of the services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the cost for those services. The Department will then select one vendor based on the availability, scheduling, methodologies, and costs submitted during the “mini bid” process. Please note, the costs proposed under this RFP process will form the foundation of each vendors’ future “mini-bid” responses – that is, a vendor may not propose rates in the “mini-bid” that is above what is proposed in response to this RFP process (but a vendor may propose a rate lower, if it so chooses).

At the discretion of the State, large projects and/or projects with unique needs not covered within this RFP may be released and awarded through project specific RFPs. Vendors for those projects will not be selected from the pre-qualified list, but rather through a separate RFP process based on their specific needs/timelines. The Department may also select vendors from the pre-qualification list without using the mini bid process for emergencies and for projects less than $5,000.

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

1. **OVERVIEW**

MEDEP intends to create a list of prequalified vendors that can provide water treatment equipment installation and maintenance services for drinking water supplies impacted by petroleum, per- and polyfluoroalkyl substances (PFAS), hazardous substances or other contaminants. Bureau of Remediation and Waste Management Staff will use this list, as the need arises, to conduct installation and maintenance at sites throughout the State of Maine.

As noted previously in this RFP, the Department intends to create a pre-qualified list and enter into a blanket contract with multiple contractors to provide water treatment equipment installation and maintenance services for drinking water supplies impacted by petroleum, PFAS, hazardous substances or other contaminants. A “pre-qualified list” means that only those vendors who are placed on the list (as a result of this RFP) will be able to perform specific, future assignments within the period stated in the RFP. This RFP is not set up to perform any one specific assignment, but service future, indefinite needs.

Vendors working on projects funded by the Maine Ground and Surface Waters Clean-up and Response Fund must be willing to comply with the requirements of the Department’s Fund Coverage Cost Guide. A copy of the Cost Guide can be found on the Department website at <http://www.maine.gov/dep/spills/petroleum/documents/fundcoveragecostguide2016.pdf>

1. **TASKS**

For the purposes of this RFP the Scope of Work for each awarded mini bid may include, but may not be limited to:

 **Task 1. Treatment System Installation**

The Department will provide the Water Treatment System Vendors with information on the contaminants of concern and the most recent water sample results (if available).This will include information on the site’s installation requirements (plumbing and space requirements) as well as any basic field tests including but not limited to pH, Iron, Manganese, Hardness and Total Dissolved Solids to determine the need for any water pre-treatment.

The vendors will provide the Department with a treatment system proposal and associated cost proposal based on the general principles and specification guidance provided in this RFP. The cost proposal should include all labor and options for both a system purchase and a system rental. The Cost estimate should also include the estimated annual maintenance requirements for the system being proposed including the estimated cost of these requirements. Upon written approval by Department Staff, install the water treatment system as designed.

**Task 2. Treatment System Maintenance**

As directed by the Department, promptly schedule qualified staff to inspect and evaluate the performance of a water treatment system. Provide Department Staff with a description and cost proposal of the water treatment system’s maintenance needs. Upon approval of Department Staff, provide the authorized maintenance services. Properly dispose of spent media as necessary.

**Task 3. Treatment System Removal**

As directed by the Department promptly schedule and remove treatment systems. Properly dispose of any filter media as necessary. Return the site’s plumbing system to pre-existing condition.

**Task 4. Reporting**

Within seven (7) calendar days after each system installation the vendor will submit the following information to the Department via email:

1) Residential address of install;

2) Installation date;

3) Type of system(s) installed including a description of each system, its operation, and a list of major components

4) Creating and delivering to the homeowner an Operations and Maintenance Manual, Homeowner Maintenance Log, and providing in-person instruction to the homeowner at completion;

5) At a minimum, 3 photos showing a complete installation of each system(s) must be submitted. Photos should show (1) A photo of the completed system as well as the surrounding area where the system is installed in the home (2) a close up photo of the complete system with all components clearly shown, (3) a close up photo of the sample ports.

1. **GENERAL PRINCIPLES**
2. **Selection and Sizing Factors**

Selection and sizing of treatment equipment depends upon many factors including:

* + - * 1. Concentration and chemical/physical characteristics of contaminant(s) of concern;
				2. Variability in contaminant concentrations;
				3. Level of treatment needed;
				4. Average daily volume and peak flow rate to be treated;
				5. Sustainable yield of the water supply;
				6. Volume of finished water storage needed;
				7. Presence of substances which would interfere with treating contaminants of concern (pH, Iron, Manganese, Hardness and Total Dissolved Solids, etc.);
				8. Ability to dispose of treatment solid and liquid residuals;
				9. Availability of equipment repair/maintenance services;
1. Overall "fit" of treatment equipment to location and individuals who will operate it.
2. Impact of new treatment on existing treatment equipment.
	1. **General Principles**

The variety of situations possible from these factors makes it necessary for the Department to approve the design of installations on case-by-case basis. However, design of all DEP-installed water treatment equipment is guided by the following general principles:

* + - * 1. Equipment must be selected and sized to treat to required standards over the broadest foreseeable range of contaminant concentrations. When this range has not been well defined, conservative factors of safety must be applied;
				2. Passive, low maintenance technologies, such as sorption and ion exchange are preferred over treatment with high energy use or high maintenance and monitoring requirements when effectiveness is considered comparable;
				3. Equipment selection must consider average water use, peak demands, low-use/no-use periods, and seasonal fluctuations in flow;
				4. Equipment selection must consider the expertise of persons who will be responsible for its day-to-day maintenance. Installation location and conditions must also be considered;
				5. Reagents whose handling may pose health or safety risks will not be used, unless equipment will be operated by a water treatment professional with proper licensing and training;
				6. Treatment technologies are preferred which minimize generation of treatment by-products (solid wastes, off-gases, regeneration liquids);
				7. A flow meter with a totalizer will be installed in the equipment train treating any public water supply.
				8. Equipment for treatment of public water supplies will be plumbed to prevent the bypass of untreated water to any fixtures from which potable water can be drawn.
				9. All equipment, pipe and fittings will be disinfected with hypochlorite solution upon installation and subsequently whenever the treatment train is opened for maintenance or repair.
				10. Installation of all treatment systems being installed on a public water supply as defined by the Maine Drinking Water Program must be installed in compliance with all current Drinking Water Program rules and requirements. These can be found at the Drinking Water Program website Rules and Policies page <http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/rulesPolicies.shtml>
				11. All installation must be completed by individuals certified and licensed to conduct the installation and in accordance with all state and local building, plumbing and electrical codes. Radon mitigation systems must be installed by a contractor registered with the state of Maine as a "Mitigation Contractor” for water radon mitigation by the Maine Department of Health and Human Services.
1. **SELECTION OF TREATMENT EQUIPMENT**

Preferred technologies for treatment of specific contaminants, and criteria for their sizing are as follows:

**Inorganic Compounds**

Where dissolved metals exceed action levels or are present in concentrations which would impair equipment performance, ion exchange is the preferred treatment method. Exchange vessels will be sized for the appropriate contact time, considering water use. Regeneration frequency will consider all species which would compete for sorption capacity. The impact of regeneration wastes upon septic systems and other water supplies will be considered.

An exception to this general rule is ions such as arsenic which are not removed effectively by ion exchange. In these cases, DEP prefers point-of-use (POU) treatment for only the potable portion of total flow. For removal of arsenic in either the +3 or +5 ionic state, the preferred sorption medium is iron oxide. Treatment equipment shall be sized for at least six months of operation without media replacement, considering all species subject to sorption. Equipment shall include a device which shuts off flow when the contactor has treated the volume of water for which it was sized.

For ions not amenable to removal by ion exchange or sorption, POU treatment by reverse osmosis (RO) is the last-resort method. The water supply must be evaluated for materials which would impair membrane effectiveness or reduce its service life.

Installation of treatment for inorganic contaminants at levels greater than the EPA Maximum Contaminant Level, shall receive prior DWP approval.

* 1. **Petroleum Products and PFAS**

Petroleum products may include motor vehicle fuels such as gasoline, diesel, and marine or aviation fuels; heating products such as kerosene, #2 heating oil, and heavier oils; and miscellaneous lubricants and cleaners such as paint thinner, mineral spirits, and certain degreasing products. Petroleum concentrations are determined by Massachusetts Method Volatile Organic Hydrocarbons (VPH) and Extractable Organic Hydrocarbons (EPH) analysis. PFAS contaminants of concern include the list of analytes in the EPA's modified method 533.

Adsorption by granulated activated carbon (GAC) is the preferred treatment method for water supplies contaminated by petroleum products. Where VPH or EPH concentrations exceed 5 parts per million (ppm), or where oxygenated compounds exceed 100 parts per billion (ppb), pretreatment by air stripping is recommended to increase treatment reliability and to extend GAC service life. The need to pretreat for dissolved inorganic compounds must be evaluated, especially when air stripping will be used, since even low concentrations of dissolved iron or manganese can precipitate and cause fouling. Radon concentrations should also be considered in the evaluation of a GAC installation and may impact service life and disposal options.

The minimum design for GAC installations which treat 500 gallons per day or less will consist of two contactors plumbed in series, each containing 2 cubic feet of GAC. Installations treating higher daily volumes will be sized in accordance with the removal levels and contact times required. Equipment shall be sized so that rebedding is needed no more than twice a year. All installations will be equipped with sampling taps for the raw water, the treated water, and between the contactors. All equipment and fittings shall be NSF-approved for potable water service. All sampling taps will be tagged indicating their location in the treatment train.

* 1. **Petroleum Products only**

Air strippers, when required, shall be diffused air or tray type. They shall be sized for no less than 90% removal of target contaminants. Off gases shall be vented outside occupied buildings. Treatment of air stripper off gases shall be provided if emissions exceed the minor source standard of 10 lbs per hour or 100 lbs per day (06-096 CMR Ch.115), or when untreated emissions could create an odor nuisance. Adsorption on vapor-phase GAC is the preferred means to treat off-gases, when required.

All air stripper treatment compartments shall be gasketed or otherwise sealed from the atmosphere. Blower intakes shall be equipped with filters with replaceable elements, to prevent contamination of treated water by airborne particulates. Outlet water piping shall be equipped with a sediment filter, to remove any inorganic solids precipitated by aeration.

Air stripper blowers shall be controlled to run only when untreated water is flowing in and for a short period after flow has stopped. Air strippers shall be equipped with controls that detect 1) high and low water levels in the stripper reservoir; 2) high pressure in blower piping; and 3) malfunction of any major electrical or mechanical component. Control systems shall shut off power to all electrical/mechanical components and activate an alarm that will be seen or heard promptly by facility personnel.

When an air stripper is needed, the treated water will need to be repressurized prior to finish treatment by GAC. If storage in a tank at atmospheric pressure is required prior to GAC treatment, the need for disinfection shall be evaluated. In public water systems, the Maine Drinking Water Program (DWP) prefers flow-paced chlorination to ultraviolet treatment; however, a large contact tank is required to obtain the contact time needed for effective disinfection. The DWP has a detailed, written guidance for small public water systems where continuous disinfection is needed.

Because a large tank is often impractical at the single-family residence scale, ultraviolet treatment is likely to be preferred for small private water supplies.

Below is a schematic drawing of a generic treatment train for petroleum compounds. Not all installations will require the inclusion of flow meters and pressure gauges. Point-of entry and point-of-use treatment system specifications to be used at Department installations are listed later in this discussion.



Note: standard residential installation normally do not have water meters or pressure gauges

* 1. **Non-Petroleum Organic Compounds**

Non-petroleum organic compounds that may pose a risk to drinking water consumers include volatile and semi-volatile compounds, polychlorinated biphenyls (PCBs), pesticides, and herbicides. These substances have a wide range of physical/chemical characteristics including solubility, volatility, and partitioning properties, which affect the method of treatment. They also have a broad range of MCLs, which influences the removal efficiency needed to restore water potability. Because of this, no rule-of thumb can be given for selecting a treatment method. In a few situations, effective treatment could only be provided using an equipment train too complex to perform reliably with only periodic visits from a water treatment vendor. In these cases, DEP would provide an alternative source of potable water.

Equipment for removal of non-petroleum organic compounds will be selected according to the principles noted previously. Design, including redundancy and factors of safety, will be in keeping with sound engineering practice, and will be reviewed and approved by the Department.

1. **POINT-OF-ENTRY AND POINT-OF-USE TREATMENT SYSTEMS SPECIFICATIONS**

Unless, otherwise approved by the Department, the equipment specified below is to be used, where required, in single-family residential point-of-entry (POE) or point-of-use (POU) installations with no unusual peak or average water use. Installations that serve multiple living units or commercial facilities require design and equipment selection on a case-by-case basis by a qualified water treatment professional. All treatment systems being installed on a public water supply as defined by the Maine Drinking Water Program must be installed in compliance with all current Drinking Water Program rules and requirements.

* + - 1. **Water Meters**

a. Water meters shall meet or exceed the latest AWWA C700 standard. Meters shall be magnetic drive, low flow torque registration.

b. Meter shall have a normal operating range at 100% accuracy of 0.5 to 10 gallons per minute and shall read in US gallons.

c. Maximum operating pressure shall be 150 psi and a maximum operating temperature of 80°F.

d. Meter shall be direct reading with bronze box and cover.

e. Inlet and outlet connections shall be 3/4 inch diameter.

f. Meter shall be Neptune Model T IO or approved equal.

* + - 1. **Ultraviolet Disinfection**

a. Ultraviolet disinfection unit shall use ultraviolet light to disinfect drinking water.

b. The unit shall have a flow rate of 16 GPM at a dose of 16mJ/cm 2.

c. Maximum operating pressure shall be 125 psi.

d. UV chamber shall be 304 stainless steel and shall have a ¾ inch inlet and outlet connections.

e. Power supply shall be 120 volt, single phase.

f. Unit shall have a quartz sleeve covering the UV bulb.

g. Unit shall be capable of operating with a maximum hardness of 120 ppm and a maximum iron concentration of 0 ppm.

h Control panel shall have lamp operation indicator, power supply operation indicator, lamp, timer display, lamp timer reset button, alarm and mute button.

Ultraviolet disinfection unit shall be Trojan UVMAX Model D4 Plus or approved equal.

* 1. **Activated Carbon**

a. Activated carbon shall be coal based with a 12 X 40 mesh size and a minimum iodine number of 1000 mg/g.

b. The bulk density shall be 28 lbs./cu.ft.

c. Ash content shall be a maximum of 4 percent and the minimum hardness shall be 95.

d. Carbon shall be packaged in bags containing one cubic foot of carbon.

e. Carbon shall be virgin and shall be manufactured by Calgon Carbon Corporation or approved equal.

* 1. **Ion Exchange Resin**
		+ - 1. Ion exchange resin shall be Purolite PFA 694E or approved equivalent.
	2. **Activated Carbon and Resin Contractors**

a. Contactor tank shall be spiral wound fiberglass and have a pressure rating of 125 psi. Tank shall be as manufactured by Structural Fibers or approved equal.

b. Contactor tanks shall be 12" diameter and 48" high with a capacity of 2 cu ft. and a service flow rate of 6 gpm; piping connections shall be ¾”; carbon bed depth shall be 32.”

c. Activated carbon and resin used in the contactors shall be as previously specified.

d. Contactors shall be non-backwashing down flow units.

e. Two contactors shall be installed to operate in series.

f. Normal operating pressure for carbon contactors shall be 40 to 60 psi.

g. Surface loading rate shall be 4-10 gallons per minute per square foot.

* 1. **Water Softeners**

a. Water softeners shall be fitted with control valves to control influent and effluent flow and regeneration flow.

b. Water softeners are intended primarily for the removal of dissolved iron. For raw water with an iron concentration of up to 3 ppm, the unit shall contain a minimum of one cubic foot of exchange resin and have a capacity of 30,000 grains.

c. For water with an iron concentration of from 3 ppm to 10 ppm, the unit shall contain a minimum of two cubic feet of exchange resin and have a capacity of 60,000 grains.

d. The resin tanks shall have a 10 gpm service flow rate and a 3 gpm backwash flow rate.

e. Piping between the brine tank and the softener tank shall be 3/8 inch.

f. Waste piping for the regenerate shall be 5/8 inch diameter.

g. Brine tank shall be 18 inch diameter and 30 inches high and shall be made of high density polyethylene. The brine- tank shall have a safety float to prevent overflows.

h. The control valves shall time the operation of the softener and shall backwash the exchange resin at intervals that can be set by the user. The valve shall be 110 volt, single phase.

1. Inlet and outlet connections for the control valve shall be 3/4 inch.

j. Exchange resin shall be sulfonated polystyrene cation resin. Beads shall be uniform spherical. Resin shall be suitable for use for potable water. Resin shall be ResinTech CGS-BL or approved equal.

k. Control valves shall be Fleck 5600 or Fleck 6700 or approved equal.

l. Resin tank shall be spiral wound fiberglass and have a pressure rating of 125 psi. Tank shall be manufactured by Structural Fibers or approved equal.

* 1. **Arsenic Removal Filters**

a. Single family residential systems shall be point-of-use, installed as "third tap" on kitchen sink with treatment tank installed under counter.

* + - 1. Contactor tank shall be GreenPro Water Systems 6" x 18" spiral-wound fiberglass with a pressure rating of 125 psi, or approved equal;
			2. Treatment media shall be LayneRT hybrid iron oxide treatment beads; approximate water treatment volume shall be 15,000 gallons;
			3. Contact time shall be approximately 2 minutes at a 2 gpm flow rate.

b. Whole house systems may be required by the Department on a site specific basis depending on the contaminant levels found in the water supply.

1. **Maintenance & Inspections**

Maintenance requirements will vary with the treatment method in use. Passive equipment (e.g., GAC or iron oxide sorption) or equipment with few mechanical components (e.g., ion exchange) usually requires little maintenance other than periodic re-bedding. Most property owners, after minimal instruction, are willing to change sediment filter elements on their own. They shall be told that unless the DEP has transferred ownership and oversight of the system to the property owner, they should immediately report any problems or malfunctions to the DEP and the DEP will contact the equipment vendor to address the problem.

**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 must use **Appendix E** – 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.
		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# 202401016 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)

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.

* 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. **Licensure/Certification**

List and attach documentation of any applicable Maine licensure, certifications or registrations (i.e., Plumbing License or any specific credentials held). If you wish to be considered for radon mitigation sites, you must submit a copy of your current State of Maine Radon Mitigation Contractor Certification.

* 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.

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

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the period starting January 1, 2024, and ending on December 31, 2029.
		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 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:

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)**

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

**Section II. Organization Qualifications and Experience (30 points)**

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

**Section III. Proposed Services (35 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.

 a. Hypothetical Cost Scenarios (25 points)

 b. Rate Sheet (10 points)

* 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 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 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

The Company Rate Sheet will be scored using the consensus method and the scoring team will evaluate the overall cost competitiveness of the services provided with a maximum of 10 points available.

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 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](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** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Environmental Protection**

**PROPOSAL COVER PAGE**

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

|  |  |
| --- | --- |
| **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 Environmental Protection**

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

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

|  |  |
| --- | --- |
| **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 Environmental Protection**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

|  |  |
| --- | --- |
| **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.** |

|  |
| --- |
| **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 Environmental Protection**

**COST PROPOSAL FORM**

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

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

Bidders must complete the Hypothetical Cost Scenarios below and attach a Company Rate Sheet. The costs of the hypothetical scenarios shall reflect the rates listed in the Company Rate Sheet. The Company Rate Sheet will be fixed for the term of the awarded contract. However, pre-qualified bidders could bid less than this rate sheet during the mini-bid process.

The vendor shall supply a price for each of the following scenarios. For each of the scenarios below. The hypothetical location will be 30 miles from your office.

1. Supply and install 1 big blue pre-treatment filter, 2-2.5 CF filter tanks with carbon media, sample ports for testing before, between and after treatment: **Cost: $\_\_\_\_\_\_\_\_\_**
2. Supply and install 1 big blue pre-treatment filter, 2-2.5 CF filter tanks with resin media, sample ports for testing before, between and after treatment **Cost: $\_\_\_\_\_\_\_\_\_**
3. Supply and install 1 big blue pre-treatment filter, 2-2.0 CF filter tanks with carbon media, sample ports for testing before, between and after treatment **Cost: $\_\_\_\_\_\_\_\_\_**
4. Supply and install 1 big blue pre-treatment filter, 2-2.0 CF filter tanks with resin media, sample ports for testing before, between and after treatment **Cost: $\_\_\_\_\_\_\_\_\_**
5. Supply and install a water softener **Cost: $\_\_\_\_\_\_\_\_\_**
6. Supply carbon media and replace at installation location **Cost: $\_\_\_\_\_\_\_\_\_**
7. Supply resin media and replace at installation location **Cost: $\_\_\_\_\_\_\_\_\_**

 **APPENDIX E**

**State of Maine**

**Department of Environmental Protection**

**SUBMITTED QUESTIONS FORM**

**RFP# 202401016**

**Pre-Qualified List for Water Treatment Equipment**

**Installation and Maintenance Services**

|  |  |
| --- | --- |
| **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.*