**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA AMENDMENT #1 AND**

**RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFA NUMBER AND TITLE:** | RFA 202402047 Clean Energy Partnership Workforce Development |
| **RFA ISSUED BY:** | Governor’s Energy Office |
| **SUBMITTED QUESTIONS DUE DATE:** | 04/26/2024, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | 05/13/2024 |
| **PROPOSAL DUE DATE:** | 05/24/24, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFA remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFA:**   1. Corrected typo on page 3:   Clean energy technologies list incorrectly referenced as Appendix F. For a complete list of clean energy and energy efficiency technologies, see Appendix B.   1. Revised Application Form – Organization Qualifications and Experience   The description of the application, review and evaluation of potential subcontractors can be included in the space below the quoted text in the Organization Qualifications and Experience section. Applicants should expand the existing section or add row below the prompt on page 5.   1. Revised Cost Proposal Form to provide clarity on use of Indirect costs:   Applicants should use row 16 of the Cost Proposal (Administrative) to input indirect costs. Applicants may include indirect costs that are reasonable and necessary direct administrative costs for the project. The maximum indirect cost rate is 9.415%. | |
| **REVISED LANGUAGE IN RFA:**   1. Reference to Appendix F replaced with reference to Appendix B. 2. Row added to Organization Qualifications and Experience section of Application Form below prompt on page 5 under “Subcontractors”. 3. Row 16 of Cost Proposal Form retitled as “Indirect”. Prompt in document header (Row 6) revised to include “Applicants may include indirect costs that are reasonable and necessary direct administrative costs. The maximum indirect cost rate is 9.415%.” | |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| Application Form, page 5 subcontractors | At the top of the subcontractors section, applicants are instructed to supply the following information, “If subcontractors are to be engaged, describe the application and review process that will be used to evaluate the qualifications and experience of potential subcontractors, and how you will ensure that debarred, suspended, or otherwise ineligible parties are excluded from all subcontract relationships.” This general information does not go in the subcontractor contact information and anticipated roles/qualifications blanks in this section. Can you provide guidance on where this answer should be included and if there is a page limit? |
| **Answer** | |
| The description of the application, review and evaluation of potential subcontractors can be included in the space below the quoted text in the Organization Qualifications and Experience section. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| RFA page 5, B. General Provisions #7 | What type of information would be considered an allowable exception to the public disclosure of proposal materials? |
| **Answer** | |
| Applicants have the ability to mark any portion of their proposal as confidential, proprietary, trade-secret, or other related designation. The State cannot guarantee that those marked portions of the proposal are not released, as they are considered public records per 1 M.R.S. § 401 et seq. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| N/A | Can indirect costs (F&A) be charged on this project if the applicant institution has a federally negotiated rate agreement in place? |
| **Answer** | |
| The State is permitting an indirect cost rate to be used with this funding; however, indirect costs must be reasonable and necessary direct administrative costs. The maximum indirect cost rate is 9.415%. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Appendix B: Page 15 | The clean energy technology list mentions “Wind Generation.” I hope this includes both onshore and offshore wind technology. |
| **Answer** | |
| Yes, wind generation includes both onshore and offshore wind electric power generation. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part IV, Section C Page 11 | Would it be possible to get more information on the Scoring criteria on the cost proposal (25 points)? Would the criteria be dictated by “cost per participant”? |
| **Answer** | |
| The scoring criteria will be based on a complete, accurate and reasonable cost proposal for the proposed project. All proposed costs must be in accordance with the Cost Principles at 2 CFR Part 200 (Uniform Guidance) and 2 CFR Part 2900 (Department of Labor Specific). The cost per participant will be one of multiple factors in the scoring criteria of the cost proposal, including general completeness and adherence to the RFA guidelines. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Are there any restrictions on how many proposals the same organization can submit as a part of this RFA? |
| **Answer** | |
| There are no restrictions on the number of proposals the same organization can submit as a part of this RFA. The maximum individual application award amount is $500,000. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| N/A | Are there any requirements re: formatting and font/size? |
| **Answer** | |
| The application form available in the RFA needs to be completed and followed. The RFA does not include specific requirements regarding font size, however page limits are included. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| N/A | Could an entity request more than $500,000 in funding if they would do work in various regions across the state? |
| **Answer** | |
| The maximum award size for this RFA is $500,000. Requests above $500,000 would not be considered. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| N/A | We are planning a program that will occur both this summer and next summer. We are applying for another source of funding for this summer, but won't have confirmation before this is due. Can we apply with flexibility regarding timing, so that the grant could fund this summer's program if the other funding is not awarded, or next summer's program if we receive alternate funding for this year? |
| **Answer** | |
| All activities related to this RFA must occur within the period of performance. Proposed project outcomes must remain consistent throughout the life of an award. Adjustments to the Implementation – Work Plan may be submitted for approval prior to the submission of a fully executed contract. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| RFA Application, page 10 | Are there any Letter of Support guidelines? (template or open ended?) |
| **Answer** | |
| The RFA does not provide a template for Letters of Support. A minimum of two signed letters of support need to be attached and the table on page 10 needs to be completed. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| RFP Part II A page 7 | Is the list of underrepresented groups complete, or may we address underrepresented groups that are not indicated on the list? |
| **Answer** | |
| Projects must include strategies to recruit, retain, and advance Maine residents 16 years and older from underrepresented groups including women, BIPOC individuals, individuals with disabilities, those with lower educational attainment (high school diploma/equivalent or less), those who are under-skilled, and justice-involved individuals. An applicant may propose to serve other underrepresented groups not listed above by including a definition in their application. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| N/A | Could an applicant partner with a labor union? |
| **Answer** | |
| Yes, In Part II A, page 7 of the RFA unions are listed as an example of a project partner. Labor unions are also eligible to apply. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| N/A | Does the budget allow indirect costs and if so how much? |
| **Answer** | |
| The State is permitting an indirect cost rate to be used with this funding; however, indirect costs must be reasonable and necessary direct administrative costs. The maximum indirect cost rate is 9.415%. | |