**STATE OF MAINE**

**Department of Public Safety**



**RFP#****201906105**

**STOP Violence Against Women Formula Grant**

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| **RFP Coordinator** | *All communication regarding this RFP must be made through the RFP Coordinator identified below*.  **Name:** Dale Gilbert **Title: Senior Planner**  **Contact Information:** [dale.e.gilbert@maine.gov](mailto:dale.e.gilbert@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:*  **Date: Thursday, August 8, 2019**, no later than 4:00 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline: Thursday, August 15, 2019**, no later than 11:59 p.m., local time.  *Proposals must be submitted electronically to the following address:*  **Electronic (email) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Public Safety**

**RFP#201906105**

**STOP Violence Against Women Formula Grant**

The State of Maine is seeking proposals from eligible applicants for grant projects under the STOP (Services • Training • Officers • Prosecutors) Violence Against Women Formula Grant Program (STOP Program) to support Maine communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to respond to violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. Violence against women crimes include sexual assault, domestic violence, dating violence and stalking. Eligible applicants are state and units of local government; Indian tribal governments; courts, tribal courts, the Administrative Office of the Courts; public or private nonprofit organizations; victim services programs; community-based organizations; and, faith-based organizations in Maine.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: <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, to the following email address: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 pm, local time, on August 15, 2019, when they will be opened. Proposals will be opened at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, Maine. Proposals not submitted to the Division of Procurement Services’ aforementioned email address by the aforementioned deadline will not be considered for contract award.

**RFP DEFINITIONS/ACRONYMS**

These terms and acronyms shall have the meaning indicated below as referenced in this RFP:

|  |  |
| --- | --- |
| Term/Acronym | Definition |
| **Department** | Department of Public Safety |
| **OVW** | Office on Violence Against Women |
| **RFP** | Request for Proposal |
| **SAA** | State Administrative Agency |
| **SAFEs** | Sexual Assault Forensic Examiners |
| **SART** | Sexual Assault Response Team |
| **State** | State of Maine |
| **S.T.O.P.** | "Services, Training, Officers, Prosecution." |
| **VAWA** | Violence Against Women Act |

**State of Maine - Department of Public Safety**

**RFP#201906105**

**STOP Violence Against Women Formula Grant**

# **PART I INTRODUCTION**

## A. Purpose and Background

The Maine Department of Public Safety is seeking proposals to support Maine communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to respond to violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women, as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

The STOP Program promotes a coordinated, multidisciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women. It encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violent crimes against women. The Maine Department of Public Safety has been the state administrative agency (SAA) for the U. S. Department of Justice, Office on Violence Against Women STOP Violence Against Women Formula Grant Program since 1995.

Recognizing that a majority of victims of domestic violence, sexual assault, dating violence and stalking are women, this grant opportunity is named the Violence Against Women STOP Formula Grant. However, services can also be provided to male victims of these crimes.

## B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this 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 this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this 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 this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this 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 shall be signed by a person authorized to legally bind the Bidder and shall 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 selected Bidder’s proposal, 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 RFP 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)

1. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
2. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

The applicant must not have outstanding debt or delinquent reports due to the Department of Public Safety for STOP.

Courts, Tribal Courts, the Administrative Office of the Courts

Law Enforcement

1. Municipal Police Departments
2. Sheriff’s Offices
3. Maine State Police
4. Other state law enforcement agencies
5. Tribal Police Departments

Prosecution

1. Maine District Attorney’s Offices
2. Office of the Attorney General

Victim Services Providers

1. Non-profit, non-governmental domestic violence or sexual assault victim service organizations
2. Non-Profit Organizations: You must submit written documentation showing that you are a public or private non-profit organization in order to submit a proposal under this RFP. You must provide documented proof of non-profit status for the current year along with your proposal.
3. Documented proof of non-profit status could be a copy of your current State of Maine Articles of Incorporation authorization document (Form MNPCA-6 from the Secretary of State, Corporate Examining Section), or a copy of authorization from the Federal Department of the Treasury, certifying Exemption under Section 501(c)(3) of the Internal Revenue Code or a state sales tax exemption certificate.

**b.** If you are currently established as a public non-profit organization, such as a public school, a State, County or municipal government organization, acceptable documentation would be a cover letter indicating such, submitted on appropriate agency stationery and signed by a public official authorized to enter into contracts on behalf of the public entity.

1. Culturally Specific Community Based Organizations: The term ‘community-based organization’ means an organization that:
2. Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
3. Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
4. Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
5. Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration; and
6. Is primarily directed toward racial and ethnic minority groups; **and**
7. Is providing services tailored to the unique needs of that population.
8. Faith Based Organizations: Consistent with 28 C.F.R. Part 38, faith-based and community organizations that statutorily qualify as eligible applicants are invited and encouraged to apply.

Faith-based organizations receiving federal funds retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; rather, such religious activity must be separate in time or place from the grant funded program.

Further, participation in such activity by individuals receiving services must be voluntary. Grant funded programs are not permitted to discriminate in the provision of services on the basis of a beneficiary’s religion.

1. Meaningful Sexual Assault Services: The State of Maine will evaluate whether the interventions (projects) are tailored to meet the specific needs of sexual assault victims including ensuring that projects funded under the set aside have a legitimate focus on sexual assault and that personnel funded under such projects have sufficient expertise and experience on sexual assault. The State of Maine will assess the percentage that a project addresses sexual assault and count that percentage of the project toward the set aside.

Meaningful Sexual Assault Services

* Are services driven by the needs of the victims?
* Do the services provided have a purpose or objective?
* What is the rate of utilization?
* Do the services improve the lives of victims?
* Is the data collected statistically significant?

**D. Allocation of Funds**

Congress has prescribed a distribution of funds in order to fulfill the mission of the STOP Violence Against Women Act (VAWA). For this release, proposals will be accepted in the categories with funding in the approximate amounts provided in the table below. When completing your proposal please select the applicable category for the work being proposed.

|  |  |  |
| --- | --- | --- |
| **Allocation Category** | **Residual Balance Amount** | **Anticipated FY19 Amount** |
| **Victim Services[[1]](#footnote-1)[1]** | $40,545 | $325,616 |
| **Law Enforcement** | $222,776 | $271,346 |
| **Prosecution** | $373,765 | $271,346 |
| **Courts** | $29,741 | $54,269 |
| **Discretionary[[2]](#footnote-2)[2]** | $1,323 | $162,808 |
| **TOTAL** | **$668,150** | **$1,085,385** |

* At least 5 percent of the anticipated award amount of $1,085,385 will be allocated for state, local or tribal courts;
* at least 25 percent will be allocated for law enforcement;
* at least 25 percent will be allocated for prosecutors; and
* at least 30 percent will be allocated for victim services, of which at least 10 percent ($32,562) is to be distributed to culturally specific community-based organizations (refer to C.3 on page 4 and page 33 Cost Proposal Form).
* Under VAWA 2013, 20 percent of the total funds granted to a state shall be allocated for programs or projects in 2 or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape and rape within the context of an intimate partner relationship (refer to C.5 on page 6 and page 3 Cost Proposal Form). The amounts that must be allocated to meet this requirement are: $33,533 from FY17, $20,385 from FY18 and $217,077 from FY19, for a total of $270,995.
* The remaining 15 percent is discretionary, may be used for any of the categories at the discretion of the Justice Assistance Council and are used to fund projects consistent with the intent of the Act, including those fostered by agencies/organizations that would not ordinarily qualify for funding under the other categories.

What this means is that any applicant deemed eligible to apply for STOP funding must apply to the category that is the focus of their proposal.  For example, a victim service organization that is proposing to do training for law enforcement can apply under the law enforcement allocation.  **Do not** select multiple categories and make sure that your selection is clear and distinct. Likewise, a prosecutor who is proposing to hire a victim witness advocate can apply under the victim service allocation. The amounts provided for FY19 are anticipated and may be more or less depending on the final allocations from the Federal STOP program.

## E. Contract Term

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for an anticipated 12-month contract period beginning on or after October 1, 2019. The actual contract start date will be established by a completed and approved contract.

## F. Number of Awards

The Department anticipates making multiple awards in the best interest of the STOP VAWA Program as a result of this RFP process. Awards are made according to funding availability by category and meeting federal requirements, such as required set-asides for culturally specific populations and proposals that meaningfully addressing sexual assault.

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

STOP Program funding may support personnel, training, technical assistance, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women, and to provide or improve services for victims.

The Violence Against Women Act stipulates that the use of the funds must address one or more of the twenty STOP VAWA federal program purpose areas.

**A.** **FY 2019 STOP Violence Against Women Formula Grant Program Purpose Areas**

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a)).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in sexual assault, domestic violence, dating violence, or stalking and may undertake the following activities:
    1. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
    2. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
    3. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
    4. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
14. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
15. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: Police Response to Violence Against Women Project” July 2003); and
16. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

**Note**: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide Office on Violence Against Women (OVW) with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

1. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, and stalking.
2. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
3. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
4. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
5. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
6. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
7. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

**B.** **Maine’s Program Priority Areas[[3]](#footnote-3)**

The Office of Violence Against Women requires that each state develop an implementation plan that describes how states will use STOP funding to enhance responses to victims of sexual assault, domestic violence, dating violence and stalking in accordance with VAWA purpose areas. Maine has identified six priority areas that will assist in carrying out the goals of the STOP Violence Against Women Program. Grant funds may be used for activities that address one or more of the federal purpose areas and one or more of Maine’s priority areas. Other considerations are to address the needs of underserved populations and equitable distribution of funds on a geographic basis, need and population.

The plan represents the work of the Justice Assistance Council and stakeholders from law enforcement, prosecution, judiciary and victim services. The priority areas represent types of grant projects/activities that will be supported with the grant funding. Maine’s STOP Implementation Plan can be found on the Maine Department of Public Safety website at <http://www.maine.gov/dps/grants/index.html>

1. **Coordinated Community Response/Multi-disciplinary Response**. Initiatives seeking funding under this priority area will aim to improve coordination of the justice system’s response to domestic violence, sexual violence, and dating violence. Priority will be given to those projects that improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking.

Personal safety of victims and effective intervention in patterns of violence remain paramount. We will continue to support core services based on needs and data and sustain coordinated response. Collaborative efforts are encouraged.

Tasks & Activities that establish or maintain:

* Sexual assault programs or services that meaningfully address sexual assault across at least two of the STOP allocation areas (victim services, law enforcement, prosecution, courts);
* Proactive teams to respond to domestic violence. Additional considerations to determine where such teams are to be funded include: population density and needs of the community;
* Services to underserved populations;
* Sexual Assault Response Team (SART) programs;
* Enhanced law enforcement response and successful prosecution;
* Sex trafficking; and
* Enhanced response to stalking.

1. **Victim Services Maintenance and Expansion.** This priority area emphasizes upholding and increasing key victim services as well as expanding services to OVW programming for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).

Tasks & Activities that maintain and expand:

* Core victim services;
* Services to traditionally underserved victims – people who are elderly, people who have a disability, people who are LGTBQ, New Americans, Native Americans, and others;
* Programs for uniquely challenged populations such as incarcerated women and women who use force/violence in relationships;
* Access for victims who need interpretative or translation services;
* Services to stalking victims; and,
* Programs reaching remote rural and geographically isolated areas.

1. **Enhanced Adjudication Process.** These programs support the management of offender behavior and ensure victim safety.

Tasks & Activities:

* Programs that emphasize victim and courtroomsafety, accelerate court processes, and provide strategies to more effectively handle domestic violence, sexual assault, stalking and dating violence cases;
* Training and initiatives focused on domestic violence, sexual assault, stalking and dating violence; and,
* Reduction in evidence processing backlogs.

1. **Training.** Training is essential toany comprehensive effort to fight domestic violence and sexual assault. Victim service providers, prosecutors, law enforcement, medical personnel and first responders and the many other disciplines that interact with victims and/or offenders should receive training in one or more of the aspects of response to domestic violence, sexual assault, stalking and dating violence. Online and traditional training of law enforcement should be coordinated with the Maine Criminal Justice Academy. As part of this training the State of Maine does not have any current plans to address the Crystal Judson purpose area.

Tasks & Activities:

* Training members of the community coordinated response including E911, in best practices for responding to domestic violence, sexual assault, stalking, sex trafficking and dating violence;
* Training of Sexual Assault Forensic Examiners (SAFEs) and other medical personnel in the effective and appropriate treatment and documentation of sexual assault;
* Training and best practices responding to strangulation using emerging best practices

1. **Policy, Procedures, and Planning.** Maine supports increasing the use of promising, evidence-based, and evidence-building practices, where available. This effort should result in the development of protocols, orders, policies and procedures and legislative actions aimed at identifying, and implementing best practices in responding to domestic violence, sexual assault, stalking and dating violence. The regularity and process for notification of victims varies in Maine. One of the concerns is that law enforcement agencies, prosecution, court and victim services providers do not all assess risk in a standardized manner.

Tasks & Activities:

* Protocols, orders, policies, procedures and legislative actions that focus on the safety needs of victims;
* Policies that reduce homicides and serious assault;
* Focus on the safety needs of victims which include notifying the victim when the perpetrator is released from incarceration and/or a change in the perpetrators status;
* Develop polices and responses for victims of stalking;
* Response to victims of trafficking, and;
* Court ordered relinquishment of firearms.

1. **Technology and Information.** Maine uses information management systems and other technologies to share information among law enforcement, prosecution, courts, and victim service providers. In Maine, we recognize such support and development as necessary to the improvement of the criminal justice systems technical ability to respond to domestic violence, sexual assault, stalking and dating violence. The capacity to share information enhances safety of victims, assists the preservation of evidence for prosecution, and provides data essential for analysis and subsequent planning efforts.

In addition to technology being used to respond to domestic and sexual violence, we acknowledge that technology is also used to perpetrate crimes. Initiatives responding to these technology crimes are supported.

Tasks & Activities:

* Continue working toward uniform reports at all levels of the criminal justice system;
* Support identification and utilization of a data collection format that contributes to the body of data already available from government and non-governmental agencies while not violating relevant confidentiality statutes;
* Improve population-based data available on the incidences and prevalence of domestic violence, sexual assault, stalking and dating violence;
* Improve data collection efforts on under-served populations; and,
* Emphasis on technology crimes.

**C. Limitations of Fund Use**

1. The STOP Grant is for increasing a victim’s access to services and intervention rather than prevention and education.
2. STOP funds should be used for projects that serve or focus on adult and teen women victims of domestic violence, dating violence, sexual assault, or stalking. Children’s services supported with the funds must be the direct result of providing services to an adult primary victim. In general, victims served with STOP funds must be adults or teens. STOP funds may support “complementary new initiatives and emergency services for victims and their families.”
3. Prohibition on Public Awareness or Community Education: The grantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and for outreach to victims about available services.
4. Prohibition on Curriculum Development: The grantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

As always, projects can continue to conduct interventions in schools and can fund outreach about available services.  For example, a subgrantee could conduct dating violence support groups in schools, as this would constitute an intervention.

Example: Teens may not know what an abusive relationship is, so they would not be able to access the services without some education to help them understand why they would need the services in the first place as well as what services are available.  However, education on topics such as healthy versus unhealthy relationships would cross the line into prevention rather than access to services.

1. Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive Violence Against Women Act STOP funding along with other Federal funds must treat the funds independently with separate cost and reporting centers.
2. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles 2 CFR Part 200, Subpart E: Cost Principles (200.400 – 200.475) and state policy.
3. Nothing in excess of current State rates are to be used for calculating mileage (currently $.44 per mile), per diem and/or lodging rates found here <https://www.maine.gov/osc/travel/mileage-other-info>.
4. No arrangement shall be made by the Sub-grantee with any other party for furnishing any services herein contracted for without prior review and approval of the contracting agreement by the Grant Administrator.
5. No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, and rugs.
6. Grant funds may not be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging, unless a waiver is approved.

**D.** **Activities That May Compromise Victim Safety and Recovery**

The subgrantee agrees that grant funds will not support activities that may compromise victim safety, such as: pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.

**E. Unallowable Activities**

Grant funds under the STOP Program may not be used for unauthorized purposes, including but not limited, to the following activities:

* Lobbying;
* Fundraising;
* Research projects;
* Physical modifications to buildings, including minor renovations.
* Purchase of real property
* Construction

# **PART III KEY RFP EVENTS**

## Questions

**1. General Instructions**

a. 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.

b. Bidders and other interested parties should use **Appendix F** – Submitted Questions Form – for submission of questions.

c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.

d. 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.

## Amendments

All amendments released in regard to this 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.

## 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 this RFP, at which point they will be opened. Proposals received **after** the 11:59 p.m. deadline will be **rejected** without exception.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the State of Maine Division of Procurement Services, via email, to the email address provided on the RFP Cover Page ([Proposals@maine.gov](mailto:Proposals@maine.gov)).
3. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
4. Bidders are to insert the following into the subject line of their email submission:

“**RFP# 201906105 Proposal Submission**”

1. Bidder’s proposals are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

- **File #1**: *PDF format preferred*

Completed - Proposal Cover Page (**Appendix A**)

Debarment, Performance and Non-Collusion Certification (**Appendix B**)

- **File #2**: *PDF format preferred*

Organization Qualifications and Experience (**Appendix C** and all related/required attachments stated in PART IV, B., Section I.)

- **File #3**: *PDF format preferred*

Proposed Services (and all related/required attachments stated in PART IV, B., Section II.)

- **File #4**: *Excel format preferred*

Cost Proposal (**Appendix D** and all related/required attachments stated in PART IV, B., Section III.)

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Bidder’s proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

* 1. All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder’s name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
  2. The Bidder is asked to be brief and concise in responding to the RFP questions and instructions.
  3. All electronic documents should be formatted for printing as formatting will not be adjusted prior to printing and reviewing these documents.
  4. The Bidder may not 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.
  5. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
  6. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department’s evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
  7. The Bidder should complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFP and provide it with the Bidder’s proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
  8. The Bidder should complete and submit the “Debarment, Performance and Non-Collusion Certification Form” provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.
  9. The Bidder should complete and submit the “Qualification & Experience Form” provided **in Appendix C** of this RFP. If the bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.

## 

## Proposal Contents

**Section I   Organization Qualifications and Experience**

1. **Overview of the Organization**

The Bidder is to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Bidder is also to 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, 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**

Provide an organizational chart of the bidder’s organization.  The organization chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions and the Staffing Plan provided.

1. **Litigation**

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 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.  If no litigation will be included, write “none” on submitted attachment.

1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services.

1. **Certificate of Insurance**

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 II Proposed Services**

* 1. **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of this 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.

* 1. **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

* + - 1. **Executive Summary:** Briefly summarize the scope of your project; state the problem or need; identify objectives and outcomes to be gained.
      2. **Project Description:** Applicants must describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the problem statement. The application will be evaluated as to how effectively it:
* clearly describes the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should be logical given the characteristics and needs of the identified target population (including the underserved population).
* discusses the evidence that shows that the model or practice is effective with the target population.
  + - 1. **Project Objectives:** Applicants must describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives must provide an outcome that reflects a measurable change in the target population due to the services offered by the program. Provide objectives, with performance measures and baseline numbers that further the goal of the selected Purpose/Priority Area. The application will be evaluated on how effectively it:
* clearly identifies project objectives (measured change as a result of implementing the proposed project)
* clearly identifies performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.)
* clearly identifies any baseline data that exists.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEFINITION /**  **EXAMPLE** | **OBJECTIVE / OUTCOME**  **Measure of change that will**  **result from the proposed**  **project during** | **PERFORMANCE INDICATOR**  **Information collected to**  **document expected changes.** | **BASELINE NUMBER**  **Number documenting what**  **occurred during the past**  **year.** | **PERFORMANCE DATA**  **COLLECTION**  **The method in which the**  **data will be collected and**  **the means by which it will**  **be stored for later analysis.** |
| **EXAMPLE:**  **OBJECTIVE**  **(Increase)** | **Increase by 5 percent the**  **number of law enforcement**  **officers receiving domestic**  **violence training by**  **12/31/16.** | **The number of law**  **enforcement officers**  **receiving domestic violence**  **training.** | **25 law enforcement**  **officers received domestic**  **violence training**  **in 2016.** | **Data on each domestic**  **violence training program**  **(program description,**  **program coordinator, target**  **audience, date of program,**  **number of attendees, etc.).** |

* + - 1. **Impact / Outcomes & Evaluation Section:** Describe how program data will be collected and how it will be assessed to measure the impact of proposed efforts.
      2. **Sustainability:**  Sustainability is defined as set of plans for keeping programs and organizations up and running once the grant period is over. Provide an estimated funding plan for subsequent years, to include an estimated total length of time anticipated federal funding will be required for this project.

In your sustainability plan, describe the types and sources of funding you are going to pursue or have pursued to maintain your project beyond the initial grant period. Be as specific as possible in your descriptions. Include organizations, dates, types of funding pursued, etc.

In a brief narrative, describe the process you will use to review the sustainability actions and make modifications.

• How do you plan to monitor your progress on sustainability moving forward?

• Who is responsible for evaluating and documenting progress?

• When will you assess your progress?

• When will you set new goals?

* What will happen to the program if you are not awarded a subgrant?

Outline a strategy for sustaining the project when the grant ends.

Examples of possible funding sources may include but is not limited to:

• Indirect funding sources such as volunteers and in-kind contributions

• Other grants from government sources and private foundations

• Government line items in municipal, county or state budgets

* + - 1. **Demonstrated Victim Service Involvement:** A description of how applicant involved victim service programs in the planning process. Grant applicants must consult with tribal, State, or local victim service programs during the course of developing their grant applications. In order to ensure that proposed services, activities and equipment are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence, no DV or SA program should be mentioned as a partner without the inclusion of the Consultation/Collaboration Agreement.

Letters ofconsultation/collaboration must provide details about the role of partners in the development of the project, the history of collaboration among the partners, what each will contribute to the project, and the financial or in-kind compensation that will be provided. The Executive summary must be provided as part of the signed Consultation/Collaboration Agreement(s). **Signed Consultation/Collaboration Agreement(s) (Appendix E) must be submitted with the application unless the applicant is the victim service entity. If applicant is a victim service entity, a copy of their non-profit 501 (c) 3 must be submitted with the application.**

* + - 1. **Progress to Date for Continuation Grants:** This section **must** include a brief summary of your progress-to-date on the major objectives contained in your previous year’s grant application. Any measurable outcomes that have been achieved should be clearly identified. If progress has not been in line with the previous year’s work plan, please briefly explain why. Highlight major outcomes, accomplishments or problems encountered that have prevented you from reaching your goals. Failure to provide this information may be considered non-responsive to the RFP.
      2. **Any other factors for consideration:** Provide additional supporting information, letters of support and Memorandums of Understanding (MOU), as needed. Keep in mind that letters of support and MOUs do not replace any of the required content of the proposals.

**Section III Cost Proposal**

1. **General Instructions**
2. The Bidder must submit a cost proposal that covers the entire period of the initial contract. Please use the expected “Initial Period of Performance” dates stated in PART I, D.
3. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
4. No costs related to the preparation of the proposal for this 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.
5. The budget narrative will not count against the narrative page limit.
6. **Cost Proposal Form Instructions**

The Bidder should 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.

1. Bidders are to complete and submit budget forms in Appendix D to provide a detailed breakdown of expenses in performing the services as described in the Bidder’s proposal.
2. BUDGETS MUST BE ROUNDED OFF.
3. There is a 25 percent match requirement imposed on grant funds under this program. Awards made under this grant program may support up to 75 percent of the total cost of each project. The applicant must specifically identify the source of the 25% non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services.

The formula to calculate matching funds is:   
(Federal Funds requested x 0.25) ÷ 0.75 = match

Example:

|  |  |
| --- | --- |
| **Federal funds =** | **$100,000 (75%)** |
| **Matching funds =** | **$33,333.33 (25%)** |
| **Total program costs =** | **$133,333.33 (100%)** |

***Exception*: VAWA 2005, as amended, created a provision eliminating the match in certain circumstances and providing for waivers of match in other circumstances. Specifically, 42 U.S.C. 13925 (b)(1) provides:**

1. No matching funds shall be required for any tribe, territory, or victim service provider under the victim services allocation category; or
2. Other entities may petition for a waiver of match conditions because of significant financial need.

**This provision does not relieve the State of Maine from providing the full match.**

**3. Budget Narrative**

1. Bidders are to include a clear and detailed budget narrative to explain the basis for determining the expenses submitted on the budget forms. The budget narrative must also include: The costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the anticipated number of participants to be served, and the expected results and benefits
2. If this project will require further funding to sustain it and explain how it will continue to be funded.
3. ***Bidders must include a statement in the budget narrative that funds will be used to supplement, not supplant funds allocated for the program.***

The budget narrative will not count against the narrative page limit.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised 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 selection of a contractor 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 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, 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 proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates 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 proposal meets the following criteria.

**Section I. Organization Qualifications and Experience (25 points)**

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

**Section II. Proposed Services 40 points)**

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

**Section III. Cost Proposal (35 points)**

Includes all elements addressed above in Part IV, B, Section III.

1. **Scoring Process:** The review team will use a consensus approach to evaluate and score Sections I & II 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. Sections III, 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 this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid. All eligible applications will be rated and rank ordered according to rating score in each STOP allocation category. Applications will be funded in descending order, highest to lowest score, subject to funding availability.

The scoring formula is: (Lowest submitted cost proposal / Cost of proposal being scored) x (Insert maximum cost points available) = pro-rated score

No Best and Final Offers: The State of Maine will not seek 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 successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected 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.

## 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 contractor selection or non-selection will be made in writing by the Department.

**3.** Issuance of this 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 this request, 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.

## Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP 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.

# **PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

## Contract Document

**1.** The successful 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)

**2.** 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):

[Chapter 110](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.

**3.** 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 this RFP may need to be adjusted, if necessary, to comply with mandated requirements.

* + - 1. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the State of Maine.

## Standard State Agreement Provisions

**1.** Agreement Administration

a. Following the award, an Agreement 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 successful Bidder in the finalization of the contract.

b. 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.

**2.** 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 this RFP.

# **PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. **Appendix A** – Proposal Cover Page
2. **Appendix B** – Debarment, Performance and Non-Collusion Certification
3. **Appendix C** – Qualifications and Experience Form
4. **Appendix D** – Cost Proposal Form
5. **Appendix E** – Consultation/Collaboration Agreement Form
6. **Appendix F** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Public Safety**

**PROPOSAL COVER PAGE**

**RFP# 201906105**

**STOP Violence Against Women Formula Grant**

Agency Name

Project Director Title Email address

Address (Street, City, Zip Code)

Phone (Project Director) Fax Number

Fiscal Officer Title Email address

Physical Address (Street, City, Zip Code)

Remit to Address (Street, City, Zip Code)

Phone (Fiscal Officer) Fax Number

Agency Mailing Address (Street, City, Zip Code)

Agency Headquarters Physical Address (Street, City, Zip Code)

Primary Location of Subgrant Work Are you a Maine Business as defined in the RFP?

(list specific town, county or statewide)

Federal Tax ID Number State of Maine Vendor number that corresponds to “Remit to Address” above

DUNS number SAM database registration expiration date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title: |  | | | |
| Project Period | From: | | To: | |
| Congressional District Served | |  | Population of Project Area |  |

**Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, requires the following:**

**Does the Recipient’s Entity meet all three criteria** below:

(circle one)

|  |  |  |
| --- | --- | --- |
| 1. | YES NO | received 80% or more of the Subgrant Recipient’s annual gross revenues in Federal awards in the preceding fiscal year |
| 2. | YES NO | received $25 million or more in annual gross revenues from Federal awards in the preceding fiscal year |
| 3. | YES NO | The public does not have access to the information about the compensation of the senior executives of the Subgrant Recipient.  (**PLEASE NOTE**: The public has access to State and local government agency records (e.g. salary information), as well as information about State and local law enforcement agencies. Therefore, these entities don’t meet Requirement #3 and do not have to report requested information) |

**If the Subgrant Recipient meets all three criteria** above, fill in the following information for the five most highly compensated officers of the Recipient’s Entity:

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Total Compensation** |
| Officer 1 |  |  |
| Officer 2 |  |  |
| Officer 3 |  |  |
| Officer 4 |  |  |
| Officer 5 |  |  |

|  |  |
| --- | --- |
| Federal Proposed Cost: | Proposal Match: |
| *The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder’s detailed cost proposal documents, then the information on the cost proposal documents will take precedence.* | |

* 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 agreement with the Department should they be awarded the contract.
* The undersigned is authorized to enter into 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.*

*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 Public Safety**

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

**RFP# 201906105**

**STOP Violence Against Women Formula Grant**

|  |  |
| --- | --- |
| **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; and*
   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*.
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 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.*

**Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**State of Maine**

**Department of Public Safety**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 201906105**

**STOP Violence Against Women Formula Grant**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications, including any applicable licensure and/or certification. 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 this 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 email 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.**  *If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.* |

|  |  |
| --- | --- |
| **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**

**Maine Department of Public Safety**

**COST PROPOSAL FORM**

**RFP# 201906105**

**STOP Violence Against Women Formula Grant**

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| Maine Justice Assistance Council | | | | | | | | | | | |
| **COST PROPOSAL FORM** | | | | | | | | | | | |
|  | | | | Budget Summary | | | | | |
|  |  |  |  | |  |  |  |  |  |
|  |  |  | Federal | |  | Match |  | Total |  |
|  | Personal Services |  |  | |  |  |  |  |  |
|  | Travel |  |  | |  |  |  |  |  |
|  | Equipment |  |  | |  |  |  |  |  |
|  | Consultant |  |  | |  |  |  |  |  |
|  | Other |  |  | |  |  |  |  |  |
|  | Totals |  |  | |  |  |  |  |  |
|  | | | | Budget Summary (use whole dollars, no cents) | | | | | |
|  | | | | | | | | | |
| **Category of Funding (circle one): *Court* *Victim Services Law Enforcement Prosecution***  **Meaningfully address Sexual Assault (circle one): yes no** | | | | | | | | | |
| **Enter the federal purpose area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Maine’s priority area(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| **Is this a culturally specific community-based organization? (circle one): yes no** | | | | | | | | | |
| **Required Brief Project Description:** | | | | | | | | | |
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| **Maine Justice Assistance Council** | | | | | | |
| **COST PROPOSAL FORM** | | | | | | |
| Budget Worksheet #1 | | | | | | |
| **Personal Services** | | | | | | |
| 1  Position Title | 2  Annual Salary | 3  Fringe Benefits  (list) | 4  % of Time on Project | 5  JAC Funds | 6  Match | 7  TOTAL |
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| TOTALS |  |  |  |  |  |  |
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| Column 2: Record the total annual salary for the position named in column 1.  Column 3: If fringe benefits are expressed as a percentage of salary, list elements to allow evaluation  Column 4: That percentage of time expected to be spent on the project and paid for from grant and/or matching funds  Column 7: Column 2 plus column 3, multiplied by column 4 | | | | | | |
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Maine Justice Assistance Council

**COST PROPOSAL FORM**

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| Budget Worksheet #2 | | | |
| **Travel Expenses** | | | |
| Item | JAC Funds | Match | TOTAL |
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| TOTALS |  |  |  |
| Travel reimbursement must be consistent with the state travel policy and state rates are to be used for calculating mileage (.44 per mile), per diem, and lodging. List each item separately and BE SPECIFIC (for example, mileage and meals should be listed separately). Rates can be found here <http://www.maine.gov/osc/travel/addtltravelinfo.shtml>  Out of state travel is generally not an allowable cost and will be approved only by exception. | | | |

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| Maine Justice Assistance Council | | | | | | | | |
| **COST PROPOSAL FORM** | | | | | | | | |
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| Budget Worksheet #3 | | | | | | | | |
| **Equipment** | | | | | | | | |
| Item | Quantity | Unit Cost | | JAC Funds | | Match | | TOTAL |
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| TOTALS |  |  | |  | |  | |  |
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| **Any item with a unit cost of less than $5000 must be listed with Other (supplies and operating expenses).** To be considered for funding, equipment must be necessary to a project. Sole source procurement must be justified and will require prior approval. | | | | | | | | |
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| Maine Justice Assistance Council | | | |
| **COST PROPOSAL FORM** | | | |
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| Budget Worksheet #4 | | | |
| **Consultant and Contractual Expenses** | | | |
|  | | | |
| **Item or Service** | **JAC Funds** | **Match** | **Total** |
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| TOTALS |  |  |  |
| ALL CONTRACTS MUST BE COMPETITIVELY BID. Sole source procurements will be approved only when very specific circumstances exist. Contracts and/or consultant costs must be identified separately and detailed in the narrative. Consultant costs in excess of $650 per day will require justification and prior approval. Travel costs for consultant(s) would be included on travel Budget Worksheet #2. | | | |
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| Maine Justice Assistance Council | | | |
| **COST PROPOSAL FORM** | | | |
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| Budget Worksheet # 5 | | | |
| **Other (Supplies and Operating Expenses**) | | | |
| Item | JAC Funds | Match | TOTAL |
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| TOTALS |  |  |  |
| List each item separately and BE SPECIFIC.  Justification for expenditures and further explanation should be provided in the budget narrative. For example, if the amount listed for postage or printing includes a large project, those amounts should be listed separately in the narrative. | | | |
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**APPENDIX E**

**CONSULTATION/COLLABORATION AGREEMENT**

**EXAMPLE**

**Maine STOP Violence Against Women Formula Grant Program**

agrees that they have consulted with the local victim service program and/or the statewide coalition during the course of developing their Maine STOP Violence Against Women Formula grant application to ensure that the proposed project and activities are designed to promote the safety, confidentiality, and economic independence of the victim.

I further understand as a representative of the above agency that without the continued coordination and collaboration with the local victim service program, our agency will not be eligible for continued funding.

**Executive Summary of Project:**

Agency Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agency Representative Date

Name of Victim Service Agency

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Victim Service Representative Date

**APPENDIX F**

**State of Maine**

**Department of Public Safety**

**SUBMITTED QUESTIONS FORM**

**RFP# RFP# 201906105**

**STOP Violence Against Women Formula Grant**

|  |  |
| --- | --- |
| **Organization Name:** |  |

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

1. [1] 10% of victim’s services funds are set-aside for culturally specific community-based organizations as defined on p. 4. [↑](#footnote-ref-1)
2. [2] Discretionary funding is not a category you can apply for, but will be awarded by the reviewers. [↑](#footnote-ref-2)
3. Refer to Maine’s STOP Implementation Plan located at <http://www.maine.gov/dps/grants/index.html>

   [↑](#footnote-ref-3)