**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 2 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202408158 Pre-Qualified Vendor List for Expert Analysis, Consulting Services and Program Monitoring and Compliance   |
| **RFP ISSUED BY:** | Governor’s Energy Office |
| **SUBMITTED QUESTIONS DUE DATE:** | 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.  |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | November 5, 2024 |
| **PROPOSAL DUE DATE:** | November 13, 2024, no later than 11:59 p.m., local time no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** |
| **REVISED LANGUAGE IN RFP (if any):**All references to the Proposal Submission Deadline of November 12, 2024, no later than 11:59 PM local time are amended to November 13, 2024, no later than 11:59 PM local time. All references to the Proposal Submission Deadline of November 12, 2024, no later than 11:59 PM local time (as amended in Amendment #1) are amended to November 13, 2024, no later than 11:59 PM local time  |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Cover Page | The cover page of the RFP indicates that responses are due by 11:59PM EST on November 12, 2024. However, page 3 of the document indicates that responses are due by 11:59PM local time on November 11, 2024. Can you please confirm the due date? |
| **Answer** |
| RFP responses are due by 11:59PM EST, November 13, 2024. |

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| **2** | **RFP Section & Page Number** | **Question** |
| Cover Page | Will the awarded vendor of this RFP be precluded from supporting the implementation of the Solar for All (SFA) grant? |
| **Answer** |
| No. This RFP does not seek proposals to implement financial or technical assistance under GEO’s Solar for All award. GEO anticipates selecting multiple vendors through this RFP to be placed on a pre-qualified vendor list (PQVL). No specific scope of work will be awarded to a specific vendor through this RFP. Vendors selected through this RFP for inclusion on the PQVL are not precluded from responding to future GEO RFPs. GEO may seek certain support services as specified in the RFP related to Solar for All. |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph A(pg. 5) | Are the Pre-Qualified Vendor List services being undertaken as a proactive effort, or is it in response to an incident, investigation, improper activity, etc.? If the latter, what was the event that led to this need? |
| **Answer** |
| This RFP is issued as a proactive effort. |

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| **4** | **RFP Section & Page Number** | **Question** |
| Paragraph A(pg. 6) | How many subrecipients are expected to or have received funds from the IRA or BIL funds received by the GEO? |
| **Answer** |
| GEO currently implements or is working to implement subawards with more than 10 entities, and expects this number to grow in future years. |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph A(pg. 6) | What types of entities are expected to receive the funding from the IRA or BIL that are being administered by the GEO? Will they be public or private entities, county or local town governments, or individuals? |
| **Answer** |
| Entities receiving funds will depend on the applicable federal program and may include but are not limited to public entities, quasi-state entities, private entities, local, municipal or Tribal governments. |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph A(pg. 6) | Are there any active projects underway using the funds described in the RFP? If so, what are the number and size of these projects? |
| **Answer** |
| Yes. The Maine Grid Resilience Grant Program is currently underway. |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph A(pg. 6) | What is the number and size of expected future projects that will be undertaken using the funds described in this RFP? |
| **Answer** |
| Dependent on the particular scope and GEO's priority support areas. Please refer to Part I, Paragraph A page 6 for the list of awards GEO has received or anticipates receiving. This list is subject to future changes. |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph A (pg. 6) | Are there any specific business licenses that the GEO requires proposers to have? If yes, please list those licenses and the name of the organization that issues them. |
| **Answer** |
| No. Specific qualifications or licensing requirements may be specified in future requests for proposals issued for qualified vendors, but no specific license is required to be qualified in response to this RFP.  |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph D (pg. 7) | What is the current estimated duration of this agreement? |
| **Answer** |
| Please refer to Part 1, Paragraph D for details on the Pre-Qualified Vendors List Term. Specific project timelines will vary depending on services required.  |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part I, Paragraph E(pg. 8) | Are vendors permitted to add subcontractors that may not have been included in the original proposal as part of the mini-bid process based on the specified scope of services for each mini-bid? |
| **Answer** |
| Bidders should include any potential subcontractors to be used for specific projects in their original bid submission.  |
| **11** | **RFP Section & Page Number** | **Question** |
| Part II(pg. 9 – 15) | What is the Office’s projected budget in terms of hours and/or dollar amount to complete the scope of work? |
| **Answer** |
| Specific project timelines will vary depending on services required. |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part II(pg. 9 – 15) | To what extent may the scope of services be provided virtually or onsite? |
| **Answer** |
| Specific requirements related to onsite or virtual work will vary depending on services required.  |

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| **13** | **RFP Section & Page Number** | **Question** |
| n/a | Is this the first time you've outsourced this function? If so, what prompted the decision? |
| **Answer** |
| Given the unprecedented federal funding available through BIL and IRA, GEO is seeking to ensure robust support is available to staff pursuing and implementing federally funded programs. |

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| **14** | **RFP Section & Page Number** | **Question** |
| n/a | Are there any negative audit findings out of the Office’s most recent Audit? If so, can you please share what those are? |
| **Answer** |
| There are no negative audit findings for GEO. |

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| **15** | **RFP Section & Page Number** | **Question** |
| n/a | Are there existing manuals, policies and procedures in use relating to these federal funding programs, and are they available to the RFP proposers? |
| **Answer** |
| Information specific to federal funding procedures can be found in the Funding Opportunity Announcement or Notice of Funding Opportunity documents for each respective program. Key programs GEO anticipates engagement with are listed in the RFP in Part 1, Paragraph A, pg. 6. |

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| **16** | **RFP Section & Page Number** | **Question** |
| n/a | What computer system(s) are used to manage the federal funding program, and will those system(s) be accessible remotely to the selected vendor(s)? |
| **Answer** |
| GEO will work to ensure access to necessary technology platforms on a case by case basis. |

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| **17** | **RFP Section & Page Number** | **Question** |
| Cover page | Could the State of Maine extend the proposal submission deadline by one week (to November 19)? |
| **Answer** |
| GEO will keep the original deadline of November 12, 2024 amended to November 13, 2024 |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part I, Section D, p.7 | Can you clarify the expected period of validity for the pre-qualified vendor list? The table on p.7 of the RFP states the “end date” as “Termination of RFP”. |
| **Answer** |
| 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.  |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part IV, Section II, item 3, p.18-19 | Should bidders include bios or resumes for key personnel identified in the organizational chart? |
| **Answer** |
| Yes, bios and an organizational chart for key personnel should be included. |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part IV, Section II, p.18 | Can subcontractors be added later, in response to specific mini bids?  |
| **Answer** |
| See Question 10 response. |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part V, item B, p.20 | Can you clarify how bidder scores will be used to qualify vendors? Is there a minimum scores bidders must achieve, or a maximum number of vendors to be accepted under each Track? |
| **Answer** |
| 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.There is no pre-determined minimum or maximum score or pre-determined number of vendors that will be selected to be on the PQVL. |

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| **22** | **RFP Section & Page Number** | **Question** |
| Part V, item B, p.20 | How will cost proposals be evaluated – will a simple average rate be calculated across all labor categories provided, or should bidders estimate the percent of time to be required from each labor category on a typical project? |
| **Answer** |
| The review team will consider cost proposals in accordance with the scoring weights in process described in Part 5 Section B. Vendors should ensure responses satisfy the general instructions listed in Part IV Section IV. |

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| **23** | **RFP Section & Page Number** | **Question** |
| Page 27, Appendix C | If firms are interested in addressing multiple Tracks, should we submit separate proposals in reference to each Track (for example, one for Track 1 and one for Track 2)?  If not, and firms should only submit one proposal, should we include separate “Organization Qualifications and Experience” and “Proposed Services” as they pertain to each Track, given that this information will probably differ between Tracks 1, 2, and 3? |
| **Answer** |
| Please submit a separate application for each Track. |

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| **24** | **RFP Section & Page Number** | **Question** |
| Cost Proposal / Page 19 | Do the rates need to be fully burdened? |
| **Answer** |
| Vendors must meet the requirements described for the cost proposal in the RFP. Note that GEO has a NICRA of 9.415%. |

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| **25** | **RFP Section & Page Number** | **Question** |
| Part V, item B, p.20 | How are the pricing points awarded?  |
| **Answer** |
| See Question 21 and 22 responses. |

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| **26** | **RFP Section & Page Number** | **Question** |
| Appendix A, Page 24 | If we plan on submitting information for all three tracks. Would you like one set of forms covering all three tracks, or one set of form for each track? |
| **Answer** |
| See Question 23 response.  |

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| **27** | **RFP Section & Page Number** | **Question** |
| Section II (3), Page 18 | The Organization Chart section says, “*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*.” Are you interested in the bidder providing bios or CVs or just position titles for key personnel proposed? The three tracks include a lot of activities, so we are just not sure how detailed or high-level to go, since the expertise within our organization are widespread. |
| **Answer** |
| See Question 19 response.  |

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| **28** | **RFP Section & Page Number** | **Question** |
| Section II (3), Page 18 | If a bidder is responding to multiple tracks, should they provide more than three sample projects? |
| **Answer** |
| Bidders should submit separate applications for each Track and sample projects should be reflective of the scope of the relevant Track.  |

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| **29** | **RFP Section & Page Number** | **Question** |
| n/a | Would the bidder be precluded from becoming a vendor if we have other state contracts with the Maine DOT? |
| **Answer** |
| No. However, the bidder should detail relevant existing contracts or work as appropriate in Appendix C. |

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| **30** | **RFP Section & Page Number** | **Question** |
| n/a | Would the bidder be precluded from working with developers if selected as a vendor? |
| **Answer** |
| GEO is not clear what is meant by this question. If the question refers to developers as an anticipated subcontractor, see response to Question 10. |

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| **31** | **RFP Section & Page Number** | **Question** |
| n/a | Would it create any problems for the state if we recused ourselves from the one of the mini bid processes? Will you have multiple vendors for the same category? |
| **Answer** |
| Vendors do not need to submit a proposal for each mini bid. Vendors should respond to each mini-bid with their proposal or provide a “no-bid” as a response. |