**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Office of State Procurement Services*



**RFP# 202507096**

**Temporary Employment Service**

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| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Nancy Tan |
| **TITLE:** | Acting Deputy CPO |
| **EMAIL:** | Nancy.Tan@Maine.gov  |
| *All communication regarding the RFP must be made through the RFP Coordinator.* |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | August 18th, 2025 no later than 11:59 p.m., local time |
| *All questions must be received by the RFP Coordinator by the date and time listed above.*  |

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| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | September 10th, 2025, no later than 11:59 p.m., local time. |
| **TO:** | Proposals@maine.gov |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

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PUBLIC NOTICE

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**State of Maine**

**Department of Administrative and Financial Services**

**RFP# 202507096**

**Temporary Employment Service**

The State of Maine is seeking proposals for Temporary Employment Services to fill short-term or immediate staffing needs in all state agencies.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on September 10th, 2025. Proposals will be opened the following business day.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Assignment** | A defined requirement for temporary staffing to be provided to an agency. |
| **Bidder(s)** | The company or firm who submits a proposal in response to this Request for Proposal. |
| **DAFS** | Department of Administrative and Financial Services |
| **Delivery Order** | An order created to procure specific assignments from an established Master Agreement. |
| **Department** | DAFS/Office of State Procurement Services. |
| **Employee** | A Resource who considers themselves an employee of the awarded Bidder, elects to have State and federal withholding from earned income, and receives a W-2 at year end. |
| **Master Agreement** | A contractual agreement which will govern the relationship between the department and the awarded bidder. |
| **OIT** | Office of Information Technology |
| **Provider** | A temporary staffing provider that is a party to a State of Maine Master Agreement. |
| **Resource** | A specific individual performing a temporary staffing assignment who is an employee of the Temporary Staffing Provider. |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **State Identified Resource** | State will select the individual and is a payroll mark-up only |
| **Provider Identified Resources** | Providers to identify and recruit Resources and the mark-up for the provider to recruit and individual  |

**State of Maine**

**Department of Department of Administrative and Financial Services**

*Office of State Procurement Services*

**RFP# 202507096**

**Temporary Employment Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Administrative and Financial Services (Department) is seeking Temporary Employment Services as defined in this Request for Proposal (RFP) document.  This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

All agencies of the State utilize Temporary Staffing Resources to fill short-term or immediate staffing needs. The average length of assignments depends on the complexity of the assignment.  It could range anywhere from one (1) week to one (1) year, Agencies may consider a temporary placement which shall be determined by the Agency based upon available funding and administrative requirements or restrictions.  It is not the intent of this solicitation to permanently replace any current state employees or positions.

In calendar year 2024, the Department contracted for approximately 492,513 hours for Temporary Staffing Services, as outlined below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category 1 – Office** | **Category 2 – Driving** | **Category 3 – Lab/Med** | **Category 4 - Outdoor** |
| 294,004 Hrs.  | 7,057 Hrs.  | 73,898 Hrs.   | 71,060 Hrs.  |
| **Category 5 – Power Equipment** | **Category 6 – At Sea** | **Category 7 – Trades** | **Total of All Categories** |
| 29,089 Hrs.  | 4,469 Hrs.  | 12,935 Hrs.  | 492,512 Hrs.  |

The State does not guarantee that any awarded Bidder will receive a specific volume of work, a specific total contract amount, or a specific order value under any Master Agreement executed pursuant to this RFP.  The State allows municipal governments, school districts, and public higher education institutions to use any Master Agreement resulting from this RFP with the mutual consent of the awarded Bidder.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder 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 RFP and the awarded Bidder’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 RFP 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.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
	8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’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 Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder 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 proposals received in response to the RFP.
	10. If awarded a contract resulting from this RFP, vendors shall be required to disclose, in writing and in accordance with applicable Maine law, any actual or potential conflicts of interest. Such disclosure must include any financial, professional, or personal relationships. Failure to disclose a known conflict may result in disqualification, contract termination, or other remedies as provided by law.
	11. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

Bidders must have a staffed, established office located within 100 miles of Augusta, Maine. This office will serve multiple functions, including facilitating human resources activities, conducting interviews, and providing bidder and resource support in a neutral setting.

1. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | January 1, 2026  | December 31, 2028  |
| Renewal Period #1 | January 1, 2029  | December 31, 2030  |
| Renewal Period #2 | January 1, 2031  | December 31, 2032  |

1. **Number of Awards**

The Department anticipates making one or more award(s) per staffing categories as a result of this RFP process.

Bidders may propose resources for some or all staffing categories. Bidders must submit a single proposal for all categories being proposed, clearly identifying the categories being proposed by selecting the appropriate checkboxes in Appendix A as part of their response.

1. **State Identified Resource and Awards**

Once the Master Agreements are awarded and finalized, the Department will notify the awarded bidder with the lowest markup rate. If that bidder cannot supply the required resources, the Department will move to the next lowest awarded bidder, unless the requested resource is already registered with another awarded bidder.

**Provider Identified Resource and Awards**

Once the Master Agreements are awarded and finalized, the Department will notify the awarded bidder with the lowest markup rate. If that bidder cannot supply the required resources, the Department will move to the next lowest awarded bidder.

The Awarded Bidder with the lowest markup cost will be given a description of the particular services and/or resource(s) needed and asked to respond within a specific timeframe with the information sought (generally the number of candidates they have available for interview that meet the services required). The Awarded Bidder with the lowest markup cost must respond to each request with the information requested, or provide “no bid” as a response within 2 business days. The Department will then interview and select the resource based on candidate experience and availability.

If the required resources do not fall under any of the identified categories, the Department will solicit a quote from each awarded bidder. The lowest markup cost would be selected.

The Department reserves the right to use any resulting Master Agreement from this RFP for emergencies (if the need arises). The Department also retains the discretion to issue new RFPs for specific projects.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

1. **Types of Staffing Categories**

The Department has a wide range of Resource Support needs that may include, but are not limited to:

|  |
| --- |
| **Category I – Office Environment**  |
| **Examples:** Administrative/Clerical; Accounting; Consultant; Legal (Attorney, Paralegal); Management Analyst; Planning & Research; Project Management  |
|   |
| **Category II –** **Driving-Related Positions**  |
| **Examples:** Any position that requires the Resource to regularly drive a vehicle on the road   |
|   |
| **Category III – Lab/Medical Environment**  |
| **Examples:** Working with children; Potentially working with pathogens; Nurse; Mental Health  |
|   |
| **Category IV – Outdoor Labor/Remote**  |
| **Examples:** Groundskeeper; Conservation Aid; Field Assistant/Technician; General Labor  |
|   |
| **Category V – Power Equipment Usage**  |
| **Examples:**Heavy Industrial (Construction); Chainsaws, ATV’s,  Light Industrial (Warehouse/Mailroom); forklifts, backhoes  |
|   |
| **Category VI – At Sea/Boat Usage**  |
| **Examples:**Certified Diver; Ferry Able Seaman; Ferry Ordinary Seaman  |
|   |
| **Category VII – Trades**  |
| **Examples:**Electrician; Boiler/HVAC Professional; Plumber  |
|  |
| **Category VIII - Security** |
| **Examples:** Security Guard |

1. **Employment and Staffing Requirements**

The Resource shall remain the awarded Bidder’s Employee and shall not receive any State employment benefits. The awarded Bidder will be responsible for:

1. Providing payroll functions, including but not limited to: processing timecards and withholdings for payroll taxes, workers compensation, and benefits for selected Resources.
2. Compliance with all State record-keeping requirements for Human Resources/Payroll Services ([SOM Local Government Record Retention](https://www.maine.gov/sos/archives/records-management/records-management-for-local-government-agencies/record-retention-schedules) & [Federal-Record-Retention-Requirements.pdf](https://www.shrm.org/content/dam/en/shrm/topics-tools/legal-compliance/Federal-Record-Retention-Requirements.pdf) and all required State and Federal quarterly and annual withholding reports <https://www.irs.gov/payments/tax-withholding> .
3. Providing vacation and holiday compensation for selected Resources.
	1. Earned Paid Leave must be in accordance with [26 MRS § 637](http://legislature.maine.gov/legis/statutes/26/title26sec637-2.html).
	2. Holiday compensation must be in accordance with the State’s [Holiday Schedule](https://www.maine.gov/bhr/state-employees/holiday-schedule).
4. Recruiting, hiring, and ensuring accountability, management, and disciplinary action for selected Resources.
	1. Ensure Resources notify the Department, including the appropriate Unit manager/supervisor, immediately when they are expected to be absent or late.
	2. Implement a disciplinary structure and process to be utilized as needed for individual Resources.
		1. The disciplinary process must be approved by the Department prior to implementation.
		2. The Department must be involved in all disciplinary discussions and written and/or verbal communications regarding or involving any Resource unless directed otherwise by the Department.
5. Communicating the awarded Bidder’s available benefits, timecard management, policies and safety practices to selected Resources, including the awarded Bidder’s point(s) of contact for selected Resources.
6. **Candidate Pre-Interview and Pre-Screening Process**

The awarded Bidder will be responsible for pre-interviewing and pre-screening candidates when the Department asks the awarded Bidder to identify and recruit a Resource (Provider Identified Resource).

Depending upon the category and skill level required of the Resource, the Department may ask the awarded Bidder to submit resumes and other related information from which the Department will select the appropriate candidate; other related information could include the application for employment, evidence of appropriate knowledge, experience, and competency related to the specific job responsibilities, prior job performance reviews, and employment references.

The Department may also interview one (1) or more candidates before a selection is made. All employment offers must be approved by the Department in writing prior to making a formal offer to the candidate.

Alternatively, the Department may ask the Bidder to be fully responsible for selecting a Resource with the appropriate skills and experience and arranging for the Resource to report to work at the designated work site on a specified date.

All costs associated with pre-employment of candidates shall be the responsibility of the Bidder, including, but not limited to, travel and lodging for interviews.

1. **Background and Security Checks**

Basic security clearance on individual Resources may be required upon Department request and may include, but not be limited to:

* Performing a Maine criminal records check on selected Resources prior to placement
* Criminal records check requirements may vary depending on the Department’s required scope of work, work area or other environmental factors. Bidder must be able to provide customized criminal records checks;
* Perform drug and document testing;
* Perform and document fingerprinting checks on selected Resources prior to placement;
* Ensuring the selected Resource’s professional Maine license, if applicable to position qualifications, is active and in good standing at all times while on Assignment;
* Obtaining signed releases to perform additional background security checks; and
* Having a process in place to carry out the security checks if the circumstances warrant such reviews.

The results of each background check must be made available to the Department within five (5) business days of completion, and prior to the Resource providing services under the resulting contract.

The cost of performing each background or security check shall be the responsibility of the awarded Bidder.

1. **Compliance with State Policies and Procedures**
2. **Travel Policy**

When a Resource is required to travel as part of his/her Assignment with the Department, the awarded Bidder will reimburse the Resource for travel in accordance with the [State’s travel policy](https://www.maine.gov/osc/travel) and will invoice the Department for the allowable travel costs.  The invoice must include details regarding the miles traveled, receipts for expenses and other required or necessary documents.  The State reserves the right to audit detailed travel records at any time.  The State is required to reimburse contracted Resources at rates no higher than those permitted for State employee travel.

No travel will be reimbursed unless it was specifically required and approved in advance by the Department.  The Department may require specific documentation to be submitted before travel reimbursement can be provided.

1. **Remote Work Policy**

The awarded Bidder will ensure Resources who work remotely comply with all applicable federal and State privacy and security policies. The Department will supply remote access to the appropriate electronic information systems needed for Resources approved to conduct Department business remotely, if applicable.

1. **Other Policies**

The awarded Bidder will be responsible for ensuring Resources review and understand the awarded Bidder’s policies and employee handbook, and to request from the Department any specific policies that the Resource must adhere to and assure that the Resource is familiar with any key policies required by the Department.  The awarded Bidder must incorporate

STATE IT POLICIES: MaineIT expects all Provider personnel to comply with the entire suite of IT policies ([https://www.maine.gov/oit/policies-standards)](https://www.maine.gov/oit/policies-standards%29)  effective at the time this Agreement is executed.  More specifically, all services must be performed using devices, accounts, authentication methods, and virtual private network, provisioned by the Department. Special attention must be paid to the following policies/procedures:

1.        [Access Control Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Faccess-control-policy.pdf&data=04%7C01%7CPatrick.J.Williams%40maine.gov%7Ce1dfbce4c21a4865da7e08d9fbaa1d6c%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637817530325341336%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=%2BI3wYM%2Fli1%2BYv48gnxz%2FVx017RzOPprNi6awoOF4flk%3D&reserved=0)

2.        [Access Control Procedures for Users](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Faccess-control-procedures-for-users.pdf&data=04%7C01%7CPatrick.J.Williams%40maine.gov%7Ce1dfbce4c21a4865da7e08d9fbaa1d6c%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637817530325341336%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FaMuZx%2BS5VWC9yRcful5z3JU0M5LRR65nRnU4bPQdu0%3D&reserved=0)

3.        [Security Awareness Training](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/SecurityAwarenessTrainingPolicy.pdf)

4.        [Rules of Behavior](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/RulesofBehavior.pdf)

5.        [User Device and Commodity Applications](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/UserDeviceCommodityAppPolicy.pdf)

6.        [Network Device Management](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/NetworkDeviceManagementPolicy.pdf)

7.        [Mobile Device (BYOD)](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/MobileDevicePolicy.pdf)

State and Department policies regarding use of State-owned equipment, confidentiality of information and any other Statewide policy into the list of policies the Resource must adhere to while assigned to the Department.

1. **Consent to Hire**

In some cases, former State employees may be considered for a Resource Support Assignment.  For former State employees who have been retired less than thirty (30) days, the awarded Bidder will submit an email to the Department requesting the consent of the State Procurement Review Committee before the awarded Bidder may engage the former State employee as a Resource.  Additional procedures may be implemented by OSPS to fulfill this requirement.

1. **Working Hours**

The awarded Bidder must ensure the selected Resources align with the Department’s standard operating hours Monday to Friday, 8 a.m. to 5 p.m. excluding [State Holidays](https://www.maine.gov/bhr/state-employees/holiday-schedule) and administrative days, unless otherwise directed or agreed upon with prior approval by the Department.

In addition, specific Resource Assignments may be required to provide support on Saturdays, Sundays, State Holidays and/or administrative closing days.  Some Assignments may require alternate schedules outside the hours of 8 a.m. to 5 p.m., such as those performing work during a state of emergency.  Depending on the amount of coverage needed for a specific Assignment, the awarded Bidder may also be required to provide multiple Resources to ensure ongoing work is performed.  The Department and the awarded Bidder will determine the exact hours on a case by case basis. Overtime work generally will not be authorized.  In the event overtime is authorized by the Department, overtime compensation will be paid based upon the agreement between the Department and the awarded Bidder.

 Payment will be made for actual hours worked, including work performed on Holidays or administrative closings or on a payment scheduled as agreed upon within the resulting Delivery Order. Payment will not be made for Holidays not worked or for time not worked as a result of early dismissal by the State due to weather or other administrative causes.

1. **Resource Performance**

Resources are expected to report to work consistently as scheduled by the Department, exhibit an appropriate degree of professionalism, and complete all required tasks as assigned.  The awarded Bidder will monitor the performance of their Resource by periodic communications with the Department.  Any issues with Resource performance the awarded Bidder is made aware of must be addressed in coordination with the Department.  The Department reserves the right to have the awarded Bidder remove a Resource for performance issues.  If a Resource is removed from an Assignment, the awarded Bidder may be requested to be available in person to ensure that the Resource is not in possession of any State property or data and exits State premises without incident.

1. **Reporting**

The awarded Bidder must submit separate annual reports for each resource within 30 days after the close of the calendar year to the Department in a format specified by the Department, including but not limited to:

1. The name of each Resource;
2. The Contracted Category;
3. The position title;
4. The Department requesting the Resource;
5. The location of the Assignment;
6. The start date of the Assignment;
7. The end date of the Assignment;
8. The mark-up and/or billing rate;
9. The Delivery Order number;
10. Total amount of the Delivery Order;
11. The amount paid to date; and
12. The number of hours worked to date.

The awarded Bidder may also be required to provide ad hoc reporting to the Department upon request.

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
		2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
		3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. 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 following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). 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.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). 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.

1. **Proposal Submission**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
		1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately 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 listed above.
	3. **Submission Format:**
		1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202507096 Proposal Submission – [Bidder’s Name]”**
		2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form)

All required information and attachments stated in PART IV, Section II, should be included in one (1) PDF file.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

**Appendix F** (Response to Proposed Services)

All required information and attachments stated in PART IV, Section III, should be included in one (1) PDF file.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix D** (Cost Proposal Form)

All required information and attachments stated in PART IV, Section IV, should be included in one (1) PDF file.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidders’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal 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 RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es), checking all the staffing categories that apply to your proposal submission and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

* Completion of the Eligibility section of **Appendix A**

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Financial Viability**

Bidders must provide the following information for each of the past three tax years:

* + 1. Balance Sheets
		2. Income (Profit/Loss) Statements
	1. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Bidder must complete **Appendix F** (Response to Proposed Services) by providing a detailed response as referenced above in Part II of the RFP and describe what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the entire contract period including renewals as defined in Part I of the RFP.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

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 RFP.
	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 proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
	4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

**Scoring Weights and Process**

* 1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **No Points – Eligibility Requirements** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **30 points** |
| **Section III.** | **Proposed Services** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **30 points** |
| **Section IV.** | **Cost Proposal** Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **40 points** |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, if applicable, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Sections II & III will not be re-evaluated from category to category but will be scored once and used within each category’s total score. Section IV, the Cost Proposal, will be scored as described below. Proposals will be grouped by category with awards being made to one or more of the highest scoring proposals per category. Having the highest score in one category does not guarantee an award in multiple categories.
	2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula.  The cost proposal formulas will be applied to each proposal separately for each category the Bidder has submitted their proposal for.
* The **lowest Department Identified Resource** (Payroll) Mark-up Rate per Category will be awarded 20 points. Proposals with higher mark-up rates per category will be awarded proportionately fewer points calculated in comparison with the lowest as determined by the following formula:

(Lowest submitted Department Identified Resource (Payroll) Mark-up Rate per Category / Department Identified Resource (Payroll) Mark-up Rate per Category of proposal being scored) x 20 = pro-rated score

* The **lowest Vendor Identified Resource** Mark-up Rate per Category will be awarded 20 points. Proposals with higher mark-up rates per category will be awarded proportionately fewer points calculated in comparison with the lowest bid as determined by the following formula:

(Lowest submitted Vendor Identified Resource Mark-up Rate per Category / Vendor Identified Resource Mark-up Rate per Category of proposal being scored) x 20 = pro-rated score

Cost will be scored separately for each category. The sum of points awarded for Department Identified Resources and Vendor Identified Resources will be used as the overall points awarded for cost in each category proposed.

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

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules 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 conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State of Maine Master Agreement with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. 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 Bidders. (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.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Ordering Process

The Department and the awarded Bidder must agree upon the Resource Support category, in writing and in advance of work performance.  The Resource Support category shall be dictated by the potential risks associated with the position.  It is incumbent upon the Provider to ensure that a Resource Support category is agreed upon in writing and in advance of work performance. Resource positions may be amended, including the addition or deletion of any particular position, as needed by the Department.

* 1. Contract Administration

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 Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains:

* A reference to the State of Maine contract number,
* Name of each Resource;
* Contracted Category;
* Position title;
* Department requesting the Resource;
* Location of the Assignment;
* Start date of the Assignment;
* End date of the Assignment;
* Mark-up and/or billing rate;
* Delivery Order number;
* Total amount of the Delivery Order;
* Amount paid to date; and
* The number of hours worked to date. Provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

The awarded Bidder must submit separate invoices for each resource monthly, at a minimum.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Questions Form

**Appendix F** – Technical Requirements Temp Staffing

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 202507096**

**Temporary Employment Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| *(Provide information requested below if* ***different*** *from above)* |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| **Staffing Category** **(Check all that apply to your proposal submission):** | [ ]  Category I – Office Environment  [ ]  Category II – Driving-Related Positions [ ]  Category III – Lab/Medical Environment [ ]  Category IV – Outdoor Labor/Remote [ ]  Category V – Power Equipment Usage[ ]  Category VI – At Sea/Boat Usage [ ]  Category VII – Trades [ ]  Category VIII - Security |

|  |
| --- |
| **Eligibility** |
| **Address of Maine Office:** |  |
| **Date Office was Established:** |  |
| **Number of Current Staff working out of Maine Office:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Administrative and Financial Services**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202507096**

**Temporary Employment Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Administrative and Financial Services**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202507096**

**Temporary Employment Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Administrative and Financial Services**

**COST PROPOSAL FORM**

**RFP# 202507096**

**Temporary Employment Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$**  |

Bidders must submit a cost proposal that includes the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. The proposed cost must be presented in the table below as an all-inclusive mark-up rate (*as a multiplier – for example: 12% = a multiplier of 1.12*) for State-identified and the Provider-identified Resources.  The all-inclusive mark-up rate shall include administrative costs and related benefits including vacation and holiday compensation as part of the overall Resource cost and rate. Days off as vacation and holiday shall not be billed to the Department and will not be reimbursed directly by the Department.

The Department and awarded Bidder will agree upon the Resource hourly rate.

|  |  |  |
| --- | --- | --- |
| **Resource Support** **Category**  | **Department  Identified Resource (Payroll)****Mark-up Rate** | **Provider Identified Resource****Mark-up Rate** |
| *Examples positions for each category are included but not limited to those identified in Part II of the RFP.*  |
| **Category I – Office Environment**  |   |   |
| **Category II – Driving related positions**  |   |   |
| **Category III – Lab/Medical Environment**  |   |   |
| **Category IV – Outdoor Labor/Remote**  |   |   |
| **Category V – Power Equipment Usage**  |   |   |
| **Category VI – At Sea/Boat Usage**  |   |   |
| **Category VII - Trades**  |   |   |
| **Category VIII - Security** |  |  |

The all-inclusive mark-up rate for each Resource type will be used to score the cost proposal as defined Part V, B, 3 of the RFP.

 **APPENDIX E**

**State of Maine**

**Department of Administrative and Financial Services**

**SUBMITTED QUESTIONS FORM**

**RFP# 202507096**

**Temporary Employment Services**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

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

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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**APPENDIX F**

**State of Maine**

**Department of Administrative and Financial Services**

**RESPONSE TO PROPOSED SERVICES**

**RFP# 202507096**

**Temporary Employment Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

**INTRUCTIONS:** Bidders must use this form to provide a response to Part IV, Section III Proposed Services. Bidders may expand each of the response (white) spaces within this document in order to provide a full response to each requirement.

|  |
| --- |
| **Part IV, Section III Proposed Services** |
| * + - 1. **Services to be Provided**
1. In the sections below, discuss the Scope of Services referenced in Part II of the RFP and what the Bidder will offer.
2. Give particular attention to describing the methods and resources to be used and how the tasks involved will be accomplished.
3. Also, describe how the Bidder will ensure expectations and/or desired outcomes will be achieved as a result of the proposed services.
4. If subcontractors/consultants are involved, clearly identify the work each will perform.
 |
| **Services to be Provided** |
| 1. Staffing Category: Bidders are not required to supply Resource Support for all categories.

**(Check all that apply to your proposal submission):**  |
| ​☐​ Category I – Office Environment   ​​☐​ Category II – Driving-Related Positions  ​​☐​ Category III – Lab/Medical Environment  ​​☐​ Category IV – Outdoor Labor/Remote  ​​☐​ Category V – Power Equipment Usage ​​☐​ Category VI – At Sea/Boat Usage  ​​☐​ Category VII – Trades  ​​☐​ Category VIII - Security  |

|  |
| --- |
| 1. Demonstrate the ability to comply with the Types of Staffing Assignments by:
2. Describe the types of positions you have the means to fill, even if not commonly filled.  (For example, you may not commonly fill positions in the “At Sea / Boat Usage” category, but you might have the experience, access to interested Resources, or insurance to otherwise fill these positions.)
3. Describe how a market rate comparison is performed by the organization.
 |
|  |
| 1. Demonstrate the ability to comply with the Type of Contract and Ordering Process by:
2. Describing the process the organization would use to respond to a request for a Resource from the Department.
3. Describing how the organization would ensure the quality and timeliness of communication with the Department.  Include guaranteed response times for telephone or voicemail messages related to requests for a Resource.
 |
|  |
| 1. Demonstrate the ability to comply with the Employment and Staffing Requirements by:
2. Describing the organization’s ability to comply with this requirement.
3. Describe the transition of existing employees, benefits matching, and staffing replacement.
4. Describing the type of time-card the organization uses (e.g., online or manual), the general process of time reporting, and obtaining Department approval for regular or prior approved overtime hours worked by the Resource.
 |
|  |
| 1. Demonstrate the ability to comply with the Candidate Pre-Interview and Pre-Screening Process by:
2. Describing the organization’s testing, screening and interview processes.  Include the process for providing candidates for Department review.
3. Describing local recruitment process to fill agency staffing needs.
4. Describing the process used to ensure the workplace readiness of Resources, including professional appearance, reliability, communication skills, customer service, and time management, to name a few
 |
|  |

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| --- |
| 1. Demonstrate the ability to comply with the Background and Security Checks by:
2. Describing the organization’s process for background checks.
3. Describing the organization’s process for drug testing.
4. Describing the organization’s process for finger printing.
5. Describing the organization’s process for any additional background and security checks that may be necessary or required
 |
|  |
| 1. Demonstrate the ability to comply with the Compliance with State Policies and Procedures by:
2. Describing the organization’s ability to comply with this requirement.
3. Providing a comprehensive list of the organization’s current policies.
4. Describing all policies the organization has in place that require Resources to protect sensitive or confidential information.
 |
|  |
| 1. Demonstrate the ability to comply with the Working Hours by:
2. Describing the organization’s ability to comply with this requirement, including all practices or procedures currently in place.
 |
|  |
| 1. Demonstrate the ability to comply with Resource Performance by:
2. Describing the organization’s ability to comply with this requirement.
3. Providing a detailed description of the organization’s process to conduct quality assurance checks with the Department to verify that the Department’s requirements are being met, and to the Department’s satisfaction.
4. Describing the organization’s current process or policy regarding replacing a Resource (e.g., Resource exhibits excessive absenteeism, tardiness, personality conflicts, or other employee relations issues).
 |
|  |

|  |
| --- |
| 1. Demonstrate the ability to comply with Reporting by:
2. Providing a list of reports that the organization has the ability to readily produce and include what data is provided on each report.
3. Describing the organization’s process, and standard timeframe needed, for any ad hoc reporting requested by the Department.
 |
|  |