STATE OF MAINE REQUEST FOR PROPOSALS RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY

|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFP# 202505067, 2025 Waste Diversion Grant Program, Combined Rounds I and II |
| **RFP ISSUED BY:** | Maine Department of Environmental Protection |
| **SUBMITTED QUESTIONS DUE DATE:** | May 27, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | May 29, 2025 |
| **PROPOSAL DUE DATE:** | June 13, 2025, no later than 11:59 PM Local Time |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |

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

|  |  |  |
| --- | --- | --- |
| **1** | **RFP Section & Page Number** | **Question** |
| Part 1. Page 5 | Is this grant also eligible for programs/materials related to non-organic recyclables? Example: aluminum, cardboard, plastics diversion from landfills to recycling facilities? |
| **Answer** |
| Yes. |

|  |  |  |
| --- | --- | --- |
| **2** | **RFP Section & Page Number** | **Question** |
| C. 2. – Page 6 | Is it acceptable for a school and commercial business to be co-applicants? If so, will you require organizational charts from each entity? |
| **Answer** |
| Yes. |

|  |  |  |
| --- | --- | --- |
| **3** | **RFP Section & Page Number** | **Question** |
| B. 8. – Page 9 | Can in-kind donations be considered part of the applicant’s matching funds? If so, how would the applicant provide sufficient proof of those donations? |
| **Answer** |
| Yes. Most applicants keep a log o ledge of what they use as “in-kind”. For example, if someone is matching there paid time as match, they would keep track and list the total number of hours contributed multiplied by the $$/hour. |

**RFP NUMBER: RFP# 202505067- SUBMITTED Q & A SUMMARY**

**PAGE 2 of 2**

|  |  |  |
| --- | --- | --- |
| **4** | **RFP Section & Page Number** | **Question** |
| N/A | Does the diverted waste have to be organic, or can other types of waste be part of the proposal? |
|  |
| No, this round covers all types of solid waste, not just organics. |

|  |  |  |
| --- | --- | --- |
| **5** | **RFP Section & Page Number** | **Question** |
| N/A | Is there a limit on the number of proposals a single entity can submit? |
|  |
| No. |

|  |  |  |
| --- | --- | --- |
| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Can a lead applicant on one proposal be a subcontractor on another proposal? |
|  |
| Yes. |

|  |  |  |
| --- | --- | --- |
| **7** | **RFP Section & Page Number** | **Question** |
| Part 1.A, Page 5 | Much of our organization is based in ME with properties we own and lease, including our ME office. The sites for implementing the waste diversion grant are in ME. However, our headquarters are in Boston, MA. Do we still qualify? |
|  |
| Yes, the AMC would qualify, however, based on Part 1.C.1-“Eligibility to Submit Bids”, which states in relevant part, “*In accordance with 38 M.R.S. § 2201-B, the Maine Solid Waste Diversion Grant Program, the Department may disburse grants under the program to any Maine-based public or private entity demonstrating that a proposed program, project, initiative, or activity is, in the Department's determination, likely to increase the diversion of organic waste from disposal within a particular community, municipality, or region or the State*”, the proposal would need to come from the Maine AMC office and any grant award would need to be received by that same office for use in state.  |

|  |  |  |
| --- | --- | --- |
| **8** | **RFP Section & Page Number** | **Question** |
| Pat II. B. 7 & 8, Page 9 | We plan to meet the 25% match with staff labor hours and compensation. Is it sufficient to submit Appendix D with labor description, staff name and title, and monetary “amount from the applicant”? Do we need to submit a statement verifying available funds on financial institution letterhead? |
|  |
| Yes, the Appendix D submissions (as described above) would be sufficient. Yes, a financial statement verifying available funds would be needed. |

|  |  |  |
| --- | --- | --- |
| **9** | **RFP Section & Page Number** | **Question** |
| Part IV.Section II. 3Page 13 | What information is needed and acceptable for the “organizational chart”? The project will involve ~7 staff, but our organization has well over 100 employees. Is it sufficient to just include the relevant departments of the staff involved with their respective titles and NOT include the full staff list? For the “job description”, is it acceptable to write a paragraph summarizing the staff person’s role and their work to support the grant project? |
|  |
| Yes, a summary paragraph will suffice. In addition to the description of each staff person’s role, please provide a general organizational chart for the AMC. |

|  |  |  |
| --- | --- | --- |
| **9** | **RFP Section & Page Number** | **Question** |
| Part IV.Section II. 3Page 13 | What information is needed and acceptable for the “organizational chart”? The project will involve ~7 staff, but our organization has well over 100 employees. Is it sufficient to just include the relevant departments of the staff involved with their respective titles and NOT include the full staff list? For the “job description”, is it acceptable to write a paragraph summarizing the staff person’s role and their work to support the grant project? |
|  |
| Yes, a summary paragraph will suffice. In addition to the description of each staff person’s role, please provide a general organizational chart for the AMC. |

|  |  |  |
| --- | --- | --- |
| **9** | **RFP Section & Page Number** | **Question** |
| Part IV. Section II. 4Page 13 | We are concerned about our obligation to list past and present litigation cases involving our organization, particularly those cases that include sensitive information regarding former employees, property damage, etc. We want to ensure compliance with the application requirement while also protecting sensitive information. Please provide further guidance to this item and answer these questions:1. Are we required to disclose all cases, including those that involve sensitive information?
2. If so, can we redact specific sensitive details, like names and amount, while still meeting the disclosure requirement?
3. If we do not disclose any cases, will we be disqualified from the grant?
 |
|  |
| * + - 1. Yes.
			2. Yes.
			3. Yes, failure to disclose any litigation events will result in disqualification; however, personal information may be redacted to protect privacy.
 |