RFA 202005093

Maine Department of Education

Adult Education Continuity of Services Grant

**FY 2021 Application**

Applications Details and Instructions

For Fiscal Year 2021, the Department of Education, Office of Adult Education will be making funds available to each of the nine Maine Adult Education and Career Development Hubs (Hubs) for the purpose of building a regional response system that can continue to deliver instruction, provide student services, and support instructors and staff when there is a disruption to onsite education.

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| **Adult Education and Career Development Hub** | **Workforce Board Area** | **Counties Served** |
| 1 | Northeastern | Hancock, Washington |
| 2 | Northeastern | Aroostook |
| 3 | Northeastern | Penobscot, Piscataquis |
| 4 | Central/Western | Franklin, Somerset |
| 5 | Central/Western | Kennebec |
| 6 | Central/Western | Androscoggin, Oxford |
| 7 | Coastal Counties | Knox, Lincoln, Sagadahoc, Waldo |
| 8 | Coastal Counties | Cumberland |
| 9 | Coastal Counties | York |

The Department will be making grant awards of **$33,333.00 per Hub**. Total funding for these awards is $300,000 and is only available for FY2021. Grant funds may not be used to replace or supplant local, state, federal, or other funds that have been available to provide related services. They may only be used to supplement existing resources. Grant funds are provided on a reimbursement basis only (i.e. successful applicants will submit invoices for approved project expenses and receive reimbursement from the State).

The Department seeks detailed yet succinct responses that demonstrate the Applicant’s willingness and qualifications to perform the requirements specified in this document. The application narrative should not exceed 5 pages and acceptable font size for the narrative is 11 or 12 points. Failure to respond to all instructions throughout this document may result in the Application being disqualified as non-responsive or receiving a reduction in scoring.

1. **Grant Deliverables**

Grantees will develop a **Continuity of Services Plan** with a goal of serving 60% of their adult learnersif their onsite services are disrupted due to external or internal circumstances. The plan will be based on Hub needs and will be created with a team representative of the Hub. The continuity of services plan format will be developed in consultation with the Department and will include at least the following elements: communication, staff and student training, curriculum development for remote instruction, infrastructure improvements, processes and procedures for before, during, and after a disruption, and implementation and evaluation.

As part of the plan development, grant recipients will:

1. Identify a team of 5-6 people from the Hub with the following groups represented: administrators, advisors, instructors, and support staff. The team shall be representative of the Hub.
2. Conduct a remote-services needs assessment (sample template to be provided), including infrastructure needs, capacity for remote-services, and stakeholder needs.
3. Participate in a 2-day planning workshop (to be scheduled during the summer of 2020) to begin developing the plan. The Department hopes to hold an in-person workshop, but due to the current COVID-19 situation this may need to be conducted remotely. The Department will provide lodging, meals, and materials. Grantees will be responsible for travel to and from the workshop and for incidentals.
4. Participate in monthly online progress meetings with the Department.
5. Submit the following reports to the Department:
   1. A completed plan by January 31, 2021
   2. Quarterly narrative updates on progress due in November, February, and May.
   3. A one-page summary of lessons learned and final budget by August 1, 2021.

Funds may be used for the following purposes:

1. Expenses for team members to participate in plan development activities (i.e. salaries and benefits, travel). The Department estimates that team members will spend at least 80 hours completing plan-related activities.
2. Purchasing materials and supplies for programs to implement the plan (i.e. hardware, software, connectivity, relevant infrastructure needs or upgrades, etc.).
3. Professional development necessary for staff to implement services effectively (i.e. digital literacy, remote instructional strategies, etc.).
4. Expenses related to the development of processes and procedures for instruction, intake, advising, assessment, etc.
5. **Consortium Applicants:**
6. Applications must identify one organization that will act as the lead organization for the consortium. The lead organization shall submit a single application on behalf of the consortium that outlines the roles and responsibilities of each member organization.
7. The lead organization serves as the application organization of record, the legally recognized fiscal agent for the project, and the single point of contact for the Department. The lead organization is responsible for overseeing the implementation of all aspects of the project, e.g., project monitoring, data reporting, and fiscal management.
8. All consortium members are subject to the terms and conditions of the award and applicable state requirements and policies.
9. **Eligibility to Submit Bids**

Maine has established nine regional **Adult Education and Career Development Hubs (Hub)** made up of local Maine adult education programs. Beginning in FY18, the Department established nine adult education and career development areas that were aligned with the boundaries of the three local workforce boards. To encourage innovation and maximize efficiencies and resources, local adult education providers within these geographic areas were formed into hubs. The Hubs are invited to submit bids in response to this Request for Applications. For more information about applying as a consortium, please see **B.**

1. **Number of Awards**

The Department anticipates making multiple awards as a result of this RFP. One award of $33,333.00 will be made per Hub. The total estimated grant funds available are $300,000.00.

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.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by June 10, 2020 at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202005093 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

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.

## **Amendments 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.

## **Submitting your Application**

Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov). Applications must be received by June 23, 2020 at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.

Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

Applicants are to insert the following into the subject line of their email submission: “RFA# 202005093 Application Submission – [Applicant’s Name]”

Applications are to be submitted as a single PDF or WORD file and must include pages 6-9 of this RFA document.

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# APPLICATION EVALUATION AND SELECTION

Evaluation of the submitted applications shall be accomplished as follows:

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## **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** |
| Qualifications of the Applicant | 35 points |
| Project Process and Communication | 35 points |
| Project Team Selection | 15 points |
| Budget | 15 points |
| **Total Points** | * + 1. **points** |

1. **Scoring Process:** The 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 Grant Review Team will consider the degree to which the applicant is qualified and willing to carry out the project deliverables described in Section A.

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**Application Cover Page**

**Handwritten Applications Will Not Be Accepted**

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| --- | --- |
| Applicant’s Organization Name: | Click or tap here to enter text. |
| Chief Executive Name/Title: | Click or tap here to enter text. |
| Headquarters Street Address | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Headquarters City/State/Zip: | Click or tap here to enter text. |
| *Provide information requested below if different from above.* | |
| Lead Point of Contact for Application—Name/Title: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Headquarters Street Address: | Click or tap here to enter text. |
| Headquarters City/State/Zip: | Click or tap here to enter text. |
| Dollar Amount of Proposal: | **$33,333.00** |

* No personnel currently employed by the Department of any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be 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 application, both programmatic and financial, is complete and accurate at the time of submission.*

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| **Name (Print):**Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap to enter a date. |

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**Debarment, Performance, and Non-Collusion Certification**

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| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*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 application:*

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 application 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; and*
   4. *Have not within a three (3) year period preceding this application had one or more federal, state, or local government transactions terminated for cause or default.*
3. *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 application 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.*

Failure to provide this certification may result in the disqualification of the Applicant’s application at the discretion of the Department.

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| **Name (Print):**Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap to enter a date. |

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**Application Information**

|  |  |
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| **Applicant’s Organization Name:** | Click or tap here to enter text. |

Please indicate the Adult Education and Career Development Hub(s) for which the Applicant would like to be considered.

1: Hancock/Washington counties

2: Aroostook County

3: Penobscot/Piscataquis counties

4: Franklin/Somerset counties

5: Kennebec County

6: Androscoggin/Oxford counties

7: Knox/Lincoln/Sagadahoc/Waldo counties

8: Cumberland County

9: York County

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| **Applicant Qualifications**  *Describe how the applicant and its Hub partners are uniquely qualified to develop a continuity of services plan for adult education services. (250 words or less)* |
| Click or tap here to enter text. |
| **Project Process & Communication**  *Describe how the applicant and its Hub partners will ensure that all partners are actively involved in the continuity of services plan development and that it meets Hub and program needs. Include how information and progress will be shared among Hub partners and with the Department. (500 words or less)* |
| Click or tap here to enter text. |
| **Project Team**  *In 100 words or less, please summarize how the project team was selected.*  *For each team member (5-6), list the name, title, program, and a concise summary of their expertise as it relates to the project. Identify a project lead.* |
| Click or tap here to enter text. |

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| **Project Budget** | | | |
| *The Department is limiting individual award amounts to $33,333.00. In the space below, please provide a project budget, including at least 15% in-kind and matching funds. You may amend the budget categories to meet your specific needs. In the final column, briefly explain how funds in each category will be used.* | | | |
|  |  |  |  |
| **Budget Category** | **Grant Funds Requested** | **Matching Funds Provided** | **Explanation of expense** |
| Personnel (salary & benefits) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Instructional Materials & supplies | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Non-instructional materials & supplies | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Technology Access | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Professional Development | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Travel | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL REQUEST** | Click or tap here to enter text. | Click or tap here to enter text. |  |