**STATE OF MAINE**

**Department of Health and Human Services**

*Office of the Commissioner*



**RFP# 202102019**

**Pre-Qualified Vendor List for**

**COVID-19 Vaccine Site Support Services**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding this RFP must be made through the RFP Coordinator identified below.*  **Name:** Debra Downer **Title:** Deputy Director, DHHS Contract Management  **Contact Information:**  [debra.downer@maine.gov](mailto:debra.downer@maine.gov) |
| **Submitted Questions** | *Questions regarding this RFP may be submitted at any point in which this RFP is open. All questions must be submitted, by e-mail, to the RFP Coordinator and must include* ***“RFP# 202102019 Question”*** *in the subject line of the email.* |
| **Open Enrollment** | *Proposals will be accepted at any time after the release of this RFP. Proposals must be submitted electronically to* [Proposals@maine.gov](mailto:Proposals@maine.gov)*. Please include* ***“RFP# 202102019*** ***Proposal Submission*”** *in the subject line of your email/electronic submission.* |

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **PUBLIC NOTICE** | **3** |
|  |  |
| **RFP DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I INTRODUCTION** | **5** |
| 1. PURPOSE AND BACKGROUND |  |
| 1. GENERAL PROVISIONS |  |
| 1. PRE-QUALIFIED VENDOR LIST TERM |  |
| 1. MINI-BID PROCESS AND AWARDS |  |
|  |  |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **7** |
|  |  |
| **PART III KEY RFP EVENTS** | **10** |
| 1. QUESTIONS |  |
| 1. AMENDMENTS |  |
| 1. SUBMITTING THE PROPOSAL |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **12** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **14** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION |  |
| 1. DETERMINATION PROCESS |  |
| 1. SELECTION AND AWARD |  |
| 1. APPEAL OF CONTRACT AWARDS |  |
| 1. REMOVAL FROM PRE-QUALIFED VENDOR LIST |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **16** |
| **APPENDIX A** – PROPOSAL COVER PAGE |  |
| **APPENDIX B** – DEBARMENT, PERFORMANCE, and  NON-COLLUSION CERTIFICATION |  |
| **APPENDIX C** – APPLICATION FORM |  |
| **APPENDIX D** – COST PROPOSAL FORM |  |

**PUBLIC NOTICE**

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202102019**

**Pre-Qualified Vendor List for**

**COVID-19 Vaccine Site Support Services**

The State of Maine is seeking proposals for Statewide COVID-19 Vaccine Site Support.

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/pqvls>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposals will be accepted at any time after the release of this RFP. 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.

**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 Health and Human Services |
| **PQVL** | Pre-Qualified Vendor List |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine - Department of Health and Human Services**

*Office of the Commissioner*

**RFP# 202102019**

**Pre-Qualified Vendor List for COVID-19 Vaccine Site Support Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking proposals to establish a Pre-Qualified Vendor List (PQVL) for Statewide COVID-19 Vaccine Site Support. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder(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 RFP seeks highly skilled, experienced and qualified vendors to provide a variety of supplemental staffing positions to support the State’s efforts at multiple COVID-19 vaccination sites throughout the State. The staffing services provided as part of this effort is intended to supplement (not replace) the existing staff capacity provided by Healthcare Providers, resources at the County, State and National level, and volunteers.

This RFP will establish a list of pre-qualified vendors with the ability to provide staffing resources on an as needed basis for a period of up to 12 months. Proposals will be reviewed on a rolling basis with an anticipated start date of March 1, 2021.

The Department anticipates multiple vaccination sites may require supplemental staffing resources, specifically in Cumberland, Androscoggin, Kennebec, Oxford and York counties. Additional counties may be added if/when as needed.

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 a Bidder 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. Bidders 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 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 must be signed by a person authorized to legally bind the Bidder 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.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will 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 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.).
   8. 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.
   9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Pre-Qualified Vendor List Term**

All proposals submitted while the RFP is open will be evaluated and Bidders will be notified of a decision of acceptance or non-acceptance to the Pre-Qualified Vendor List. Proposals will be reviewed and approved in order based on the date and time the Bidder’s email is received at [Proposals@maine.gov](mailto:Proposals@maine.gov).

The Department anticipates accepting all qualified vendors who have the ability to fulfill the supplemental staffing needs within a limited time period. Acceptance to the Pre-Qualified Vendor List is not a guarantee of work.

1. **Mini-Bid Process and Awards**

The Department will notify all pre-qualified vendors based on capability (“capability” is defined as those vendors who provide the required staffing resource in the specified location) when specific need occurs. Each capable vendor on the pre-qualified list will be given a description of a particular supplemental staffing need and be asked to respond within providing a cost proposal specific to the position and location and their availability/timing to provide the supplemental staffing resource(s). The Bidder(s) who recruits viable resource(s) will enter into a Delivery Order with the Department.

Please note, the cost proposed under this RFP process will form the foundation of each Bidder’s future “mini-bid” responses – that is, a Bidder may not propose rates in the “mini-bid” that are above what is proposed in response to this RFP process (but a Bidder may propose a rate lower, if it so chooses).

**PART II – Supplemental Staffing**

1. **Types of Staffing Assignments**

Each vaccination site will include a variety of staffing resources including, but are not limited to:

|  |  |
| --- | --- |
| **Administrative** | **Clinical** |
| **Administrative Support**   * Clinical Flow Assister * Form Assister; Orientation Assister * Medical Records Data Entry * Translator * IT Support | **Clinical Resource**   * Clinical Site Manager/Supervisors * Medical Screener * Vaccinators * Vaccine Preparer/Supplies * EMT * Pharmacy Technician |
| **Administrative Support Leadership**   * Staff Resource Supervisor * Clinical Manager * Supply Manager | **High Level Clinical Resource**   * Clinical Site Manager/Supervisor * Exit Reviewer (RN/Public Health) * Pharmacist |

Vendors will not be not required to supply resources for all categories/positions. Medium and smaller scale sites may require a more limited scope of staffing. Some positions are of a similar nature, even if specific tasks are different; in such cases it will be encouraged resources with similar skill sets, serve in multiple roles.

In most cases, the Department will require vendors to identify and recruit resources for these supplemental staffing needs and at times, the Department may select the specific individual. The Department and the vendor providing the resource will determine the appropriate hourly rate for each individual resource.

1. **Type of Contract and Ordering Process**

Multiple awards are anticipated as a result of this RFP process. Successful Bidders will be awarded a master agreement which sets forth standard mark-up rates, as proposed, negotiated and agreed upon. The Department intends on issuing mini-bids (when the need for supplemental staffing arise) to all vendors on the master agreement who have the ability to provide a supplemental staffing resource within a particular category.

1. **Employment of Staffing Resources**

Supplemental staffing resources shall remain the vendor’s employees and shall not receive any State employment benefits. The vendor shall be responsible for all payroll withholding requirements; for communicating its benefits, timecards, policies and safety practices to its employees; and for all required insurances for its employees.

1. **Resource Interview and Screening Process**

The vendor will be primarily responsible for interviewing and screening candidates when the Department asks the vendor to identify and recruit a supplemental staffing resource. Depending upon the category and skill level required of the supplemental staffing resource, the Department may ask the vendor to submit resumes and other related information from which the Department will select the appropriate individual. The Department may also interview one or more candidates before a selection is made. The Department may ask the vendor to select a supplemental staffing resource with the appropriate skills and experience and arrange for the supplemental staffing resource to report to work at the designated vaccine site on a specified date.

1. **Background and Security Checks**

Basic security clearance on individual supplemental staffing resources may be required, upon request. This may include:

1. Asking the individual questions about tax violations and criminal convictions;
2. Performing Maine criminal records checks on individuals prior to placement;
3. Fingerprinting of individuals;
4. Obtaining signed releases to perform additional background security checks; and
5. Having a process in place to carry out the security checks if the circumstances warrant such reviews.
6. **Compliance with State Policies and Procedures**

Travel Policy

When a supplemental staffing resource is required to travel as part of his/her assignment, the vendor shall reimburse the supplemental staffing resource for travel in accordance with the State’s travel policy and shall invoice the Department for the allowable travel costs. The invoice shall include details regarding the miles traveled, receipts for expenses and other documentation necessary. The Department will reserve the right to audit detailed travel records at any time. The Department is required to reimburse contracted supplemental staffing resource at rates no higher than those permitted for State employee travel. No travel shall be reimbursed unless it was specifically required in advance by the Department.

Other Policies

The vendor shall be responsible for ensuring that supplemental staffing resources review and understand the vendor’s policies and employee handbook. It will also be the responsibility of the vendor to request from the Department policies that the supplemental staffing resource must adhere to and assure that the supplemental staffing resource is familiar with any key policies required by the Department. The vendor shall incorporate State of Maine policies regarding use of State-owned equipment, confidentiality of information and any other “Statewide” policy into the list of policies the supplemental staffing resource will adhere to while assigned providing services at vaccination sites.

Consent to Hire

In some cases, former State employees may be considered for supplemental staffing resource assignments. In those cases that the former State employee has been retired less than 30 days the vendor must submit an email, to the Department requesting the consent of the State Procurement Review Committee before the vendor may engage the former State employee. Additional procedures may be implemented by the Department to fulfill this requirement.

1. **Working Hours**

Standard work hours shall not exceed forty (40) hours per resource. Specific hours per clinic locations may vary. The Department will provide the specific days/hours upon request for the specific resource(s). The Department and the vendor will determine the exact hours on a case by case basis.

Payment will be made for actual hours worked. Payment will not be made for Holidays observed by the State or for time not worked as a result of early dismissal by the State due to weather or other causes.

1. **Resource Performance**

Supplemental staffing resources are expected to report to the vaccine site consistently and, when required, exhibit an appropriate degree of professionalism and complete all required tasks as assigned. The vendor will communicate periodically with the Department on the performance of their supplemental staffing resource. Any issues with supplemental staffing resource performance that the vendor is made aware of must be addressed by the vendor in coordination with the Department. The Department reserves the right to have the vendor remove a supplemental staffing resource for performance issues. If a supplemental staffing resource is removed from an assignment, the vendor shall be available in person to ensure that the supplemental staffing resource is not in possession of any State property or data and exits the mass vaccination site premises without incident.

1. **Reporting**

Vendors shall submit quarterly reports to the Department in a format specified by the Departments. Reports shall, at a minimum, detail the following:

1. The name of each supplemental staffing resource;
2. The position title;
3. The location of the assignment;
4. The start date of the assignment;
5. The end date of the assignment;
6. The billing rate;
7. The Delivery Order number;
8. Total amount of the Delivery Order;
9. The amount paid to date; and
10. The number of hours worked to date.

Vendors may also be required to provide ad hoc reporting to the Department.

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** 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.
      1. Bidders and other interested parties must use **Appendix G** (Submitted Questions Form) for submission of questions. The form is to be submitted as a MS Word (.doc or .docx) 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: [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 will be accepted at any time after the release of this RFP while the RFP is open.
   2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at [Proposals@maine.gov](mailto: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. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
      4. File size limits are 25MB per e-mail. Bidders 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.
      5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202102019 Proposal Submission – [Bidder’s Name]”**
      6. Bidder’s proposals are to be sent as one document. PDF is preferred but other formats, such as MS Word, will be accepted.
      7. Bidder’s proposals must include (in order below):
2. Proposal Cover Page (**Appendix A**)
3. Debarment, Performance and Non-Collusion Certification (**Appendix B**)
4. Application Form (**Appendix C**)
5. Cost Proposal (**Appendix D**)

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

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

The Bidder’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.

Bidders 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 Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder 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 Bidder.

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

Bidders 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 Bidder.

**Section II   Submission Documents**

* 1. **Certificate of Insurance**

Bidders must provide a valid 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.

* 1. **Application Form**

Bidders must complete in its entirety **Appendix C** – Application.

* 1. **Cost Proposal Form**

Bidders must 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.

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**

An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.

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 the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.

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. 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, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

1. **Determination Process**

Proposal submissions will be reviewed by an Evaluation Team to determine if the minimum qualifications are met for the requested services. The Evaluation Team will evaluate the Bidder’s response outlined in **Appendix C** to ensure minimum requirements are met. Thereafter, the Bidder will be notified of said acceptance to the Pre-Qualified Vendor List. If the minimum qualifications are not met, the Bidder will be notified of the reason for not qualifying. The Department reserves the right to reject incomplete proposals. Minimum requirements include:

1. Providing the required signed Proposal Cover Page (**Appendix A**);
2. Providing the required signed Debarment Form (**Appendix B**);
3. Certificate of Insurance;
4. Providing the required completed Application Form (**Appendix C**); and
5. Providing the required completed Cost Form (**Appendix D**).
6. **Selection and Award**
7. 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.
8. Notification of contractor selection or non-selection will be made in writing by the Department.
9. 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 Bidder.
10. The Department reserves the right to reject any and all proposals.
11. Selection to be included on the PQVL is not a guarantee of work.
12. **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.

Since this RFP results in a PQVL, the appeal procedures mentioned above are available upon the original determination of that vendor list. The appeal procedures will not be available during subsequent competitive procedures involving only the PQVL participants if cost is the sole determining factor.

1. **Removal from Pre-Qualified Vendor List**

The Department may remove a pre-qualified vendor from the PQVL at any time, upon giving 30 days’ written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

* 1. The pre-qualified vendor failed or refused to perform its contractual obligations,
  2. The pre-qualified vendor’s performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided,
  3. The pre-qualified vendor no longer has the ability to perform the services specified in this RFP, or
  4. The pre-qualified vendor is continually “unresponsive” to providing any feedback to the Department’s mini-bid solicitations.

**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 Form

**Appendix D** – Cost Proposal Form

**APPENDIX A**

**STATE OF MAINE**

**Department of Health and Human Services**

*Office of the Commissioner*

**APPLICATION COVER PAGE**

**RFP# 202102019**

**Pre-Qualified Vendor List for COVID-19 Vaccine Site Support Services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder’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 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 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 Health and Human Services**

*Office of the Commissioner*

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

**RFP# 202102019**

**Pre-Qualified Vendor List for COVID-19 Vaccine Site Support Services**

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

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

**APPENDIX C**

**STATE OF MAINE**

**Department of Health and Human Services**

*Office of the Commissioner*

**APPLICATION FORM**

**RFP# 202102019**

**Pre-Qualified Vendor List for COVID-19 Vaccine Site Support Services**

* Bidders must be brief and concise in providing written information required in this application.
* Incomplete application will not be accepted.
* Accepted applications will require the awarded Bidder(s) to enter into a State of Maine Master Agreement with appropriate riders as determined by the Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder’s Organization Name:** |  | | |
| 1. **Does the Bidder have the capacity to provide supplemental staffing resources to meet the Department’s need for immediate staffing at vaccination sites?** | | | Yes  No |
| 1. **Identify which supplemental staffing resources your entity has the ability to provide for each category. The list of positions may not be all-inclusive, and the Department may add/remove positions as needed.** | | | |
| **Non-Medical Resources** | | **Medical Resources** | |
| * **Category I – Administrative Support**   Greeter  Clinical Flow Assistant  Forms Assistant  Orientation Assistant  Medical Records Data Entry  Translator  IT Support     * **Category II – Administrative Support Leadership**   Site Manager/Supervisors  Staff Resource Supervisor  Clinical Manager  Supply Manager | | * **Category III – Clinical Resource**   Medical Screener  Vaccinators  Vaccine Preparer/Supplies  EMT  Pharmacy Technician   * **Category IV – High Level Clinical Resource**   Clinical Site Manager/Supervisor  Exit Reviewer (RN/Public Health)  Pharmacist | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Which counties does your entity have the ability to provide supplemental staffing resources for vaccination sites?** | | | | | |
| Androscoggin  Aroostook  Cumberland  Franklin | Hancock  Kennebec  Knox  Lincoln | Oxford  Penobscot  Piscataquis  Sagadahoc | | | Somerset  Waldo  Washington  York |
| 1. **Is the Bidder able to meet the requirements of a Master Services Agreement outline in Part II of this RFP?** Describe: | | | | | Yes  No |
|  | | | | | |
| 1. **Does the Bidder have experience staffing the various roles?** Describe and delineate across positions that are clinical roles such as (i.e., vaccinators, observers, pharmacists and pharmacy technicians) and non-clinic roles (i.e., POD Manager, greeter, etc.): | | | | Yes  No | |
|  | | | | | |
| 1. **Does the Bidder have the capacity to maximize staff (one resource to serve in multiple roles) across the spectrum of the needs at a clinic?** Describe: | | | Yes  No | | |
|  | | | | | |

**APPENDIX D**

**STATE OF MAINE**

**Department of Health and Human Services**

*Office of the Commissioner*

**COST PROPOSAL FORM**

**RFP# 202102019**

**Pre-Qualified Vendor List for COVID-19 Vaccine Site Support Services**

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

**Instructions:** The Bidder must provider an all-inclusive mark-up rate for State Identified and Vendor Identified Resources. The Bidder only need to provide a mark-up rate for the categories which a resource will be provided.

*(Insert Mark-up as a multiplier – for example: 12% = a multiplier of 1.12)*

|  |  |  |
| --- | --- | --- |
| **Staffing** **Category** | **State Identified Resource (Payroll)**  **Mark-up** | **Temp Provider Identified Resource**  **Mark-up** |
| **Non-Medical Resources** | | |
| **Category I – Administrative Support** |  |  |
| *Example positions include (but are not limited to):* Greeter; Clinical Flow Assister; Form Assister; Orientation Assister; Medical Records Data Entry; Translator; IT Support | | |
| **Category II – Administrative Support Supervisor** |  |  |
| *Example positions include (but are not limited to):* Staff Resource Supervisor; Clinical Manager; Supply Manager | | |
| **Medical Resources** | | |
| **Category III – Clinical Resource** |  |  |
| *Example positions include (but are not limited to):* Medical Screener; Vaccinators; Vaccine Preparer/Supplies; EMT; Pharmacy Technician | | |
| **Category IV – High Level Clinical Resource** |  |  |
| *Example positions include (but are not limited to):* Clinical Site Manager/Supervisor; Exit Reviewer (RN/Public Health); Pharmacist | | |