**STATE OF MAINE**

**Department of Education**

*Office of Innovative Teaching and Learning, Early Learning Team*

**RFA# 202405100**

**First 10 Community School Pilot**

|  |  |
| --- | --- |
| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below*.**Name:** Lee Anne Larsen **Title:** Director of Early Learning**Contact Information:** leeann.larsen@maine.gov  |
| **Informational Session** | *A recording of the informational session regarding this RFA is found at the link below. The session was held on December 15, 2023:***Location:** <https://www.youtube.com/watch?v=vSOY2-cPH3g>  |
| **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:***Date:** May 23, 2024, no later than 11:59 p.m., local time |
| **ApplicationSubmission Deadline** | *Applications must be received by the Division of Procurement Services by:***Submission Deadline:** June 6, 2024, no later than 11:59 p.m., local time.*Applications must be submitted electronically to:* 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** |
| **Community-Based Organization**  | A public or private nonprofit organization of demonstrated effectiveness that –  1. Is representative of a community or significant segments of a community; and
2. Provides educational or social services to individuals in the community.
 |
| **Community Partner**  | A provider of one or more of the following services to students, families, or community members:   1. Primary medical or dental care;
2. Nurse home visitation services;
3. Mental health treatment and counseling services;
4. Developmentally appropriate physical education activities;
5. Academic enrichment activities;
6. Specialized instructional support services;
7. Teacher home visits;
8. Programs designed to improve student attendance at school, including programs that provide assistance to students who are truant or who have been suspended or expelled;
9. Mentoring and other youth development programs, including peer mentoring and conflict mediation;
10. Community service and service-learning opportunities;
11. Early childhood education;
12. Programs that promote parental involvement and family literacy;
13. Parenting education activities;
14. Parenting leadership development activities;
15. Child care services;
16. Youth and adult job training, internship opportunities and career counseling services;
17. Nutrition education;
18. Adult education, including instruction in English as a second language;
19. Remedial education and enrichment activities, including expanded learning time;
20. Summer or after-school enrichment and learning experiences;
21. Legal services;
22. Juvenile crime prevention and rehabilitation programs;
23. Homelessness prevention services; or
24. Any appropriate services and programs authorized by a community school that are consistent with the services and programs specified in [paragraphs A](https://legislature.maine.gov/statutes/20-A/title20-Asec9921.html) to W.
 |
| **Community School**  | A public elementary or secondary school that:  1. Participates in a community-based effort to coordinate and integrate educational, developmental, family, health and other comprehensive services through community-based organizations and public and private partnerships; and
2. Provides access to services under [paragraph A](https://legislature.maine.gov/statutes/20-A/title20-Asec9921.html) to students, families and the community, such as access during the school year to services before school hours, after school hours and during the weekend, as well as access to such services during the summer.
 |
| **EDC** | Education Development Center |
| **EUT** | Education in the Unorganized Territory |
| **F10CS** | First 10 Community School |
| **Maine DOE** | Maine Department of Education |
| **REAP** | Rural Education Achievement Program |
| **RFA**  | Request for Application  |
| **SAU** | School Administrative Unit |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

Through this Request for Applications, the Maine Department of Education (DOE) intends to provide grant funding to School Administrative Units (SAUs) and to elementary schools operated by the State Office of Education in the Unorganized Territory (EUT) to participate in the First 10 Community School Pilot. First 10 Community Schools (F10CS) bring together school systems, early childhood programs, and community partners/agencies to improve care and education for young children and their families throughout the first 10 years of children’s lives. This funding is provided through Maine’s Preschool Development B-5 Renewal Grant.

SAUs/EUT may apply for grant funding awards that will span a 2.5-year period. Competitive priority points will be awarded based on the percentage of economically disadvantaged students served by the school and to schools based in rural locations. All communication regarding this

First 10 Community School partnerships work to improve teaching and learning, deepen partnerships with families, and connect comprehensive services to children and families. Typical First 10 practices include, but are not limited to:

* fostering engagement of families with schools and community partners,
* providing play and learn groups linked to elementary schools,
* coordinating connections to health and social services,
* connecting child care providers with elementary schools,
* improving the quality of early childhood programs,
* coordinating the transition to kindergarten,
* conducting joint professional learning among early childhood, pre-k and elementary teachers, and
* aligning and improving elementary grade curriculum and instruction.

Selected applicants will form F10CS Leadership Teams and will hire F10CS Outreach Coordinators. Participating team members, as well as the schools and community organizations they represent, must commit to maintaining collaborative relationships to ensure that teams can effectively carry out their plans and achieve their goals for children and families.

Education Development Center (EDC) has developed the First 10 approach based on extensive research on best practices in early childhood and elementary school education and care. F10CS Leadership teams will meet with a coach provided by EDC approximately every 3 weeks for 60–90-minute meetings. The goal of the meetings will be to develop and implement First 10 plans. Meetings will either include the whole team or sub-committees focused on specific initiatives. In addition, EDC’s coaches will provide an overview of the relevant research, a planning process and template, and guidance documents to support each team’s work, including periodic site visits. First 10 Community School Leadership Teams will periodically come together virtually and/or in person with other teams to share ideas and practices. The Maine DOE will also employ a First 10 Community School Specialist to support teams and to assist with networking efforts across teams.

SAUs/EUT are encouraged to access the [Maine DOE’s First 10 website](https://www.maine.gov/doe/learning/earlychildhood/first10) as well as the [Education Development Center’s First 10 website](https://first10.org/new-report-all-children/) as tools for learning more about First 10 Community School Partnerships. Additionally, a recording of an overview session provided to orient interested parties to the First 10 Community School model can be accessed at this [link](https://youtu.be/vSOY2-cPH3g).

## 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://www.mainelegislature.org/legis/statutes/20-A/title20-Asec1.html) and elementary schools operated under [Chapter 20-A, Chapter 119](http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach119sec0.html) (EUT) are eligible to submit applications in response to this Request for Applications. Applicants must designate one (1) school that serves students in the Pre-K and/or K to at least Grade 2 span as the school for which they are applying for the First 10 Community School pilot. If the SAU/ETU has two (2) small schools that serve fewer than 250 Pre-K to Grade 5 students each, and which draw upon the same social service providers in the SAU/EUT catchment area, the SAU/EUT may apply on behalf of both schools in the same project and the schools may share one F10CS Outreach Coordinator.

## Awards

The Maine DOE anticipates making up to two (2) grant awards. Year 1 awards (2024-25) will be $125,000 each. Upon satisfactory implementation of required activities in Year 1, recipients will be able to extend grant funding for up to two (2) additional years: $75,000 for year 2 (2025-2026) and $50,000 for year 3 (2026-2027). Funding can be used for allowable costs outlined in Criteria C: Proposed Budget section below. Recipients will need to plan for sustainability of the FS10 Outreach Coordinator position across the 2.5 years of the pilot by securing other sources of federal/state/local resources in addition to use of F10CS grant funds.

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**

First 10 Community Schools are authorized under [Maine Education Title 20-A, Part 4, Chapter 333](http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach333sec0.html).

**PART II ACTIVITIES AND REQUIREMENTS**

#

1. **Required Activities**

Serving as a pilot site will require the school(s) to:

1. Hire a F10CS Outreach Coordinator for the 2.5-year period who will:
	* Serve as one of three leads for the school’s F10CS Leadership Team
	* Provide oversight/coordination of First 10 plan implementation between meetings
	* In collaboration with other staff (e.g., McKinney-Vento Liaison, school social worker, school nurse, school counselor, etc.), coordinate outreach to families within the school’s catchment area to connect children and families with comprehensive support services, including but not limited to:
		+ providing access to basic needs supports such as food, clothing, housing resources (including McKinney-Vento), utilities assistance;
		+ assisting families in accessing counseling and health support services (medical, dental, vision care, etc.);
		+ providing access to tutoring, mentoring and after school programs;
		+ connecting multilingual families with translators and interpreters;
		+ providing families with information about educational, vocational, and employment opportunities;
		+ coordinating relief efforts for students and families in crisis situations; and
		+ assisting families with accessing culturally appropriate school and community resources.
	* Foster collaboration, relationship building, and shared professional learning opportunities between community ECE professionals and early elementary educators
	* Support children’s transitions into the school and ensure that coordinated systems of support remain through the early elementary grades.
	* Collaborate with school administrators and educators to align curricula between Pre-k and the early elementary grades
	* Identify data-supported positive outcomes and service gaps to inform project evaluation and continuous improvement efforts
2. Form a F10CS Leadership Team composed of 6-12 school and community representatives, including but not limited to SAU/EUT administrators, early elementary educators, community-based early care and education providers, social service providers, and parents. Teams must include the school(s) principal(s), a Pre-K teacher, a Kindergarten teacher, the schools’ F10CS outreach coordinator, a Head Start administrator (if a Head Start program exists in the catchment area), a Child Development Services representative, a community-based early care and education provider, and 2 parents (1 of a child age bith-4 and 1 of a child age 5-10).

Other team members may include, but are not limited to, additional elementary educators, school nurse, school and/or public librarians, home visitors, health and mental health care service representatives, and social service representatives.

1. Engage in a virtual overview session for F10CS (Date TBD).
2. Engage in a 1-day, in-person summit (8:30 a.m-4:00 p.m.) with Education Development Center (EDC) during summer of 2024 (Date TBD).
3. Collaboratively develop and implement a F10CS plan focused on children birth to age 10 and their families that addresses the three key tenants of F10CS:
	* Improving teaching and learning;
	* Deepening partnerships with families, and
	* Connecting children and families with comprehensive services.
4. Form work groups to focus on specific initiatives in the school(s) F10CS plan.
5. Engage in F10CS Leadership Team and/or work-group meetings with a coach provided by the Education Development Center (EDC) approximately every 3 weeks for 60-90 minutes.
6. Engage in site visits with EDC coaches and the Maine DOE F10CS specialist.
7. Engage in quarterly state F10CS networking sessions (held virtually 3 times per year and in-person one time per year).
8. Participate in all required F10CS Pilot evaluation activities.
9. Complete and submit the Maine DOE’s required F10CS Annual Report.

A complete and scoreable application for the First 10 Community School Pilot will include the following components. Please refer to the descriptions in this section when filling in the provided application.

* 1. **Criteria A: General Information**

SAUs/EUT must complete the following documents as part of their application:

* Application Cover Page & General Assurances
* Debarment, Performance and Non-Collusion Certification

These documents will be scored with pass/fail scoring based on completion. Assurances require SAUs/EUT selected for the pilot to participate in the pilot evaluation components. Costs associated with the evaluation will be paid for by the Maine DOE.

* 1. **Criteria B: Specifications of the Work to be Performed**

**Responses to Application Questions**

The applicant will provide detailed responses to the following prompts/questions found in the application document.

1. Please describe your school and surrounding community, including its location, size, and demographics as well as any key needs that have been identified previously which could be addressed through this opportunity.
2. Why would your school and community like to participate in the F10CS pilot?
3. Describe the work currently underway on which your F10CS Team can build.
4. Describe how the proposed F10CS Team members have the qualifications, experience, and capacity to support your First 10 initiative.
5. Describe the anticipated outcomes/learning opportunities your F10CS would like to achieve by participating in the initiative. Include in your answer the intended outcomes/learning opportunities for the school and early care and education programs, educators, children, families, and the community.
6. What are your initial plans for sustaining your F10CS efforts, including the F10CS Outreach Coordinator position, beyond the pilot funding?

**First 10 Community School Leadership Team Roster**

Applicants must complete the team roster in the application and note 3 leads for their F10CS Leadership Team. One lead must be the F10CS Outreach Coordinator. One lead must be a school/SAU/EUT administrator. One lead must be a community partner. The F10CS Leadership Team leads will coordinate and facilitate team meetings and monitor F10CS plan implementation efforts and required F10CS activities.

**Commitment Statements for First 10 Community School Leadership Team members**

Applicants must include signed statements of commitment from each F10CS Team member.

* 1. **Criteria C: Project Budget**

The budget sheet for projected expenses for year 1 of the pilot must be completed with reasonable estimates. The maximum award for each First 10 Community School pilot project is $125,000 for the first year (2024-25). Only allowable costs, as specified below, will be considered. SAUs/EUT may use up to $100,000 of grant funding in year 1 to support the F10CS Outreach Coordinator position. The remaining grant funding can be used for other allowable costs. For planning purposes in years 2 and 3, the amount of grant funding allowable to support the F10CS Outreach Coordinator position will be $50,000 in year 2 and $25,000 in year 3.

Allowable costs include:

* First 10 Community School Outreach Coordinator (1FTE) Salary and Benefits
* Stipends for First 10 Community School Leadership Team members for Leadership Team and work group meetings and attendance at summer summit
* Stipends for joint professional learning sessions (4-5 90-minute workshops per year and potential for 1 summer learning day).
* Stipends for play and learn group development and facilitation (6 sessions, 2-3 facilitators, 24 hours per facilitator for prep and facilitation)
* Travel costs to attend First 10 Community School meetings/gatherings
* Substitute costs for First 10 Community School team members to attend meetings/gatherings and/or for teachers to attend professional learning
* Supplies and Materials (e.g., play and learn groups, parenting campaign materials, educational materials, community engagement materials, posters, markers, chart paper, etc.)
* Printing/Advertising
* Professional learning specific to implementation plan
	1. **Criteria D: Competitive Priorities**

The Department shall award competitive priority points for those proposals meeting the following criteria:

**Level of Economic Disadvantage:** Competitive priority points will be awarded to proposals for schools with high numbers of economically disadvantaged students as indicated by the Department’s Free and Reduced School Lunch Report – [https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/ED534byDistrict\_0.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Fdoe%2Fsites%2Fmaine.gov.doe%2Ffiles%2Finline-files%2FED534byDistrict_0.pdf&data=05%7C02%7CLeeann.Larsen%40maine.gov%7C54b9c0df20484bdc0a9e08dc1c0f7bb7%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638416100034461888%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5sHtd2YjVKt47bOl2Zx%2FcEHxayC1VAfd63SOd1C7Ay8%3D&reserved=0)

|  |  |  |  |
| --- | --- | --- | --- |
| Percentage of school population eligible for Free and Reduced Lunch | Less than 45% | Between 45% and 60% | More than 60%  |
| Priority Points | 0 points | 3 points | 5 points |

**Rurally Located Schools:** Competitive priority points will be awarded to proposals for schools located in Maine communities considered rural as defined by Maine’s Rural Education Achievement Program (REAP). A list of REAP eligible schools can be found in **Appendix B**.

|  |  |  |
| --- | --- | --- |
| REAP Eligibility  | Not REAP Eligible | REAP Eligible |
| Priority Points | 0 points | 5 points |

**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.
	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 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# 202405100 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** |
| **Criteria A – General Information** |
|  | **Pass** | **Fail** |
| Application Cover Page & General Assurances |  |  |
| Debarment, Performance, Non-Collusion Certification and School Board Acknowledgement Form |  |  |
| **Criteria B – Specifications of the Work to be Performed****(75 Points Total)** |
| **Application Question Responses**(10 points each / 60 Total Points) | **Limited Evidence****0-4** | **Adequate Evidence****5-7** | **Detailed Evidence****8-10** |
|  **Evidence includes:*** Response addresses question prompt.
* Response is detailed and clear.
 |  |  |  |
| **Question 1** |  |  |  |
| **Question 2** |  |  |  |
| **Question 3** |  |  |  |
| **Question 4** |  |  |  |
| **Question 5** |  |  |  |
| **Question 6** |  |  |  |
| **First 10 Community School Team Roster**(5 total points) | **Limited Evidence****0-1** | **Adequate Evidence****2-3** | **Detailed Evidence****4-5** |
|  **Evidence includes:*** Roster includes required positions
* Roster information is clear and understandable
 |  |  |  |
| **Statements of Commitment**(10 total points) | **Limited Evidence****0-4** | **Adequate Evidence****5-7** | **Detailed Evidence****8-10** |
|  **Evidence includes:*** Signed statements of commitment are included for each Leadership Team member
 |  |  |  |
|  **Total Points:** |  |  |  |
| **Criteria C – Budget****(25 Total Points)** |
|  | **Limited Evidence****0-8** | **Adequate Evidence****9-17** | **Detailed Evidence****18-25** |
|  **Evidence:*** Budget is reasonable and justifiable for accomplishing set goals.
* Detailed explanation of proposed project expenses is provided.
 |  |  |  |
| **Total Points:** |  |  |  |
| **Criteria D – Priority Points****(10 Possible Total Points)** |
|  | **Less than 45%****0 points** | **Between 45% and 60%****3 points** | **More than 60%****5 points** |
| **1**. Percentage of school population eligible for Free and Reduced Lunch |  |  |  |
|  | **Not Rural****0** | **Rural School****5** |
| **2.** Rural School |  |  |
| **Total Points:** |  |
| **Overall Score:** |  |

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.

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**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.

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| **Organization Name:** |  |

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| **RFA Section & Page Number** | **Question** |
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**APPENDIX B: REAP ELIGIBLE SCHOOLS**

To open the document, double click on the icon below.

