**STATE OF MAINE**

**Department of Education**

*Office of School and Student Supports*



**RFA# 202403070**

**McKinney-Vento Subgrants**

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| --- | --- |
| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below*.  **Name:** Signe Lynch **Title:** Interim McKinney-Vento Specialist  **Contact Information:** [signe.lynch@maine.gov](mailto:signe.lynch@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:*  **Date:** April 4, 2024, no later than 11:59 p.m., local time |
| **Application Submission Deadline** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** April 16, 2024, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to:* [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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**RFA TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Department of Education |
| **M-V** | McKinney-Vento |
| **SAU** | School Administrative Unit as defined in [20-A M.R.S. §1(26)](http://legislature.maine.gov/statutes/20-A/title20-Asec1.html) |
| **State** | State of Maine |
| **RFA** | Request for Applications |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Department of Education (Department) is seeking applications for the McKinney-Vento (M-K) subgrants to provide funding to School Administrative Units (SAUs) and/or Education in Unorganized Territory (EUT) for the identification and provision of services to McKinney-Vento students as defined in this Request for Applications (RFA) document. This document provides instructions for submitting applications, the procedure and criteria by which the awarded Applicant(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Applicant(s).

Applicants should review the [2015 reauthorization of the McKinney-Vento Act](https://nche.ed.gov/legislation/mckinney-vento/) when completing their response to this RFA. This program is authorized under [Title IX-A of the federal Every Student Succeeds Act (ESSA) of 2015, the McKinney-Vento Education for Homeless Children and Youths program](https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim), specifically, Section 723, “Local Educational Agency Sub-grants”.

**Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines *h*omeless as follows:**  
  
The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and  
  
(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*   
  
(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));   
  
(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and   
  
(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

\*Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of homeless on December 10, 2016. The only exception to this removal is that "covered states" have until December 10, 2017 to remove "awaiting foster care placement" from their definition of homeless.

## General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
2. Issuance of the RFA does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to the RFA. This includes attendance at personal interviews or other meetings, where applicable.
3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Applications are to follow the format and respond to all questions and instructions specified in Part III of the RFA.
4. Applicants will take careful note that in evaluating an application submitted in response to this RFA, the Department will consider materials provided in the application, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
5. The application must be signed by a person authorized to legally bind the Applicant and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFA and the awarded Applicant’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 RFA 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 applications received in response to the RFA.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Eligibility to Submit Applications

All Maine School Administrative Units (SAUs) as defined by [20-A M.R.S. §1(26)](http://legislature.maine.gov/statutes/20-A/title20-Asec1.html) and Education in Unorganized Territory (EUT) are eligible to submit bids in response to this Request for Application. Multiple SAUs/EUT may join together to submit a collaborative application, but the application must be submitted by a lead SAU that agrees to act as the fiscal agent for the project.

In the interest of assuring that these funds reach as many of Maine’s McKinney-Vento students as possible, the Department will give priority consideration to Applicants (single SAUs/EUT or collaboratives) that have identified an average of 50 or more homeless students in the past two (2) school years (2023-2024, 2022-2023).

## Awards

The Department anticipates making multiple awards as a result of this RFA. The Department reserves the right to eliminate the lowest scoring application(s) and/or make awards at amounts less than that requested, whichever is in the best interest of the State.

There is an estimated $900,000 total available for this 3-year grant. Award amounts will be determined based on the table below, depending on previous year’s McKinney-Vento student count.

|  |  |  |
| --- | --- | --- |
| 23-24 SY McKinney-Vento Student count | Annual budget | Total budget over three years |
| 0-50 | $20,000 | $60,000 |
| 50-100 | $40,000 | $120,000 |
| 100-250 | $60,000 | $180,000 |
| 250-400 | $80,000 | $240,000 |
| 400+ | $100,000 | $300,000 |

Programming must be completed by August 31, 2027. Final invoices are due by September 30, 2027. Invoice submittal directions and expectations will be provided in the award contracts.

1. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this Request for Applications 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: [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 contract award.

1. **Applicable Legislation**

See [Department Rule Chapter 14, Education of Homeless Students](https://www.maine.gov/sos/cec/rules/05/chaps05.htm), for additional information about McKinney-Vento in Maine.

**PART II ACTIVITIES AND REQUIREMENTS**

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1. **Required Activities**
   1. All students eligible under the McKinney-Vento Act will be identified by their School Administrative Units (SAUs)/EUT.
   2. All eligible students under the McKinney-Vento Act will receive statutory support from their SAUs/EUT.
2. **Allowable Use of Funds**

## Funding under this award must be used to identify and meet the extraordinary needs of homeless children and youth through:

1. Improving access to and/or ensuring full, successful participation in programs available to all SAU /EUT students;
2. Supplement, enhance, modify, or improve access to SAU/EUT programs and resources for homeless students and their families; and/or
3. Address identified disparities that likely result from housing instability or related challenges.

The Department will prioritize applications focusing first on addressing students’ social and emotional needs, basic safety and wellbeing, and mental health. Academic support will be secondary after these pieces are prioritized.

Funding may be used for:

* 1. Providing supplemental instruction and educational enrichment services that help homeless students achieve challenging State academic standards.
  2. Providing specialized instructional support services (including violence prevention and counseling), referrals for such services, and activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse.
  3. Providing specialized guidance services to prepare homeless children and youth for post-secondary education.
  4. Providing developmentally appropriate early childhood education programs for preschool-aged homeless children.
  5. Attracting, engaging, and retaining homeless children and youths who are not enrolled in schools and programs provided to non-homeless youth.
  6. Coordinating school services for homeless youth with those of other agencies.
  7. Expediting the evaluation of the strengths and needs of homeless children and youth and their eligibility for specific programs and services.
  8. Professional development for school personnel to heighten their understanding of the needs and rights of homeless and runaway youth.
  9. Referral services to homeless children and youths for medical, dental, mental, and other health resources.
  10. Paying fees and other costs associated with obtaining essential school records for homeless youth and children.
  11. Educating parents and guardians of homeless children about their rights and available resources, and other activities designed to meaningfully increase parent and guardian involvement in the education of homeless youth and children.
  12. Adapting space and purchasing supplies for any non-school facilities made available for the provision of services under the sub-grant.
  13. Defraying the excess cost of transportation for students under McKinney-Vento, beyond the costs otherwise covered through Federal, State, or local funding.
  14. Providing school supplies, including those to be distributed at shelters or temporary housing facilities, or other appropriate locations.
  15. Providing other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

Indirect costs are an allowable expense under this grant and should be listed in the “other” category of the Program Budget. Applicants may budget for amounts that would not exceed their restricted indirect cost rate, as approved by their cognizant agency. Restricted indirect cost rates differ from traditional indirect cost rates and typically range from 2 percent to 5 percent of the total award amount.

The Department offers no guarantee of a specific restricted indirect cost rate for potential applicants. If awarded, the Applicant must include copies of appropriate supporting documentation from the Applicant’s cognizant agency with application package.

1. **Non-Allowable Use of Funds**

Funding may not be used for:

1. Supplantation. No business/organization receiving an award under this RFA may supplant other funds that currently support similar services.
2. Rental assistance, utility payments, or critical home repairs for students and families. See the Pilot Program to Prevent Student Homelessness for that funding**.**
3. **Reporting Requirements**
   1. Awarded Applicants will report on the McKinney-Vento program goals outlined above during the contract year, as scheduled, and directed by the Department. Awarded Applicants will be required to report program progress and outcomes through a variety of data sources, including:
      1. enrollment and completion.
      2. McKinney-Vento students identified
      3. McKinney-Vento students served, including PK not in public school 0-2 and 3-5 ages.
      4. Program goals progress
   2. Track and record all data/information necessary to complete the required reports listed in **Table 1**:

|  |  |  |
| --- | --- | --- |
| **Table 1 – Required Reports** | | |
| **Name of Report** | | **Description** |
| **b.** | End of Year Narrative | Quantitative report highlighting progress towards meeting the program goals. Includes numbers of McKinney-Vento students identified and served, including PK not in public school 0-2 and 3-5 ages. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 – Required Reports Timelines** | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** |
| **b.** | End of Year Narrative | Program Year | August 1, 2025August 1, 2026August 1, 2027 |

**PART III KEY PROCESS EVENTS**

## Submission of Questions

* 1. **General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.
     1. Applicants and other interested parties should use **Appendix A** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
     2. Questions must be submitted, by e-mail, and received by the RFA Coordinator identified on the cover page of the RFA as soon as possible but no later than the date and time specified on the RFA cover page.
     3. Submitted Questions must include the RFA 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 State’s Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. 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 RFA will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. 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.

## Application Submission

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA.
     1. Any e-mails containing original application submissions or any additional or revised application files, received after the 11:59 p.m. deadline, will be rejected without exception.

1. **Delivery Instructions:** Applications must be submitted electronically to the State of Maine Division of Procurement Services at [proposals@maine.gov](mailto:proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

Application submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.

* 1. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail application submissions that have the requested files attached will be accepted.
  2. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. It is the Applicant’s responsibility to check with its organization’s information technology team to ensure that security settings will not encrypt its application submission.
  3. File size limits are 25MB per e-mail. Applicants may submit files 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 as described above.
  4. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202403070 Application Submission – [Applicant’s Name]**”.

1. **Submission Contents**
2. Application submissions must include the Applicant’s completed **Application Form** (found in Part V of the RFA) and all required information and attachments as stated in the form.
3. The Application Form must be submitted as a single, typed, PDF file.
4. Applicants are not to provide additional attachments beyond those specified in the RFA or Application Form for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

**PART IV APPLICATION EVALUATION AND SELECTION**

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFA.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the applications and to ensure that all contracts are awarded to the Applicants that provide the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants, if needed, to obtain clarification of information contained in the applications received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to applications, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Applicants must submit proposals that present their rates and other requested information as clearly and completely as possible.
   4. Failure to respond to all questions and instructions throughout the RFA may result in the application 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 RFA specifications will result either in disqualification or reduction in scoring of a proposal.
2. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score all sections listed below. 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.
3. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Eligibility | Pass/Fail |
| Priority Points | 10 |
| Qualifications and Experience | 25 |
| Proposed Project | 40 |
| Budget | 25 |
| **Total Points** | **100 points** |

1. **Selection and Award**
   1. Notification of conditional award selection or non-selection will be made in writing by the Department.
   2. Issuance of this RFA in no way constitutes a commitment by the State to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.
   3. The Department reserves the right to reject any and all applications or to make multiple awards.
2. **Contract Administration and Conditions**
   1. The awarded Applicants will be required to execute a State of Maine Service Contract with the appropriate riders as determined by the issuing Department.
   2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110)). This provision means that a contract cannot be effective until at least 14 calendar days after award notification.
   3. Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Applicants in the finalization of the contract.
   4. In providing services and performing under the contract, the awarded Applicant must act as an independent contractor and not as an agent of the State of Maine.

**PART V APPLICATION FORM**

## Applicants must use the Application Form embedded below to submit their application in response to this RFA.

## The Application Form may be obtained in a Word (.docx) format by double clicking on the document icon below.



**APPENDIX A SUBMITTED QUESTIONS FORM**

This form should be used by Applicants when submitting written questions to the RFA Coordinator.

If a question is not related to any section of the RFA, enter “N/A” under the RFA Section & Page Number. Add additional rows as necessary. Submit this document in WORD format, not PDF.

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

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| --- | --- |
| **RFA Section & Page Number** | **Question** |
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