**STATE OF MAINE**

**Governor’s Energy Office**

**RFP# 202408158**

**Pre-Qualified Vendor List for Expert Analysis, Consulting Services and Program Monitoring and Compliance**

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| --- | --- |
| **RFP Coordinator** | *All communication, including questions and proposal submission, regarding this RFP must be made using the email address below.***Name:** Allie Rand **Title:** Energy Policy Analyst**Contact Information:** allie.rand@maine.gov |
| **Submitted Questions Due** | *Questions regarding this RFP can be submitted at any time while this RFP is open. All questions must be submitted, by e-mail, to the address identified above. Please include “*202408158 *Questions*” *in the subject line of your email.* |
| **Proposal Submission** | *Proposals must be received by the Office of State Procurement Services by:***Submission Deadline:** November 12, 2024, 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 |
| **Annual****Enrollment** | *After the initial RFP proposal submission deadline, proposal evaluations will be held on an annual basis. Annual proposal submission deadlines will be* ***11:59 p.m. on the******1st business day of October*** *while the RFP is active. Proposals are required to be submitted prior to the submission date and time in order to be considered for that enrollment period.***Electronic (email) Submission Address:** Proposals@maine.gov  |

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**PUBLIC NOTICE**

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**State of Maine**

**Governor’s Energy Office**

**RFP# 202408158**

**Pre-Qualified Vendor List for Expert Analysis, Consulting Services and Program Monitoring and Compliance**

The State of Maine is seeking proposals to be considered for inclusion on a Pre-Qualified Vendor List for (1) expert energy analysis and consulting services and/or (2) assistance and technical expertise related to reporting and compliance requirements associated with federal and/or 3) assistance related to stakeholder and community engagement.

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: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, to the following email address: Proposals@maine.gov. Proposal submissions must be submitted no later than 11:59 pm, local time, on November 11, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned email address by the aforementioned deadline will not be considered for contract award.

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**RFP DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Pre-Qualified Vendor List RFP:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **BIL**  | Bipartisan Infrastructure Law |
| **Department, GEO** | Governor’s Energy Office |
| **IRA** | Inflation Reduction Act |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **PQVL** | Pre-Qualified Vendor List |

**State of Maine – Governor’s Energy Office**

**RFP# 202408158**

**Pre-Qualified Vendor List for Expert Analysis, Consulting Services and Program Monitoring and Compliance**

# **PART I INTRODUCTION**

## A. Purpose and Background

In response to the unprecedented federal funding opportunities available through the Bipartisan Infrastructure Law and the Inflation Reduction Act, the Governor’s Energy Office (GEO) is seeking proposals for expert consulting services and assistance related to:

**Track 1: Expert energy analysis, economic analysis and consulting services.** Assistance related to various energy policy initiatives including but not limited to analysis of energy markets, short- and long-term energy forecasting, energy infrastructure planning and analysis, impact analysis, greenhouse gas emissions impact analysis, and economic analysis.

**Track 2: Federal funding implementation support services.** Federally funded program monitoring, compliance, reporting, and administration support, including but not limited to project scoping, application development, application review criteria development, application review and scoring, award and subaward negotiation, scoping, project design, project monitoring and reporting, construction monitoring, and compliance monitoring services.

**Track 3: Stakeholder engagement and facilitation services.** Assistance related to stakeholder and community outreach, public meeting design and facilitation, and community engagement.

In their application, vendors should identify which Track(s) the proposed services will address. Vendors may be eligible to provide services in one or multiple Tracks. Vendors qualified to provide a subset of services in any Track above are still encouraged to respond even if they cannot provide every single service listed in the scope of the Track or this RFP. There is no preference or penalty for applying in one Track or multiple.

**GEO is not seeking subrecipients or contractors to implement or deploy funds under these awards through this pre-qualified vendor list.** Any such subawards or contracts will be sought through separate Requests for Proposals or Requests for Applications issued by GEO.

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).

As the State of Maine’s designated energy office, the GEO is charged with carrying out the responsibilities of the State relating to energy resources, planning, and development. The passage of the Bipartisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA) in 2021 and 2022, respectively, represents a once-in-a-generation federal investment in clean energy infrastructure and technologies. In alignment with GEO’s statutory purpose, GEO is actively pursuing and administering multiple BIL and IRA programs and initiatives (ie: tax credits or financing programs) aligned with the State’s clean energy, climate and equity goals, including but not limited to:

* Preventing Outages and Enhancing the Resilience of the Electric Grid Formula Grants (Grid Resilience Formula Grants)
* Home Efficiency Rebates (HER)
* Home Electrification and Appliance Rebates (HEAR)
* Latest and Zero Building Energy Code Adoption
* Greenhouse Gas Reduction Fund – Solar for All
* Training for Residential Energy Contractors Grants
* Grid Resilience and Innovation Partnerships Grants
* Energy Improvements in Rural or Remote Areas Grants
* Energy Security Planning

GEO anticipates identifying and pursuing additional BIL and IRA funding opportunities that advance state policy objectives.

To date, GEO has received or is anticipated to receive more than $150 million in competitive and formula funding for which it will be the entity responsible for adherence to federal terms and conditions and overall monitoring, including:

* Approximately $11 million from the Grid Resilience Formula Grant program
* $35.7 million from Home Energy Rebates program formula allocation
* $35.9 million from the Home Electrification and Appliance Rebates program formula allocation
* $1.3 million from the State Based Home Energy Efficiency Training for Residential Energy Contractors program formula allocation
* Approximately $62 million from the Solar for All program

Additional funding from other programs may be added to this living list in future years.

## 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.).

<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. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
3. 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 qualified parties are invited to submit bids in response to this Request for Proposals.

## D. Pre-Qualified Vendor List Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated Pre-Qualified Vendor List (PQVL) period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP process. Utilization of a PQVL for will begin once the RFP process has been finalized.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | December 1st, 2024 | Termination of RFP |

This RFP offers an annual enrollment for new vendors to be included on the pre-qualified vendor list. Once selected, vendors do not need to reapply during an annual enrollment.  Proposals will be accepted from vendors not currently on the PQVL as long as this RFP is active.  Proposals submitted during the annual enrollment will be evaluated and the vendors will be notified of the decision within 30 days.

## E.     Mini-Bid Process and Awards

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors when specific services are needed. Each vendor on the PQVL will be given a description of the particular services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the project-specific cost proposal for those services. Vendors should respond to each mini-bid with their proposal or provide a “no-bid” as a response. The Department will then select one vendor based on the project-specific cost proposal submitted during the “mini-bid” process of those pre-qualified vendors who can meet the specific service requirements.

The Department reserves the right to select vendors from the pre-qualification list without using the mini-bid process for emergencies (if the need arises). The Department also retains the discretion to issue new RFPs for specific projects. Providers for those projects will not be selected from the PQVL, but rather through the separate RFP or other procurement process based on the Department’s specific needs/timelines.

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

The GEO is administering and proactively planning for upcoming federal funding programs to support the State of Maine’s climate, clean energy, and economic goals.

In November 2021, Congress passed the Infrastructure Investment and Jobs Act (IIJA), also called the Bipartisan Infrastructure Law (BIL). The legislation is a significant investment that is directing billions of dollars in funding administered by the U.S. Department of Energy (DOE) to accelerate the clean energy transition. The funding aims to advance the Biden Administration and Congressional goals of improving energy resilience and mitigating climate risk, investing in modernized grid infrastructure and clean energy solutions, and creating good-paying jobs.

In August 2022, Congress passed the Inflation Reduction Act (IRA), legislation that directs nearly $370 billion to climate change related programs aimed at accelerating the deployment of clean energy technologies, reducing emissions, lowering energy prices, and building the resiliency of our energy system. This law, through both the creation of new programs and the extension of existing programs, will provide substantial opportunities to expand clean energy manufacturing, distributed generation, building modernization, and energy efficiency in Maine and across the country. The IRA puts the U.S. on a path to roughly 40% emissions reductions by 2030 while committing to delivering 40% of the overall benefits of these investments to marginalized, underserved, and overburdened communities.

The GEO is tracking and advancing multiple opportunities under both the Bipartisan Infrastructure Law and the Inflation Reduction Act, as described in Part I. A above.

The GEO additionally continues to advance a number of initiatives related to renewable energy policy, clean energy jobs and workforce development, energy security, and electric grid resilience. This RFP seeks proposals from qualified bidders for ongoing support related to energy policy analysis and stakeholder and community engagement in these areas.

**OBJECTIVE**

The objective of this PQVL is to seek support for a range of technical assistance needs related to the monitoring, reporting, compliance and administration of federal funding allocated to the Governor’s Energy Office through BIL and IRA, as well as support of the pursuit of new and aligned federal funding opportunities and ongoing policy activities of the office. The GEO anticipates the Provider will support GEO staff as well as subrecipients of funds flowing through GEO on support needs including those identified in the scope of this request.

The Governor’s Energy Office (GEO) is seeking proposals to provide general assistance related to:

**Track 1: Expert energy analysis, economic analysis and consulting services.** Assistance related to various energy policy initiatives including but not limited to analysis of energy markets, short- and long-term energy forecasting, energy infrastructure planning and analysis, impact analysis, greenhouse gas emissions impact analysis, and economic analysis.

**Track 2: Federal funding implementation support services.** Federally funded program monitoring, compliance, evaluation, reporting, administration, including but not limited to project scoping, application development, application review criteria development, application review and scoring, award and subaward negotiation, scoping, project design, project monitoring and reporting, program evaluation, construction monitoring, and compliance monitoring services.

**Track 3: Stakeholder engagement and facilitation services.** Assistance related to stakeholder and community outreach, public meeting design and facilitation, and community engagement.

In their application, vendors should identify which Track(s) the proposed services will address. Vendors may be eligible to provide services in one or multiple Tracks. Vendors qualified to provide a subset of services in any Track above are still encouraged to respond even if they cannot provide every single service listed in the scope of the Track or this RFP. There is no preference or penalty for applying in one Track or multiple.

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**TRACK 1: EXPERT ENERGY ANALYSIS, ECONOMIC ANALYSIS AND CONSULTING SERVICES**

Expert assistance is anticipated across a range of energy policy topic areas in which GEO is engaged.

**ILLUSTRATIVE TRACK 1 TECHNICAL TASKS:**

Assistance related to various energy policy initiatives including but not limited to:

* analysis of energy markets
* short- and long-term energy forecasting
* energy infrastructure planning and analysis
* equity and social vulnerability analysis
* greenhouse gas emissions impact analysis
* economic analysis

**TRACK 2: FEDERAL FUNDING IMPLEMENTATION SUPPORT**

Expert assistance is anticipated in the following areas:

* National Environmental Policy Act
* National Historic Preservation Act
* Build America Buy America (BABA)
* Davis Bacon Act or State Prevailing Wage Compliance Monitoring
* Sub-award budget and cost monitoring
* Sub-award reporting metrics monitoring and support
* Equipment and property records
* Small, minority, and women owned business compliance and outreach

Awarded Bidders will have sufficient staffing, technical resources and capacity, and ability to travel to remote site locations across the State if needed.

**ILLUSTRATIVE TRACK 2 TECHNICAL TASKS**

Tasks 1-8 below may be solicited through the mini-bid process on an as-needed bases.

**TASK 1: FEDERAL COMPLIANCE TRAINING SUPPORT**

Provide support and guidance, including but not limited to:

* Identification of administrative reporting compliance requirements for one or more federally funded programs, including any changes to the requirements
* Development of materials and provision of training to GEO staff, contractors, and subrecipients on federal reporting and compliance requirements

**TASK 2: PROJECT COMPLIANCE SUPPORT**

Provide overall project management support and guidance, including but not limited to:

* Identification of administrative reporting compliance requirements for one or more federally funded programs, including any changes to the requirements
* Incorporation of all applicable compliance responsibilities in the terms and conditions of sub-awards (e.g., Davis-Bacon Act), and ensuring subrecipients are responsible for providing all necessary information
* Review of and guidance on subrecipient tasks and deliverables in the project scope of work related to federal compliance responsibilities
* Development of subaward monitoring and administration procedures
* Submittal of reports to federal agencies and entering data as required, such as in the federal PAGE system

**TASK 3: FINANCIAL MANAGEMENT SUPPORT**

Provide support and guidance on required financial management practices for federal awards, including but not limited to:

* Federal award requirements for the GEO’s financial management system
* Sufficient and effective internal controls
* Federal payment procedures
* Allowable costs determinations for GEO and subrecipients
* Revisions to budgets and program plans
* Appropriate use of program income

**TASK 4: EVALUATION OF SUBRECIPIENTS**

Provide support, guidance, and technical assistance related to the evaluation of potential subrecipients who apply to GEO’s funding solicitations, including but not limited to:

* Technical evaluation of subrecipient qualifications and experience with applicable federal requirements, providing subject matter expertise. Contractor will not score proposals or provide specific recommendations or opinions.
* Assessment of the performance risk of sub-awardees
* Modification of subawards based on risk evaluation
* Technical assistance to subrecipients
* Debarment and Suspension checks.

**TASK 5: FEDERAL REPORTING**

Provide support and guidance for federal reporting obligations, including but not limited to:

* Reporting on program performance, including all required metrics, data, and budget information, as well as regular program and project reports (e.g., quarterly reports)
* Reporting significant developments
* Reporting on any federal interest in real property
* Closeout Reporting
* Other reporting requirements under uniform or specific federal awards.

**TASK 6: OVERSIGHT REQUIREMENTS**

Provide support, guidance, and technical assistance for federal monitoring obligations, including but not limited to:

* Monitoring subrecipients to ensure compliance with applicable federal requirements including but not limited to the following:
	+ Reviewing financial management and performance reports
	+ Following-up on any deficiencies
	+ Procurement review
* Performing other stewardship obligations
* Support GEO staff to perform and report on onsite reviews
* Providing training to the GEO on compliance monitoring

Subrecipients of BIL and IRA funds are required to comply with a number of federal requirements. The GEO will provide specific Assistance Agreement Terms and Conditions for grant programs. The Bidders should expect to conduct monitoring activities under the following specific federal requirement areas:

* Davis-Bacon Act or State Prevailing Wage Compliance Monitoring
	+ Coordinating required training
	+ Ensuring compliance by all lower tier entities
	+ Reviewing payrolls of subrecipients
	+ Posting notices and conducting onsite reviews
	+ Notifying Federal agencies of any labor standards issues
	+ Cooperating with DOL investigations
	+ Preparing and submitting reports
	+ Supporting waiver requests for the use of LCPTracker, the third-party DBA software DOE has contracted with
* Build America/Buy America Act
	+ Overseeing compliance
	+ Managing the waiver process
* National Historic Preservation Act
	+ Collecting and submitting and required information
* National Environmental Policy Act
	+ Collecting and submitting any required information
	+ Preparing and submitting reports
* Equipment and property
	+ Monitoring maintenance and intended use
	+ Maintaining property records and biannual inventory
	+ Purchase of American made equipment
* Small, minority, and women owned business
	+ Monitoring outreach efforts are made toward goal, if applicable.
* Export Control
	+ Monitoring compliance with all applicable United States Export Control laws and regulations relating to any work performed under the award

**TASK 7: PROGRAM EVALUATION**

Provide independent program evaluation services, including but limited to:

* Development of program evaluation plans, including data collection plans and specifications;
* Execution of program evaluation plans, including but not limited to qualitative and quantitative data collection, statistical and other analysis, and report preparation and presentation;
* Development of conclusions and recommendations to inform continuous improvement, as applicable.

**TASK 8: MODIFICATION OF PERFORMANCE PERIOD AND CLOSEOUT**

Provide support, guidance, and technical assistance for project performance period modification and closeout, including but not limited to:

* Modifying period of performance as needed
* Developing and performing closeout procedures
* Submitting all required project documentation
* Ensuring prompt payment.

**Work Scope Attachment**

The following is a list of federal grant requirements that Contractor may be asked to monitor subrecipient awards for compliance.

|  |
| --- |
| Affirmative Action and Pay Transparency RequirementsAllowable costs/indirect costsAmericans with Disabilities Act of 1990Annual Allocation RequestBuy America/Purchase of American made equipment Byrd Anti-Lobbying AmendmentCargo-Preference ActClean Air Act and the Federal Water Pollution Control ActCompliance with Federal, State, and Municipal LawConference SpendingConflict of InterestConstructionContract Work Hours and Safety Standards Act Contracting with small & minority business, women's business enterprises & labor surplus area firmsCopyrightCorporate Felony Conviction and Federal Tax Liability AssurancesCost Match/cost share Cybersecurity PlanDavis-Bacon ActDebarment and SuspensionDisadvantaged Business Enterprise Domestic Content Commitment/Domestic procurement Domestic preferences for procurementsDuplicative Funding reporting Eligible Entity Prioritization Equal Employment OpportunityEquipmentExport ControlFederal Funding and Transparency Act of 2006Financial Management Flood ResilienceFlow down requirements to subrecipients/subcontractors Foreign Entities/Collaboration Foreign Government-Sponsored Talent Recruitment ProgramForeign National InvolvementForeign TravelFraud, Waste, AbuseFree Speech and Religious Liberty Historic PreservationHuman Subjects ResearchIndemnityInsolvencyInsurance CoverageIntellectual Property / Intellectual Property Management PlanLobbyingNational Policy Assurances NEPANondisclosure and Confidentiality Agreement AssurancesNondiscriminationPayment procedures and reimbursementPerformance of Work in USPost-Award Due Diligence ReviewsProcurement Program IncomeProperty Trust RelationshipPublicationsReal PropertyRecord RetentionRefund ObligationReporting of Matters Related to Recipient Integrity and PerformanceReporting RequirementsReporting Subawards and Executive CompensationReporting, Tracking and Segregation of incurred CostsRight of WayRights in Technical DataRights to Inventions Made Under a Contract or AgreementSite VisitsSmall Utilities Set AsideStewardship activities Subaward notificationSuppliesSystem for Award Management and Universal Identifier RequirementsTechnical Assistance and Administrative ExpensesTelecommunications and Video Surveillance Services or EquipmentTransparency of Foreign ConnectionsUniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal AwardsUniform Commercial Code (UCC) Financing Statements |

**TRACK 3: STAKEHOLDER ENGAGEMENT AND FACILITATION SERVICES**

Assistance related to stakeholder and community outreach, public meeting design and facilitation, and community engagement.

**ILLUSTRATIVE TRACK 3 TECHNICAL TASKS:**

Support of GEO in the following key areas:

* Stakeholder and community outreach
* Designing public meetings and webinars
* Facilitating public meetings, workshops, and webinars
* Community engagement in in-person and virtual settings

Awarded Bidders will have sufficient staffing, technical resources and capacity.

# **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 D** – Submitted Questions Form – for submission of questions.

c. The Submitted Questions Form must be submitted to the RFP Coordinator email address identified on the cover page of this RFP.

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: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls> . Bidders should submit questions 15-days prior to the most current proposal submission deadline in order to receive a response 7-days prior to that deadline. All other questions will be addressed after the current deadline. 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: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls> . 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. They will be opened the next business day. Proposals received **after** the 11:59 p.m. deadline will be **held until the next open enrollment opening**.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the State of Maine Office of State Procurement Services, via email 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. 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.
5. 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.
6. 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.
7. Bidders are to insert the following into the subject line of their email submission: **“RFP# 202408158 Proposal Submission – [Bidder’s Name]”**
8. Bidder’s proposals are to be sent as one document. PDF is preferred but other formats, such as MS Word, will be accepted.
9. Bidder’s proposals must include (in the order below):

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

- Responsible Bidder Certification (**Appendix B**)

- Organization Qualifications and Experience (**Appendix C** and all related/required attachments)

- Copy of applicable licensure or any specific credentials

- Certificate of Insurance

- Company Rate Sheet(s)

# **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**

* 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. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience**

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must 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, Bidders must 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**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must 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 the 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.

* 1. **Certificate of Insurance**

Bidders must 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 III Proposed Services**

* 1. **Services to be Provided**

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

**Section IV Cost Proposal**

**General Instructions**

The Respondent must submit a current rate sheet. Rate sheets must provide a listing of all the typical fixed and hourly rates for all services and the positions expected to be involved in the services provided as well as all other expected expenses.

# **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, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
			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. Preliminary Information (No Points)**

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

**Section II. Organization Qualifications and Experience (50 points)**

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

**Section III. Proposed Services (25 points)**

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

**Section IV. Cost Proposal (25 points)**

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

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the review team will use a consensus approach to evaluate and score the sections 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.
	2. **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.

**5.**   Selection to be included on the PQVL is not a guarantee of work.

**6.** Updated documentation pertaining to Certification of Insurance, Certification/Licensure, and Rates will be required to be submitted to the RFP Coordinator by all Providers on the PQVL on an annual basis.

## 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: <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.

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.

## Removal from Pre-Qualified Vendors 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 VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Proposal Cover Page
2. Appendix B – Responsible Bidder Certification
3. Appendix C – Qualifications and Experience Form
4. Appendix D – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Governor’s Energy Office**

**PROPOSAL COVER PAGE**

**RFP# 202408158**

**Pre-Qualified Vendor List for Expert Analysis, Consulting Services and Program Monitoring and Compliance**

|  |  |
| --- | --- |
| **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 agreement with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed 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**

**Governor’s Energy Office**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202408158**

**Pre-Qualified Vendor List for Expert Analysis and Consulting Services and Program Monitoring and Compliance**

|  |  |
| --- | --- |
| **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.*
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*.
5. *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.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

**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**

**Governor’s Energy Office**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 202408158**

**Pre-Qualified Vendor List for Expert Analysis and Consulting Services and Program Monitoring and Compliance**

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

|  |  |
| --- | --- |
| **Does this application primarily address Track 1, 2 or 3 in RFP?** *Please note, there is no preference or penalty for applying in one Track or multiple.**Provide a brief explanation.* | **Track 1: Expert Energy Analysis, Economic Analysis and Consulting Services****Track 2: Federal Funding Implementation Support****Track 3: Stakeholder Engagement**  |

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

|  |
| --- |
| **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.****Bidders that specialize in specific topic areas under Track 2 are encouraged to provide a work product to represent experience and expertise. For example, if a subcontractor’s expertise is in performing site visits and construction monitoring of subrecipients, then the project description provide could be a report on previous on-site project review of a grant recipient.**  |

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

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |  |
| --- | --- |
| **Subcontractors.** If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications. |  |

**Additional Submission Requirements:**

* **Organizational Chart.** Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.
* **Litigation.** Bidders must 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 the 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.
* **Certificate of Insurance.** Bidders must 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.
* **Cost Proposal.** The Respondent must submit a current rate sheet. Rate sheets must provide a listing of all the typical fixed and hourly rates for all services and the positions expected to be involved in the services provided as well as all other expected expenses.

**APPENDIX D**

**State of Maine**

**Governor’s Energy Office**

**SUBMITTED QUESTIONS FORM**

**RFP# 202408158**

**Pre-Qualified Vendor List for Compliance, Monitoring and Support Services for State-Administered Federal Funds**

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

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