**STATE OF MAINE**

**Department of Public Safety**

**RFA# 202505079**

**2022-2023 Byrne State Crisis Intervention Program Weapon Storage**

|  |  |  |
| --- | --- | --- |
| **RFA Coordinator** | **NAME:** | Michelle Morse |
| **TITLE:** | Senior Contract Grant Specialist  |
| **EMAIL:** | Michelle.Morse@maine.gov  |
| *All communication regarding the RFA must be made through the RFA Coordinator.* |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | June 23, 2025, no later than 11:59 p.m., local time |
| *All questions must be received by the RFA Coordinator by the date and time listed above.*  |

|  |  |  |
| --- | --- | --- |
| **Application Submission Deadline** | **DATE:** | July 21, 2025, no later than 11:59 p.m., local time. |
| **TO:** | Proposals@maine.gov |
| *Applications must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **RFA DEFINITIONS/ACRONYMS** | **3** |
|  |  |
| **PART I OVERVIEW OF THE GRANT OPPORTUNITY** | **4** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. ELIGIBILITY TO SUBMIT BIDS
 |  |
| 1. AWARDS
 |  |
| 1. CONTRACT TERM
 |  |
| 1. APPLICABLE LEGISLATION
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
|  |  |
| **PART II ACTIVITIES AND REQUIREMENTS** | **6** |
|  |  |
| **PART III KEY PROCESS EVENTS** | **8** |
|  |
| 1. SUBMISSION OF QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. APPLICATION SUBMISSION
 |  |
|  |  |
| **PART IV APPLICATION EVALUATION AND SELECTION** | **10** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING PROCESS
 |  |
| 1. SCORING WEIGHTS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. CONDTRACT ADMINISTRATION AND CONDITIONS
 |  |
|  |  |
| **PART V APPLICATION FORM** | **12** |
|  |  |
| **APPENDIX A** – SUBMITTED QUESTIONS FORM | **13** |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **DPS** | Department of Public Safety |
| **State** | State of Maine |
| **RFA** | Request for Application |
| **RFP** | Request for Proposal |
| **Byrne SCIP** | Byrne State Crisis Intervention Program |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Department of Public Safety (DPS) is seeking applications for the Byrne State Crisis Intervention Program (Byrne SCIP) 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).

On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence and save lives, and to make progress toward keeping guns out of dangerous hands. As authorized by the Bipartisan Safer Communities Act of 2022, the Byrne State Crisis Intervention Program Formula Grant provides formula funds to assist state, local, and tribal efforts to prevent or reduce crime and violence, with a particular focus on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence. The Crisis Intervention Advisory Board is required to inform and guide the state’s related gun violence reduction programs and initiatives.

The funds for this RFA are intended to enhance law enforcement efforts to effectively and efficiently store weapons that are relinquished to law enforcement.

## 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

Law Enforcement Agencies and Local Governments are eligible to apply. For the purpose of Byrne SCIP, a “unit of local government” is a city, county, township, town, or certain federally recognized American Indian tribes.

## Awards

DPS anticipates making multiple awards as a result of this RFA process. There is $496,550 available in funding.

Organizations that were eligible for Direct Awards from the FY 2021 and FY 2022 Edward Byrne Memorial Justice Assistance Grant Program are only eligible for $269,194 of the $496,550 available funding.

## Contract Term

The dates of the contract period for the contract(s) resulting from this RFA are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFA and the contracting process. The actual contract start date and end date will be established by a completed and approved contract.

The anticipated project period is 9/1/2025 – 8/31/2026.

1. **Applicable Legislation**

Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C.

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.

**PART II ACTIVITIES AND REQUIREMENTS**

1. **Allowable Use of Funds**

Funding for law enforcement agencies and local governments to safely secure, store, track, and return relinquished guns. Examples include:

* Storage Facilities.
* Software/technologies to track relinquished guns.
* Gun Locks.
1. **Non-Allowable Use of Funds**

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#m9xapd), award funds may not be used for the following:

* + Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
	+ Client stipends
	+ Gift cards
	+ Food and beverages
	+ Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV

In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See [18 U.S.C. 1913](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title18-section1913&num=0&edition=1999). Recipients and subrecipients must comply with the provisions in [2 C.F.R. § 200.450 (Lobbying)](https://www.govinfo.gov/app/details/CFR-2025-title2-vol1/CFR-2025-title2-vol1-sec200-450/summary) and [18 U.S.C. 1913](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title18-section1913&num=0&edition=1999), as appropriate. Also, see [Chapter 2.1 of the DOJ Grants Financial Guide](https://www.ojp.gov/funding/financialguidedoj/overview) for specifics about restrictions on lobbying.

Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Grant funds cannot be used to support projects that have been undertaken prior to award or outside the period of the grant contract. Further, grant funds may not be used to fund projects that have already been reimbursed through any other grant program.

1. **Reporting Requirements**

The Department, as the federal applicant agency, is required to collect and submit data documenting the outcome or impact of the grant-funded activities for each successful Applicant on a quarterly basis as a result of this RFA.

To aid in the Department’s submission, all successful Applicants who receive funding as a result of this RFA must provide data that measures the results of their work.  Progress reporting will take place no later than 15 days after the end of each quarter using the form to be provided at contract award. The Progress Reports serve as the basis for the federally required Performance Measurement Tool (PMT) quarterly report submitted by the Department, and must include performance information on implementation, activity, goals, and objectives specific to the successful Applicant’s program.

* + The [Byrne SCIP Performance Measures Questionnaire](https://bja.ojp.gov/funding/performance-measures/byrne-scip-measures.pdf) contains performance measures and narrative (goals and objectives) questions. Funding recipients complete the performance measures in the BJA Performance Measurement Tool four times per year and the goals and objectives questions twice each year.

**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 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.
	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# 202505079 – 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:** For applications that demonstrate meeting the eligibility requirements, the evaluation team will use a consensus approach to evaluate and score the Proposed Project and Budget section listed below. Members of the review team will not score on these sections individually but, instead, will arrive at a consensus as to the requirements. The Regional Applications section will be scored as described below.
	1. **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 5 points per government agency, up to the maximum of 30 total points.

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 |
| Regional Application  | 30 |
| Proposed Project | 45 |
| 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. Please note that the document embedded below will not be accessible if viewing the RFA in a web browser – download the RFA and view it in a desktop application to access any embedded documents.



**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:** |  |

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