**STATE OF MAINE**

**Department of (Insert Department name)**

*(Insert Division/Office name)*



**REQUEST FOR INFORMATION**

**RFI#** **(Inserted by Procurement Services when assigned/approved)**

 **(Insert RFI title)**

|  |  |
| --- | --- |
| **RFI Coordinator** | *All communication regarding this RFI must be made through the RFI Coordinator identified below*.**Name:** (Inset Name) **Title:** (Insert Title)**Contact Information:** (Insert E-mail Address) |
| **Informational Meeting** | **Date:** (Insert Date) **Time:** (Insert Time), local time**Location:** (Insert Location) |
| **Submitted Questions Due** | *All questions must be submitted to the RFI Coordinator identified above by:***Date:** (Insert Date), no later than 5:00 p.m., local time |
| **Response Submission** | **Submission Deadline:** (Insert Date), no later than 5:00 p.m., local time**Submit to:** (Insert E-mail Address) |

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# **PUBLIC NOTICE**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**State of Maine**

**Department of (Insert Department’s name)**

**RFI# (Inserted by Procurement Services when assigned/approved)**

**(Insert RFI title)**

The State of Maine, Department of (Insert Department’s name and Division/Office name, as applicable), is seeking information regarding (Insert a brief description of the goods/services you are seeking information about).

A copy of the RFI, as well as the Question & Answer Summary and all other related documents to this RFI, can be obtained at the following website: http://www.maine.gov/dafs/bbm/procurementservices/vendors/rfis

An Informational Meeting will be held on (Insert date) at (Insert time) at the following location: (Insert address)

Responses must be submitted to: (Insert RFI Coordinator’s e-mail address) and be submitted by 5:00 pm, local time, on (Insert date).

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFI DEFINITIONS/ACRONYMS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **RFI** | Request for Information |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **Department** | Department of (Insert Department name) |
| **FOAA** | Maine Freedom of Access Act |
| **Respondent** | Any individual or organization submitting a response to this RFI. |

**State of Maine - Department of (Insert Department name)**

**RFI# (Inserted by Procurement Services when assigned/approved)**

**(Insert RFI title)**

# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The (Insert Department name here) (“Department”) is seeking information regarding (Insert brief name of goods or services) from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

(Insert a brief summary which describes your Department’s need for information on the goods or service(s). Think in terms of what introductory information would be beneficial for interested parties to provide their best, most well-informed response to your Department. Also, remember that this is just an introduction – the “Information Sought” section is provided in Part II of the RFI.)

## B. Current Conditions

(Insert a brief summary which describes your Department’s current use of the goods or service(s). If not currently utilizing provide additional details why the Department is seeking the good or services(s).)

**C. Challenge Statement**

The RFI is intended to explore an overarching question: (Insert a brief summary question which describes your Department’s current challenge)

##  D. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
6. All submissions in response to this RFI 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.): [State of Maine Freedom of Access Act](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html)
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

# **PART II INFORMATION SOUGHT**

The Department seeks information regarding (Insert brief name of goods or services) and welcomes responses to this RFI, including creative suggestions and feedback to enhance and expedite all future processes while providing efficient, reliable and high-quality outcomes. Respondents are not required to submit responses pertaining to every question, but the Department encourages interested parties to respond to any or all relevant aspects of the RFI.

The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and/or familiarity with the subject matter. **As this is not a competitive RFP process,** **Respondents must not provide any specific cost or customized pricing documentation in their response.**

1. **General Information**

 Provide a brief overview of yourself and your organization, if applicable.

* 1. Please identify yourself and any organization you represent in this RFI.
		1. Name of respondent
		2. Organization and affiliation
		3. Address (organizational, if responding on behalf of an entity)
		4. Contact information (phone number(s) and email address)
	2. Please identify your experiences in providing (Insert brief name of goods or services).
1. **Feedback Requested**

(This is the section where the requesting Department can ask a wide variety of questions to interested parties in order to better understand a potential future requirement that might become the subject of a future RFP. It is suggested that requesting Departments provide sufficient background to their situation, such as describing the products or services on which information is being requested. Describe the needs that the products or services shall fulfill. Describe the context in which the product or service will be used. Insert a summary of the specific objectives/goals which the Department wishes to achieve via these goods and/or services. Describe the requirements, such as technical conditions, that the product or service should fulfill. As much as possible, leave this section flexible enough for Respondents to provide information. This will allow Respondents the opportunity to provide the Department with more substantive material.

Note: If your requirements are primarily for information technology related goods and/or services, you may be required to obtain approval from the Office of Information Technology (OIT) prior to releasing this RFI.)

# **PART III KEY RFI EVENTS AND PROCESSES**

1. **Informational Meeting**

The Department will sponsor an Informational Meeting concerning this RFI beginning at the date, time and location shown on the RFI cover page. The purpose of the Informational Meeting is to provide interested parties with additional information related to this RFI, field questions, and clarify any questions as to this RFI request.

## Questions

**1. General Instructions**

1. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
2. Interested parties should use **Appendix B** – Submitted Questions Form – for submission of questions.
3. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
4. Submitted Questions must include the RFI 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: http://www.maine.gov/dafs/bbm/procurementservices/vendors/rfis. 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.

## Submitting the Response

1. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

1. **Response Format**

Responses to this RFI may be developed in a manner that suits the respondent. A list of key questions is included within the RFI and all submissions, regardless of format will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI. Number each response to correspond to the relevant question or instruction of the RFI to allow comparison and clarity.

# **PART IV REVIEW OF RESPONSES RECEIVED**

# **General Information**

1. The Department will review responses received for the purpose of gathering information and market research only. The Department will not score or rate responses received.
2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

**APPENDIX A**

**STATE OF MAINE**

**Department of (Insert Department name)**

## RESPONSE COVER PAGE

**RFI# (Inserted by Procurement Services when assigned/approved)**

**(Insert RFI Title)**

|  |  |
| --- | --- |
| **Lead Point of Contact - Name/Title:** |  |
| **Organization Name (if applicable):** |  |
| **Tel:** |  | **Fax:** |  |
| **E-Mail:** |  | **Website:** |  |
| **Street Address:** |  |
| **City/State/Zip:** |  |

**APPENDIX B**

**State of Maine**

**Department of (Insert Department name)**

**SUBMITTED QUESTIONS FORM**

**RFI# (Inserted by Procurement Services when assigned/approved)**

**(Insert RFI Title)**

|  |  |
| --- | --- |
| **Organization/Responder’s Name:** |  |

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

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