**STATE OF MAINE**

**Department of Agriculture, Conservation and Forestry**

*Bureau of Agriculture, Food and Rural Resources*



**Request for Applications# 202002026**

**Agricultural Development Grant**

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| **RFA Contact** | *All communication regarding this Request for Applications must be made via email to:*  **Contact Information:** [agdevelopmentgrant@maine.gov](mailto:agdevelopmentgrant@maine.gov) |
| **Submitted Questions** | *All questions regarding this Request for Applications must be submitted to the email address identified above. Questions submitted within seven (7) days of an Application Submission deadline may not be responded to prior to that deadline.* |
| **Application Submission** | The annual application submission deadline will be 11:59 p.m. on the first day of business in the month of February while this Request for Applications is active. Applications are required to be submitted prior to the submission date and time to be considered for that annual application enrollment period.  A new application will be available annually while the Request for Application is active at: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants)  **Electronic (email) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**REQUEST FOR APPLICATIONS DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Applications:

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| **Term/Acronym** | **Definition** |
| **ADG** | Agricultural Development Grant |
| **Agricultural Product** | For the purposes of this project, an agricultural product is “a Maine-grown fresh, or Maine-processed agricultural food, fiber, or horticultural product derived from plants, animals, plant or animal byproducts, freshwater farmed fish, or aquaculture, with the intent that the product be sold or otherwise marketed to generate income.” |
| **Applicant** | The person or organization applying for a grant. (Maine-based public agencies, private for-profit companies, and non-profit companies and institutions are eligible.) |
| **Department** | Maine Department of Agriculture, Conservation and Forestry |
| **Fiscal Year** | The State of Maine Fiscal Year runs from July 1 – June 30. |
| **Indirect Costs** | “Costs of doing business,” such as utilities, rent, and furnishings, are indirect costs, and may not be included in the budget as match or for grant funds. |
| **Innovative** | Innovation is the application or implementation of new and/or improved practices, models, technology, and ideas to create measurable change. Examples include but are not limited to application of new institutional practices/models to improve performance and be more competitive, and the application of new ideas or technical practices to develop, produce, and market new or improved goods and services. |
| **Match** | Applicants are required to provide matching funds towards the proposed project. All projects require a match of at least 25% of the total project cost. (Note: the match must be 25% of the total project cost, not the total amount of grant funds requested.) Projects that contain any marketing component must include a 50% match of the total project cost. Match most often is cash investment in project costs, but may, at the discretion of the review committee, include in-kind costs such as personnel or direct travel expenses. Match may not include existing resources (such as equipment) already in use by the applicant. In general, indirect costs may not be applied to the match requirement. |
| **Priority Areas** | Each year the Commissioner of the Agriculture, Conservation and Forestry determines specific priorities for this year’s grant funding. Applications that directly target one of these priorities receive points for doing so. |
| **Reimbursement Basis** | Grant monies will be paid to successful Applicants upon submittal of invoices for approved project expenses. |
| **State** | State of Maine |

# **PART I INTRODUCTION**

## A. Purpose and Background

The Maine Department of Agriculture, Conservation and Forestry (“Department”) is seeking grant applications which, if approved, will receive funding from the Agricultural Development Grant Program as defined in this Request for Applications document. This document provides instructions for submitting applications, the procedure and criteria by which the awardees will be selected, and the contractual terms which will govern the relationship between the State of Maine (“State”) and the selected awardees.

The 119th Legislature authorized an Agricultural Development Grant Program (7 M.R.S., Chapter 10, governed by [Chapter 33](https://www.maine.gov/sos/cec/rules/01/001/001c033.doc)). The Legislature identified the agricultural industry need for accelerating new market development, adoption of improved technology and promotion of agricultural products produced in Maine.

The Commissioner may allocate the grant funds among projects involving market research, market promotion, or a combination of those activities for the purpose of expanding existing markets and developing new markets for agricultural products produced in Maine; or for testing and demonstrating new technologies related to the production, storage or processing of State agricultural products. All submitted applications need to be for projects which demonstrate readiness and that can be commenced immediately upon acceptance.

The Commissioner of the Department of Agriculture, Conservation and Forestry has established the priority areas for this Request for Applications. Applications that incorporate one or more of the priorities below will be considered more favorably in the evaluation process. See application document for current annual priority areas.

## B. General Provisions

1. From the time this Request for Applications is issued until award notification is made, all contact with the State regarding this Request for Applications must be made through the aforementioned Grant Coordinator. No other person/ State employee is empowered to make binding statements regarding this Request for Applications. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this Request for Applications does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to this Request for Applications. This includes attendance at personal interviews or other meetings, where applicable.
3. All Applicants should adhere to the instructions and format requirements outlined in this Request for Applications and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department.
4. Applicants shall take careful note that in evaluating an application submitted in response to this Request for Applications, the Department will consider materials provided in the application, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an Applicant’s experience and capabilities.
5. The application shall be signed by a person authorized to legally bind the Applicant and shall contain a statement that the application and the proposed budget therein will remain valid and binding for a period of 180 days from the date and time of the submittal of the application.
6. The Request for Applications and the selected Applicant’s application, including all appendices or attachments, shall 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 Request for Applications will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.), unless, and to the extent provided by statute, the applicant requested information be designated as confidential pursuant to: [Chapter 33](https://www.maine.gov/sos/cec/rules/01/001/001c033.doc)
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to this Request for Applications.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

Individuals, firms and organizations are eligible to apply. For example, Maine-based public agencies, private for-profit companies (e.g. farms, food producers), and non-profit companies and institutions are invited to submit applications in response to this Request for Applications.

Further, grantees of ongoing projects may reapply in a new application for additional funding but must justify the extended commitment sought. Funding will be contingent upon satisfactory progress and accountability of all funds awarded at the time of re-application, continued congruence with program needs, and availability of grant funds.

## D. Contract Term

The Department anticipates that most projects will be completed in 1-2 years. (Please note that these are estimated dates and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this Request for Applications and the contracting process). The actual contract start date will be established by a completed and approved contract.

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## E. Number of Awards

The Department anticipates making multiple awards as a result of this Request for Applications process, including partial awards. Each application must be for a single project. An entity may submit applications for more than one project, provided the projects are clearly distinct.

# **PART II KEY PROCESS EVENTS**

## How to Submit Questions about the Request for Applications

**1. General Instructions**

a. In order to be fair to all Applicants, all questions about this Request for Application, and responses to those questions, will be posted online.

b. It is the responsibility of all Applicants, and other interested parties, to examine the entire Request for Applications and to seek clarification, in writing, if they do not understand any information or instructions. No questions may be submitted after the deadline for submittal has passed.

b. Applicants and other interested parties should use the Submitted Questions Form – for submission of questions (attached to the end of this Request for Applications).

c. The Submitted Questions Form must be submitted by e-mail to the address identified on the cover page of this Request for Applications.

d. Submitted Questions must include the Request for Applications 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: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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.

## How to Find any Changes to the Request for Applications

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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.

## How to Submit your Application

1. **Application Deadline:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this Request for Applications. Applications received **after** the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Delivery Instructions:** Application submissions are to be submitted to the State of Maine Division of Procurement Services, via email, to the email address provided on the RFA Cover Page ([Proposals@maine.gov](mailto:Proposals@maine.gov)).
3. Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
4. Applicants are to insert the following into the subject line of their email submission:

“**RFA# 202002026 Application Submission – [Applicant’s Name]**”

1. Applications are to be submitted in PDF or WORD format.

# **PART IV APPLICATION SUBMISSION REQUIREMENTS**

This section contains instructions for Applicants to use in preparing their applications. Handwritten applications will not be accepted.

* 1. The application for this Request for Applications is available as a separate document on the following webpage: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants)
  2. The “Application Cover Page” must be the first page of the application package. It is important that the cover page show the specific information requested, including Applicant address(es) and other details listed. The Application Cover Page shall be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.
  3. The Applicant must complete and submit the “Debarment, Performance and Non-Collusion Certification Form”. Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.
  4. The Applicant is asked to be brief and concise in providing written information required in the application.
  5. Departmental Rule Chapter 33 allows, to the extent provided by statute, applicants to request certain information be deemed confidential at the Commissioner’s discretion (whether provided prior to application submittal, included in the application, or provided to fulfill reporting requirements).
  6. It is the responsibility of the Applicant to provide all information requested in the Request for Applications package at the time of submission. Failure to provide information requested in this Request for Applications may, at the discretion of the Department’s Grant Review Team, result in a lower rating for the incomplete sections or disqualification.

**PART V APPLICATION EVALUATION AND SELECTION**

Evaluation of the submitted applications shall be accomplished as follows:

## Evaluation Process - General Information

1. The Commissioner shall appoint a five-member Agricultural Development Advisory Committee as the Grant Review Team, which will judge the merits of the applications received in accordance with the criteria defined in the Request for Applications, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State. The Committee will make recommendation to the Commissioner on the acceptance or rejection of grant applications.
2. Officials responsible for making decisions on the selection of project applications shall 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 applications and to ensure that the grant is awarded to the Applicants whose applications best satisfies the criteria of the Request for Applications at a reasonable/competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants if needed to obtain clarification of information contained in the Applications received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to applications will not be permitted during any interview/presentation process. Therefore, Applicants should submit applications that present their proposed budget and other requested information as clearly and completely as possible.

## 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 application meets the following criteria.

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| **Scoring Criteria** | **Maximum Points Available** |
| The application is determined to be a Commissioner priority area. | 10 points |
| Identification of Need/Opportunity and Justification | 20 points |
| Project Goals and Objectives, Deliverables | 20 points |
| Innovation | 10 points |
| Degree of Risk | 5 points |
| Project Methodology and Schedule | 5 points |
| Project Management | 5 points |
| Budget | 25 points |
| **Total Points** | * + 1. **points** |

1. **Scoring Process:** The Agricultural Development Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Regarding the proposed funds requested and the proposed work, the Agricultural Development Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

1. **Negotiations:** The Department reserves the right to negotiate with the successful Applicant to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the application or the Department’s Request for Applications.

## Selection and Award

**1.** The Grant Review Team will provide recommendations of award(s) to the Commissioner for final approval.

**2.** Notification of award selection or non-selection will be made in writing by the Department.

**3.** Issuance of this Request for Applications 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 this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Applicant.

**4.** The Department reserves the right to reject any and all applications, make multiple awards, or partial awards.

## Appeal of Contract Awards

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [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 contract award.

**State of Maine**

**Department of Agriculture, Conservation and Forestry**

**SUBMITTED QUESTIONS FORM**

**REQUEST FOR APPLICATIONS# 202002026**

**Agricultural Development Grant**

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| **Organization Name:** |  |

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

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