**STATE OF MAINE**

**Department of Education**

*Office of Adult Education*



**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Amy Poland **Title:** Professional Development Coordinator**Contact Information:** amy.poland@maine.gov  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** Friday, January 29, 2021 no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** Thursday, February 25, 2021 no later than 11:59 p.m., local time. *Proposals must be submitted electronically to the following address:* **Electronic (e-mail) Submission Address:** Proposals@maine.gov |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Education**

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

The State of Maine is seeking proposals for projects which align with and support career pathways in identified economic and workforce development needs in Maine communities.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on February 25, 2021. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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## RFP TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Department of Education |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **Hub** | Maine Adult Education & Career Development Hub |
| **AEFLA** | Adult Education and Family Literacy Act |
| **WIOA** | Workforce Innovation and Opportunity Act |
| **ELA** | English Language Acquisition |
| **LWDB** | Local Workforce Development Board |
| **DECD** | Department of Economic and Community Development |
| **Future-proof** | Knowledge, skills, and attitudes necessary for success in the rapidly changing workplace, including digital literacy and resilience, cognitive and metacognitive skills, and self-efficacy |
| **Micro-credentials** | Short-term, competency based, market-responsive programs that address employer skill gaps |
| **LMI** | Labor Market Information |
| **Administrative expenses** | Salaries and related benefits of those employees who perform administrative/clerical (non-technical) activities and other non-salary administrative expenses incurred to support the project |
| **Match** | Cash or in-kind contributions must be documented and verifiable. Examples of in-kind match may be donated good, services, labor, space, supplies, equipment, training, time, etc. |

**State of Maine - Department of Education**

*Office of Adult Education*

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

## PART I INTRODUCTION

1. **Purpose and Background**

The Department of Education, Office of Adult Education is seeking proposals for projects which align with and support career pathways in identified economic and workforce development needs in Maine communities as defined in this Request for Proposal (RFP) document. To meet these needs, projects may include specialized workforce training for Maine adults currently beyond the scope possible within the usual state and federal grant parameters. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Applicants will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Applicants.

Maine Adult Education serves Maine’s adult learners through the provision of academic, English language acquisition classes and workforce skills training along with appropriate support services. This funding is an opportunity for local adult education providers to create and offer programs currently beyond the scope possible within the parameters of the usual state and federal funding streams. The outcomes of the use of these funds should demonstrate new and/or improved methods or systems for placing adult learners on a career pathway that may lead directly to employment or further education, and training.

During the grant period, the grantee might focus on:

* Targeted strategies for addressing barriers to employment through integration of foundational skills like literacy, vocational math, and digital literacy into workforce training programs;
* Rapid deployment of English language instruction for new Mainers;
* Training for incumbent workers;
* Development and implementation of micro-credentials;
* Mobile training lab acquisition and deployment;
* Meeting the academic/training needs of new and/or emerging industries; or
* Training that includes multiple phases of implementation.
1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Applicants will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an Applicant’s experience and capabilities.
	5. **Consortium Applicants:**
		1. Applications must identify one organization that will act as the lead organization for the consortium. The lead organization shall submit a single proposal on behalf of the consortium that outlines the roles and responsibilities of each member organization.
		2. The lead organization serves as the application organization of record, the legally recognized fiscal agent for the grant project, and the single point of contact for the Department. The lead organization is responsible for overseeing the implementation of all aspects of the grant, e.g., project plan, grant project monitoring, data reporting, and fiscal management.
		3. All consortium members are subject to the terms and conditions of the grant award and applicable state requirements and policies.
	6. The proposal must be signed by a person authorized to legally bind the Applicant and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	7. The RFP and the awarded Applicant’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	8. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. §§ 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	10. All applicable laws, whether or not herein contained, are included by this reference. It is the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

Maine adult education programs that are on record with the Department as a recipient of state adult education subsidy are eligible to submit applications in response to this Request for Proposal. Applicants must be current in submitting required state and federal reports and have current and accurate data in the state data system.

Adult education programs may join with other organizations, including adult education programs, community and/or state agencies, employers, postsecondary partners or others, to submit a proposal as a consortium. For more information about applying as a consortium, please see **Part 1, B.5**.

1. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the start date below is estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | April 1, 2021 | June 30, 2022 |

NOTE: The contract end date is unable to be extended. All funds must be expended by the contract end date.

1. **Number of Awards**

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

The total estimated grant funds available for this competition are $1,200,000 and award sizes will be no greater than $300,000.

## PART II SCOPE OF SERVICES TO BE PROVIDED

The Applicant will design and implement a project that demonstrates new and/or improved methods or systems for placing adult learners on a career pathway that may lead directly to employment or further education and training, aligns with and supports economic and workforce development in Maine communities, and promotes adult education as a vital component of Maine’s workforce development and educational systems.

The Applicant’s project must:

* **Target specific workforce development needs in the Applicant’s region:** Articulate how the project addresses an unmet or under resourced workforce development training need or special issue by including references to: [recent labor market information](https://www.maine.gov/labor/cwri/) (LMI), data; relevant economic development strategies in the [2020-2023 Maine Unified State Plan](https://www.maine.gov/swb/reports/state_plan/2020-2023_state_plan/index.shtml) and the [Governor’s Economic Recovery Committee’s](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Maine%20ERC%20Report_FINAL_11242020.pdf) sustainability and growth recommendations that bridge the COVID-19 response to the [State’s 10-year economic development strategy](https://www.maine.gov/decd/strategic-plan); and applicable key priorities in local workforce board plans. The project must identify potential barriers for participants and possible solutions in the project design.
* **Place participants on an identified and in-demand career pathway:** The projectdesign includes employer input and engagement, is purpose-focused and learner-centered and leads participants directly to employment or further education, and training.
* **Include partners:** For greater assurance of success, authentic partnerships must be included in the project design and implementation, including their primary role and connection to the workforce development need. Partners might include other adult education programs, employers, postsecondary institutions, or other local, regional, or state agencies. An authentic partnership is defined by meaningful involvement in the planning, development, and delivery of the proposed project.
* **Integrate employability skills, relevant academic skills, and English language acquisition as needed:** Training content should “future-proof” participants through the integration of skills that prepare them for a rapidly changing workplace, including digital literacy and resilience, cognitive and metacognitive skills, and self-efficacy.
* **Lead to quantifiable participant outcomes:** The project must include metrics and measures of success for participants that are appropriate for the project and include both quantitative and qualitative measures. Outcomes include such results as academic credentials, including high school completion, micro-credentials, licensures earned, demonstration of competencies, employment, participation in apprenticeship or pre-apprenticeship programs, entering further education or training, or passing industry-recognized exams.
* **Include a project timeline and work plan (Appendix D):** Explain the strategies and activities that outline the work to be done that will meet the proposed project goals, including identifying roles and outcomes.
* **Consider sustainability:** The project must include steps to keep successful projects operating and adapted to new needs when supplemental funds have been expended.

## PART IIII KEY RFP EVENTS

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFP and to seek clarification, **in writing**, if they do not understand any information or instructions.
		1. Applicants and other interested parties must use **Appendix F** – Submitted Questions Form – for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form **must be submitted, by e-mail, and received by the RFP Coordinator**, identified on the cover page of the RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
		3. Submitted Questions **must include the RFP Number and Title in the subject line** of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP. E-mails containing original proposal submissions, or any additional or revised proposal files, received after the 11:59 p.m. deadline will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. File size limits are 25MB per e-mail. Applicants may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		4. Applicants are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202012177 Proposal Submission – [Applicant’s Name]”**
		5. Applicant’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Applicant’s Name] – General Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

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

All required eligibility documentation stated in PART IV, General Information.

* **File 2 [Applicant’s Name] – Proposed Project:**

*PDF format preferred*

**Appendix C** (Application—Proposal Contents, including letters of commitment)

**Appendix D** (Project Timeline & Work Plan)

All required information and attachments stated in PART IV, Proposed Project.

* **File 3 [Applicant’s Name] – Budget Proposal:**

*PDF format preferred*

**Appendix E** (Budget Proposal Form) and all required information and attachments stated in PART IV, Budget Proposal.

## PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Applicants to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Applicant’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Applicant’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Applicants are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I General Information** (File #1)

* 1. **Proposal Cover Page**

Applicants must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Applicant address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

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

Applicants must complete **Appendix B (**Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

* 1. **Litigation** *(State requirement)*

Attach a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which the Applicant 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.

**Section II Proposed Project** (File #2)

1. Complete all parts of **Appendix C, Application—Proposal Contents.** For Question 3, all primary partners listed must submit a letter of commitment for the Applicant’s project. The narrative response to **Appendix C: Application—Proposal Contents** shall not exceed 20 pages. Responses should be single-spaced, 12 pt. font.
2. Complete the **Appendix D**, **Project Timeline & Work Plan**. Specify the project activities and strategies that will place adult learners on a career pathway that may lead directly to employment or further education and training, will support economic and workforce development in Maine, and will lead to the measurable participant outcomes identified in **Appendix C, 5**.

**Section III Budget Proposal** (File #3)

* 1. **General Instructions**
		1. Applicants must submit a budget proposal that covers the period starting April 1, 2021 and ending on June 30, 2022.
		2. The budget proposal must include the costs necessary for the Applicant to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
		4. Applicants must provide a minimum 15% match for the requested grant award in cash or in-kind matching. Match or in-kind contributions must be documented and verifiable. Examples of in-kind match may be donated goods, services, labor, space, supplies, equipment, training, time, etc.
		5. Administrative costs shall not exceed 5% of the requested grant award. The Applicant may negotiate up to 10% of the requested grant award in administrative costs. Administrative costs may include salaries and related benefits of those employees who perform administrative/clerical (non-technical) activities and other non-salary administrative expenses incurred to support the project.
1. **Budget Proposal Form Instructions**

The Applicant should fill out **Appendix E** (Budget Proposal Form) which includes the Budget Narrative and the Budget Forms. Failure to provide the requested information, and to follow the required budget proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

## PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that contracts are awarded to the Applicants whose proposals are cost-effective and will provide meaningful employment and training impacts for the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Applicants must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. General Information (No Points)**

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

**Section II. Proposed Project (65 points)**

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

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

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

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section III, the Budget Proposal, will be scored as described below.

Regarding the proposed funds requested and the proposed work, the evaluation team will consider the degree to which the project represents a *good return for the investment* (money, time) as well as whether the project work and cost estimates (activities, strategies, & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed match funds or services.

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Applicant in this procurement process.  All Applicants are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Applicants to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Applicant 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 Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of contracts will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Applicant.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

## PART VI CONTRACT ADMINISTRATION AND CONDITIONS

1. **Contract Document**
	1. The awarded Applicant will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Applicant must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Applicant in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

## PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Application— Proposal Contents

**Appendix D** – Project Timeline & Work Plan

**Appendix E** –Budget Proposal Form

**Appendix F** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Education**

**PROPOSAL COVER PAGE**

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s proposal.
* 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 a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

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

**APPENDIX B**

**State of Maine**

**Department of Education**

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

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

|  |  |
| --- | --- |
| **Applicant’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.*

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

**APPENDIX C**

**State of Maine**

**Department of Education**

## APPLICATION — PROPOSAL CONTENTS

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

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

The Applicant will design and implement a project that demonstrates new and/or improved methods or systems for placing adult learners on a career pathway that may lead directly to employment or further education and training, aligns with and supports economic and workforce development in Maine communities, and promotes adult education as a vital component of Maine’s workforce development and educational systems.

Where available and appropriate, the Applicant will reference data from reputable and verifiable sources to respond to the questions below.

**Proposed Project (55 Points)**

1. **Target specific workforce development needs in the Applicant’s region. (15 points)**
	1. Describe how the project addresses an unmet or under resourced workforce development training need or special issue by including references to: [recent labor market information](https://www.maine.gov/labor/cwri/) (LMI), data; relevant economic development strategies in the [2020-2023 Maine Unified State Plan](https://www.maine.gov/swb/reports/state_plan/2020-2023_state_plan/index.shtml) and the [Governor’s Economic Recovery Committee’s](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Maine%20ERC%20Report_FINAL_11242020.pdf) sustainability and growth recommendations that bridge the COVID-19 response to the [State’s 10-year economic development strategy](https://www.maine.gov/decd/strategic-plan); and applicable key priorities in local workforce board plans.
	2. Describe potential barriers for participants and how the design of the project will address these barriers. Include how the project promotes diversity and equity.
2. **Place participants on an identified and in-demand career pathway:** Describe how the project places participants on an identified and in-demand career pathway and leads participants directly to employment or further education and training. Include how the project design included employer input and engagement. **(10 points)**
3. **Include partners:** Complete the table below with the primary partners in the project. Describe how they will be involved in the planning, development, and delivery of the project. Each partner must submit a letter of commitment for the project proposal. **(5 points)**

|  |  |  |
| --- | --- | --- |
| **Partner Name & Location** | **Primary Contact** | **Project Role** |
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1. **Integrate employability skills, relevant academic skills, and English language acquisition as needed:** Outline the primary training objectives and describe how academic and vocational content will integrate the development of skills that will “future-proof” participants for a rapidly changing workplace. **(10 points)**
2. **Lead to quantifiable participant outcomes:** Complete the chart below with the participant-related outcomes for the project. Describe what qualitative and quantitative metrics and measures will document the success of the project. **(10 points)**

**Participant Outcome Data**

|  |  |  |
| --- | --- | --- |
| **Type of Outcome** | **How will it Measured?** | **Project Outcomes/Results** |
| Example: *Attainment of industry-recognized credential* | *Participants will pass the industry-exam at the end of the training.* | *2 cohorts of 10 students (Sept-Dec & Feb-May)* |
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1. **Consider sustainability:** Outline the steps that will be taken to keep a successful project operational and responsive to new needs when the grant funds have been expended. **(5 points)**

**APPENDIX D**

**State of Maine**

**Department of Education**

## PROJECT TIMELINE & WORK PLAN

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

Use the chart below to concisely describe the proposed work. Specify the project activities and strategies that will place adult learners on a career pathway that may lead directly to employment or further education and training, will support economic and workforce development in Maine, and will lead to the measurable participant outcomes identified in **Appendix C, 5**. Please add or remove rows as needed, but follow the format identified in italics. **(10 points)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategies/Activities** | **Timeline** | **Responsible Actors** | **Expected Outcomes** |
| *Include a concise description of what the organization/partners will do to reach the proposed projects goals. Be as specific as possible.* | *Begin/End date* | *Include the office, individuals, and/or partners responsible for carrying out strategies/activities* | *State how activities will result in improvements to numerical goals described above, or how activities will lead to improved conditions that will ultimately create positive impacts for adult learners* |
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**APPENDIX E**

**State of Maine**

**Department of Education**

**BUDGET PROPOSAL FORM**

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

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

**General Budget Information:**

* The budget and budget narrative must demonstrate a detailed and logical connection to the proposed project. Applicants must provide a minimum 15% match for the requested grant award in cash or in-kind matching. Match or in-kind contributions must be documented and verifiable. Examples of in-kind match may be donated goods, services, labor, space, supplies, equipment, training, time, etc.
* Administrative costs shall not exceed 5% of the requested grant award. Administrative costs may include salaries and related benefits of those employees who perform administrative/clerical (non-technical) activities and other non-salary administrative expenses incurred to support the project.
* The proposed budget must illustrate costs for an anticipated period of 4/1/2021 to 6/30/2022.
* The requested amount should be appropriate and reasonable for the size and scope of the project.

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**Budget Narrative:** *(No more than 250 words. This excludes the budget forms.)*

**Instructions:**

Please provide a detailed narrative describing how items in the budget support the accomplishment of the Applicant’s specific project goals and outcomes. The budget narrative must align with and provide an explanation of the content in the Budget Forms.

**Please address the following items:**

1. Describe the purpose of all expenditures. Highlight any equipment or other special resources that will be required to implement the project.
2. Describe any financial and in-kind contributions that demonstrate the capacity to sustain programming. Detail what dollar amounts and resources will be secured and how.
3. Identify federal, state, and local resources that will be combined and coordinated with the proposed project for the most effective use of public resources. If applicable, indicate in-kind contributions.

**APPENDIX F**

**State of Maine**

**Department of Education**

**SUBMITTED QUESTIONS FORM**

**RFP# 202012177**

**Adult Education Workforce Innovation Grant**

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