**STATE OF MAINE**

**Department of Public Safety**



**RFA# 202503038**

**Public Safety Health and Wellness Reimbursement Fund**

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| --- | --- |
| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below*.  **Name:** Shawn Esler **Title:** State Fire Marshal  **Contact Information: shawn.esler@maine.gov** |
| **Informational Session** | *An online informational session regarding this RFA will be held on:*  **Date:** March 28th**,** 2025 **Time:** 11:00 a.m., local time.  **Location:** <https://mainestate.zoom.us/j/83915131382?pwd=8qFEBtKhmJTHVlvP73iQrPENdt5NFT.1> |
| **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:*  **Date:** March 31th, 2025no later than 11:59 p.m., local time |
| **Application Submission Deadline** | *Applications must be received by the Office of State Procurement Services by:*    **Submission Deadline:** April 11th**,** 2025no 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 Public Safety |
| **RFA** | Request for Application |
| **State** | State of Maine |
| **Government Entity** | The State or a municipality, plantation, or county. |
| **Public Safety Agency** | A department or other agency of a government entity that provides or has the authority to provide fire, emergency medical, emergency communications, correctional or police services. |
| **Public Safety Employee** | A per diem, part-time or full-time employee or volunteer of a public safety agency. |
| **Commissioner** | Is the Commissioner of Public Safety or his designee. |
| **Regional Application** | A group of government entities. |
| **Multiservice** | A combination of Fire, EMS, Dispatch, Police, and/or Corrections services. |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Department of Public Safety is seeking applications for the public safety health and wellness reimbursement pilot program, referred to as "the pilot program", to provide grants to government entities for the purpose of providing public safety employees with wellness visits or specialized cardiac and metabolic screenings that specifically address the physical or mental health effects experienced by public safety employees. Funds must be used for new programs or to broaden existing programs. Funds cannot replace or reimburse existing budgeted programs as defined in this Request for Applications (RFA) document.

Funding amount: **$2,000,000**. It is expected that the requests will exceed the available funds, therefore it is likely not all applications will be awarded.

In addition to the Public Notice, this grant opportunity will be advertised through a statewide association representing the interests of law enforcement officers, a statewide association representing the interests of firefighters from volunteer and career fire service agencies, a statewide association representing sheriffs, the Director of the Public Safety Communications Center or the director’s designee, the Commissioner of Corrections or the commissioner's designee, and the Director of Maine Emergency Medical Services within the Department of Public Safety or the director's designee.

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).

## 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. In the event that an Applicant believes any information that it submits in response to this RFA is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Applicant’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Applicant to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that an Applicant has marked confidential, it shall provide advance notice to the Applicant to allow for them to seek legal relief.
9. 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.
10. 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

Only eligible government entities or a group of government entities may apply for funding from the program.

## Awards

After review and selection, the Commissioner or his designee will enter into an agreement with each selected Applicant in the approved amount.

It is expected that the requests will exceed the available funds, therefore not all applications will be awarded. Should a County not exhaust funds the reviewers will allocate funds to another County.

Approximate amount of funds available by county:

|  |  |  |
| --- | --- | --- |
| County (Maine) | Population - 2020 US Census | Funding Available |
| Cumberland | 303,069 | $ 444,917.64 |
| York | 211,972 | $ 311,183.53 |
| Penobscot | 152,199 | $ 223,434.33 |
| Kennebec | 123,642 | $ 181,511.49 |
| Androscoggin | 111,139 | $ 163,156.58 |
| Aroostook | 67,105 | $ 98,512.87 |
| Oxford | 57,777 | $ 84,818.99 |
| Hancock | 55,478 | $ 81,443.96 |
| Somerset | 50,477 | $ 74,102.29 |
| Knox | 40,607 | $ 59,612.73 |
| Waldo | 39,607 | $ 58,144.69 |
| Sagadahoc | 36,699 | $ 53,875.63 |
| Lincoln | 35,237 | $ 51,729.35 |
| Washington | 31,095 | $ 45,648.73 |
| Franklin | 29,456 | $ 43,242.61 |
| Piscataquis | 16,801 | $ 24,664.55 |
|  | 1,362,360 | $ 2,000,000.00 |

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**

The funding was provided in Part T of the Supplemental Budget 2024-2025.

**PART II**  **ACTIVITIES AND REQUIREMENTS**

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1. **Required Activities**

Applications by a government entity must use funds on at least one of the two programs listed below:

1. Specialized cardiac and metabolic screening that provides a medical consultation and an individualized plan including nutrition, fitness and wellness recommendations to the employee when appropriate. The results of the screening and any advice for the continued treatment of identified health issues must be provided to the employee and the employee's physician. Testing must include the following:
   1. An advanced lipid panel, including a cardiac inflammatory biomarker analysis.
   2. Screening for liver and kidney function.
   3. Screening for thyroid, prostate and other cancers or diseases that are prevalent among first responders at a higher rate than the civilian population, such as diabetes.
   4. Cardiologist-guided, public safety-specific, cardio-metabolic stress testing.
2. Annual wellness visits with qualified mental health professionals who have experience with the cumulative impact of exposure to traumatic events and specialized knowledge of public safety psychology. Options for referrals to additional counseling services, inpatient services or specialists for the participating employee or employee's immediate family must be available.
3. **Allowable Use of Funds**

The application must include a project budget that does not exceed $2,000.00 per employee.

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

Any other activity other than the reimbursement of health and wellness programs is non-allowable.

1. **Reporting Requirements**

If awarded, the entity must submit an annual update no later than 60 days after the close of the calendar year. Entities are required to submit a closeout report once all funds have been exhausted. Entities must track expenditures, detail their purpose, and provide evidence of the impact of the funding on the agency.

|  |  |  |
| --- | --- | --- |
|  | Name of Report: | Due Date and/or Frequency: |
|  | Annual Update | 60 days after the end of the calendar year |
|  | Closeout Report | Upon exhaustion of awarded funds |

**PART III KEY PROCESS EVENTS**

## Informational Session

The Department will host an Informational Session concerning the RFA beginning at the date, time and location shown on the RFA cover page. The purpose of the Informational Session is to answer and/or field questions, clarify for Applicants any aspect of the RFA that may be necessary, and provide supplemental information to assist potential Applicants in submitting responses to the RFA. Although attendance at the Informational Session is not mandatory, it is strongly encouraged that interested Applicants attend.

## 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 Office of State 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 Office of State 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 Office of State 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# 202503038 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 at least three 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:** For applications that demonstrate meeting the eligibility requirements, the evaluation team will use a consensus approach to evaluate and score the Services section listed below. Members of the review team will not score on this section individually but, instead, will arrive at a consensus as to the requirements. The Regional Applications, Multiservice Applications, and Budget sections will be scored as described below.
3. **Scoring the Regional Applications Section:** For applications that demonstrate they are a regional application, made up of multiple government entities, the evaluation team will award 2.5 points per government agency, up to the maximum of 25 total points.
4. **Scoring the Multiservice Applications Section:** For applications that demonstrate they are a multiservice application, made up of a combination of Fire, EMS, Dispatch, Police, and/or Corrections services, the evaluation team will award 5 points for each unique service, up to the maximum of 25 total points.
5. **Scoring the Budget:** The total cost for conducting all requirements specified in the RFA will be assigned a score according to a mathematical formula based on the lowest cost per participant. The lowest cost per participant will be awarded 25 points. The total cost per participant for each application will be determined through the following formula:

(Total Cost of Application / Total Participants Expected) = Cost Per Participant

Applications with a higher cost per participant will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest Cost Per Participant / Cost Per Participant of application being scored) x 25 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Applicant in this procurement process.  All Applicants are expected to provide their best value pricing with the submission of their application.

1. **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 |
| Services | 25 points |
| Regional Applications | 25 points |
| Multiservice Applications | 25 points |
| Budget | 25 points |
| **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 contract document 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**

**State of Maine**

**Department of Public Safety**

**SUBMITTED QUESTIONS FORM**

**RFA# 202503038**

**Public Safety Health and Wellness Reimbursement Fund**

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:** |  |

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