**STATE OF MAINE**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*



**RFP# 202509128**

**21st CCLC Program Evaluation Services**

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| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Travis Doughty |
| **TITLE:** | State Coordinator, Title IV Programs |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | October 22, 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:** | November 12, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto: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 Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287***RFP# 202509128**

**21st CCLC Program Evaluation Services**

The State of Maine is seeking proposals for a combination of statewide and local evaluation services for its 21st Century Community Learning Centers program.

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](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on November 12, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **21st CCLC** | 21st Century Community Learning Centers program |
| **Department** | Department of Education |
| **GPRA** | Government Performance and Results Act |
| **PII** | Personally Identifiable Information |
| **PQA** | Program Quality Assessment |
| **RFP** | Request for Proposals |
| **State** | State of Maine |

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

**RFP# 202509128**

**21st CCLC Program Evaluation Services**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Department of Education (Department) is seeking a combination of statewide and local evaluation services as defined in this Request for Proposals (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.

Authorized under [Title IV, Part B of the Elementary and Secondary Education Act (ESEA)](https://www.ed.gov/grants-and-programs/formula-grants/school-improvement-grants/nita-m-lowey-21st-century-community-learning-centers-title-iv-part-b#legislation-regulations-and-guidance), as amended by the Every Student Succeeds Act (ESSA) Act of 2015, the 21st Century Community Learning Centers (21st CCLC) program provides competitive grant funding to support before school, after school, and summer learning programs that focus on improving the academic performance of students in Pre-Kindergarten through grade 12.  
  
In accordance with the requirements of the ESEA, each state must conduct periodic evaluations of their 21st CCLC programs to assess progress toward achieving established program goals. This RFP seeks to secure the services of a quality provider that can serve as the Department’s external evaluator for this program.

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 RFA, 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. **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 | 2/1/26 | 10/31/27 |
| Renewal Period #1 | 11/1/27 | 10/31/29 |
| Renewal Period #2 | 11/1/29 | 10/31/31 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

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

1. **Project Overview**

The awarded Bidder shall be responsible for conducting, in consultation with the Department, both statewide and local evaluations of Maine’s 21st CCLC programs. The purpose of this evaluation work is to help the Department gauge the overall impact and effectiveness of Maine’s 21st CCLC programs in achieving established program goals. Evaluations shall include a mix of both quantitative and qualitative data from multiple, pre-defined sources and across multiple years.  
  
The initial period of performance for the project shall be divided into two (2) phases:

* 1. **Phase One:** The awarded Bidder will be tasked with obtaining required data (from existing sources or new data collection), performing various types of pertinent analyses on the data, and generating a statewide evaluation report of aggregate data from all of Maine’s 21st CCLC programs. Note that the Department will provide most (if not all) of the requisite data to the awarded Bidder.
  2. **Phase Two:** The awarded Bidder will be tasked with obtaining required data (from existing sources or new data collection), performing various types of pertinent analyses on the data, and generating shorter local evaluation reports for each of Maine’s 21st CCLC programs with data and analyses that are specific to each grant program.

Based on current projections, the State of Maine could have up to 40 grants and 70 individual program sites under the 21st CCLC program in any given fiscal year. The awarded Bidder must have the capacity to conduct an evaluation of this size and analyze large quantities of data related to elements of program fidelity and quality. Additionally, Bidders must have the capacity to generate multiple, smaller reports (on a biennial basis) for up to 40 different grant programs.

1. **Evaluation Design**

The Bidder’s evaluation design must serve to measure the implementation, outcomes, and overall impact of the 21st CCLC program both at the local program and overall statewide levels. The plan’s methodology should include a combination of both causality and correlative analyses. The proposed evaluation design must incorporate the methods that will be used in the impact analysis and provide the Bidder’s justification for having chosen the selected method.   
  
Each Bidder’s proposed evaluation must be designed to help answer the following research questions:

* 1. What are the most statistically significant determinants of a high-quality program among Maine’s 21st CCLC programs?
  2. What strategies and activities in Maine’s 21st CCLC programs are having the most statistically significant impact on positive youth outcomes?
  3. Is there statistically significant evidence that students who have higher rates of attendance in high-quality 21st CCLC programs experience greater youth outcomes?

When developing their proposed evaluation design, Bidders are encouraged to be mindful of the need for biennial (alternating) statewide and local evaluation reports for the 21st CCLC program. Whenever possible, Bidders should incorporate design elements and analyses that can be performed at both the individual program and statewide levels.

1. **Performance Measures**

In accordance with the [Government Performance and Results Act (GPRA](https://www.ed.gov/grants-and-programs/formula-grants/school-improvement-grants/nita-m-lowey-21st-century-community-learning-centers-title-iv-part-b#performance)), the awarded Bidder shall develop each evaluation and related reports in accordance with the following performance indicators for students who participated in local 21st CCLC programs:

1. Academic Achievement*(All grades)*
   1. Students who demonstrate growth in reading/language arts on state assessments
   2. Students who demonstrate growth in math on state assessments
2. Grade Point Average *(Grades 7-12 only)*

Students with a prior-year GPA less than 3.0 who demonstrated an improved GPA

1. School Day Attendance*(All grades)*

Students who had a school-day attendance rate at or below 90% in the prior school year AND demonstrated an improved attendance rate in the current school year

1. Behavior*(All grades)*

Students who experienced a decrease in in-school suspensions compared to the previous school year.

1. Student Engagement in Learning*(All grades)*

Students who demonstrated improvement in teacher-reported engagement in learning.

The Department may, in consultation with the awarded Bidder, choose to include additional performance indicators as part of the statewide and/or local 21st CCLC evaluation work that results from this RFP.

1. **Available Program Data**

Source data needed to conduct all evaluation work is largely already collected and maintained by the Department. Currently available program data, which may be used to conduct some or all of the Bidders proposed analyses, include:

* 1. Participant Information
     1. Participant IDs
        1. Demographic information
        2. Attendance and participation data
        3. Outcome data (assessment scores, GPA, school attendance, etc.)
        4. Teacher survey results
  2. Program Site Data
     1. Activities and sessions (content, frequency, hours of instruction, etc.)
     2. Program staffing (position type, paid/volunteer status, etc.)
     3. Youth Program Quality Assessment (PQA) Results
  3. 21st CCLC Grant Data
     1. Grant award (amounts, budget information, etc.)
     2. Partner organizations (names, types, contributions, etc.)
  4. State-Level Reports
     1. 21st CCLC Site Visit & Progress Monitoring Report
     2. 21st CCLC Annual Performance Report
  5. Other local 21st CCLC program records/documents, as deemed necessary by the Bidder and Department

It is noted that there may be times where additional data collection is needed to conduct meaningful analyses. The Department will work with the awarded Bidder to determine when and where such additional collection may be necessary to conduct quality evaluations at both statewide and local levels. Please note that the awarded Bidder shall, at no time, have access to PII. Data suppression rules will also be used in any instance where an “n” count is less than 5.

1. **Planning & Progress Updates**

The awarded Bidder must provide the State of Maine with regular progress updates throughout the proposed project. Progress updates will be provided on at least a bi-weekly basis but may be conducted more frequently at the Bidder’s discretion. Progress updates can be completed and shared with the Department via email or through brief check-in calls with the Department staff, as directed by the Department.

The awarded Bidder will participate in standing monthly check-in meetings with Department staff to plan, discuss, and troubleshoot work related to the proposed project. Meetings will be conducted virtually through Microsoft Teams, Zoom, or another virtual meeting platform mutually agreed upon by the awarded Bidder and Department. These meetings will be approximately 1-2 hours in duration, depending on the scope of work and materials needing to be discussed.

The table below illustrates the minimum planning and progress update requirements that each Bidder should incorporate into the required work plan in **Appendix F**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1 – Progress Monitoring** | | | |
| **Task** | | **Frequency** | **Description** |
| **a.** | Planning Meetings | Monthly | Monthly virtual meetings between awarded Bidder and Department staff to discuss the project |

|  |  |  |  |
| --- | --- | --- | --- |
| **b.** | Progress Updates | Bi-weekly | Email communication and/or virtual meetings where awarded Bidder shares progress updates with the Department |
| **c.** | Ad Hoc Updates | As requested | Updates from the awarded Bidder on deliverables, evaluation planning, processes, findings, etc. as requested by the Department |

1. **21st CCLC Evaluation Reports**

The awarded Bidder is tasked with the planning, design, and creation of both statewide and local evaluations reports for Maine’s 21st CCLC programs that serve to meet the Department’s needs.

* 1. **Contents**
     1. Each statewide evaluation report for the 21st CCLC program must be comprehensive and include the following elements:
        1. Abstract;
        2. Background/introduction;
        3. Literature review;
        4. Evaluation methodology;
        5. Key project evaluation findings (data charts & tables);
        6. Conclusion; and
        7. Program recommendations or elements as agreed to by the Department
     2. Local evaluation reports may be shorter in nature, as agreed upon by the Bidder and Department but must, at a minimum, include the following elements:
        1. Background/introduction;
        2. Executive summary; and
        3. Related data charts & tables
  2. **Reports** 
     1. Draft 21st CCLC Statewide Evaluation Report (Year 1):
        1. The awarded Bidder shall provide a draft statewide evaluation report to be reviewed and discussed with Department staff by the date outlined in table 2.
     2. Final 21st CCLC Statewide Evaluation Report (Year 1):
        1. Following discussion and resolution of any challenges with the draft report, the awarded Bidder will provide the Department with a final report by the date outlined in table 2.
     3. Draft 21st CCLC Local Evaluation Reports (Year 2):
        1. The awarded Bidder shall provide a draft local evaluation reports for each 21st CCLC grant program to be reviewed and discussed with Department staff by the date outlined in table 2.
     4. Final 21st CCLC Local Evaluation Reports (Year 2):
        1. Following discussion and resolution of any challenges with the draft reports, the awarded Bidder will provide the Department with a final reports by the date outline in table 2.

# The table below illustrates the deadlines by which the required reports must be completed under this RFP. Each Bidder must be cognizant of these deadlines and incorporate similar (or earlier) deadlines into the required work plan in **Appendix F**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 - Required Reports** | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** |
| **a.** | Draft Statewide Evaluation Report | July 1, 2022 through  June 30, 2025 | No later than September 1, 2026 |
| **b.** | Final Statewide Evaluation Report | July 1, 2022 through  June 30, 2025 | No later than October 1, 2026 |
| **c.** | Draft Subgrantee Evaluation Reports | July 1, 2023 through  June 30, 2026 | No later than August 1, 2027 |
| **d.** | Final Subgrantee Evaluation Reports | July 1, 2023 through  June 30, 2026 | No later than September 30, 2027 |

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1. **General Requirements**

Under the RFP, the following will be required of the awarded Bidder’s organization, its staff, and any subcontractors used to perform the work necessary to complete the project:

* 1. **Communication & Technical Assistance**
     1. The Bidder’s evaluation team staff and any subcontractors must:
        1. Be available to the Department during normal business hours, Monday through Friday, from 8:00 AM EST to 5:00 PM EST, excluding [State holidays](https://www.maine.gov/bhr/state-employees/holiday-schedule) and administrative closures;
        2. Regularly meet with the Department staff to discuss contract management, project administration, and specific evaluation deliverables, as outlined in Part II, E;
        3. Communicate via telephone, email, meetings on any platform, and any other mutually agreed-upon channels (i.e., project management applications) related to the required evaluation services; and
        4. Respond to communication and requests for assistance from the Department within two (2) business days.
  2. **Data & Publications**
     1. The awarded Bidder must:
        1. Ensure communications, publications, presentations, surveys, and reports are approved by the Department, in writing, prior to any public dissemination; and
        2. Ensure the Department is included in all communications related to the evaluation project, including, but not limited to:
           1. Other Department-contracted individuals or organizations;
           2. Community stakeholders; or
           3. Other related parties.

**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 H** (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](mailto: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](mailto: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# 202509128 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)

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

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form)   
**Appendix D** (Subcontractor Disclosure Form)  
All required information and attachments stated in PART IV, Section II.

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

*PDF format preferred*

**Appendix E** (Scope of Services)  
**Appendix F** (Evaluation Work Plan)  
All required information and attachments stated in PART IV, Section III.

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

*PDF format preferred*

**Appendix G** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**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) 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.

**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**

Bidders must complete **Appendix D** (Subcontractor Disclosure Form) indicating whether subcontractors will be used to carry out any of the work included in the proposal. 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 a current copy of their Dun & Bradstreet Business Information Report Snapshot.

* 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.

|  |  |
| --- | --- |
| **Required Attachments Related to Organization Qualifications and Experience** | |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form **(Appendix C)** |
| Two (2) | Subcontractor Disclosure Form **(Appendix D)** |
| Three (3) | Organizational Chart |
| Four (4) | Litigation |
| Five (5) | Financial Viability |
| Six (6) | Certificate of Insurance |

Attachments 1 - 6 must be included in numerical order as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 - 6 will be reviewed and evaluated under the Organization Qualifications and Experience section of the RFP.

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

* 1. **Scope of Services**

Bidders must complete **Appendix E** to outline what the Bidder will offer to address the Scope of Services referenced above in Part II of the RFP. The Bidder should consider past projects referenced in **Appendix C** and, where possible, provide specific reference to methods and resources used for similar projects and how the Bidder will accomplish related tasks involved in this project. 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.

* 1. **Evaluation Work Plan**

Bidders must complete **Appendix F** to provide a realistic work plan for the implementation of the program through the first contract period. The work plan must be displayed in a timeline chart, and concisely describe each program development and implementation task, the month it will be carried out, and the person or position responsible for each task. If applicable, Bidders must identify all tasks to be delegated to subcontractors.

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

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting 2/1/26 and ending on 10/31/27. This cost proposal must include separate amounts for:
        1. Initial project start-up costs, spanning only the initial period of performance; and
        2. Recurring project costs, which shall span both the initial period of performance and any renewal periods

Note that contract amounts for renewal periods will be largely limited to the recurring costs included within the Bidder’s cost proposal.

* + 1. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
    2. 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.
  1. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix G** (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.
2. **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. | **(Pass/Fail)** |
| **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. | **(35 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. | **(35 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. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
  2. **Scoring the Cost Proposal:** The costs proposed for conducting all the functions specified in the RFP will be assigned scores according to a mathematical formula.  
       
     Start-up Costs: The lowest proposed start-up costs will be awarded 10 points. Proposals with higher proposed start-up cost values will be awarded proportionately fewer points calculated in comparison with the lowest proposed start-up costs.

The scoring formula is: *(Lowest submitted start-up costs / start-up costs of proposal being scored) x 10 = pro-rated score*

Recurring Costs: The lowest proposed recurring costs will be awarded 15 points. Proposals with higher proposed recurring cost values will be awarded proportionately fewer points calculated in comparison with the lowest proposed recurring costs.

The scoring formula is: *(Lowest submitted recurring costs / recurring costs of proposal being scored) x 15 = pro-rated score*

The remaining 10 points allocated to the Cost Proposal will be used to evaluate the quality and thoroughness of the Bidder’s responses to the required budget narrative fields. This portion of the cost proposal will be evaluated using a consensus scoring approach as opposed to a mathematical formula.

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 Service Contract 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. 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, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**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** – Subcontractor Disclosure Form

**Appendix E** – Scope of Services

**Appendix F** – Evaluation Work Plan

**Appendix G** – Cost Proposal Form

**Appendix H** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287***PROPOSAL COVER PAGE**

**RFP# 202509128**

**21st CCLC Program Evaluation 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:** | |  | | |

* 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, 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 Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287***RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202509128**

**21st CCLC Program Evaluation 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 Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202509128**

**21st CCLC Program Evaluation Services**

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

|  |
| --- |
| **Present a brief statement of the bidding organization’s 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**. ***(No more than 2 pages)*** |
|  |

|  |
| --- |
| **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.** **(No more than 1 page per project description)** |

|  |  |
| --- | --- |
| **Project One** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** ***(No more than 1 page)*** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** ***(No more than 1 page)*** | |
|  | |

|  |  |
| --- | --- |
| **Project Three** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** ***(No more than 1 page)*** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

**SUBCONTRACTOR DISCLOSURE FORM**

**RFP# 202509128**

**21st CCLC Program Evaluation Services**

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

|  |
| --- |
| If subcontractors are to be used, including consultants, the Bidder must disclose this as part of its proposal and provide each individual subcontractor business name, contact person, address, telephone, e-mail, and a brief description of each subcontractor organization’s capacity and qualifications. ***(No more than ½ page description per subcontractor)*** |

|  |  |
| --- | --- |
| **DISCLOSURE STATEMENT** | |
|  | **Yes**, the bidding organization intends to use one or more subcontractors to perform the work outlined in this proposal. ***(Complete tables below as necessary)*** |
|  | **No**, the bidding organization will not use any subcontractors to perform the work outlined within this proposal. ***(Mark “N/A” in each field in the tables below)*** |

|  |  |
| --- | --- |
| **Subcontractor One** | |
| **Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Subcontractor Capacity and Qualifications** ***(No more than ½ page)*** | |
|  | |

|  |  |
| --- | --- |
| **Subcontractor Two** | |
| **Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Subcontractor Capacity and Qualifications** ***(No more than ½ page)*** | |
|  | |

|  |  |
| --- | --- |
| **Subcontractor Three** | |
| **Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Subcontractor Capacity and Qualifications** ***(No more than ½ page)*** | |
|  | |

|  |  |
| --- | --- |
| **Subcontractor Four** | |
| **Business Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Subcontractor Capacity and Qualifications** ***(No more than ½ page)*** | |
|  | |

**\*Add additional tables as necessary**

**APPENDIX E**

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

## SCOPE OF SERVICES

**RFP# 202509128**

**21st CCLC Program Evaluation Services**

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

|  |
| --- |
| **Project Planning & Coordination *(No more than 2 pages)*** Specify the individual from the Bidder’s organization who will serve as project lead for this work and provide a brief summary of this individual’s background and qualifications. Detail the names, positions, and length of employment with the bidding organization for any other staff who will support the project. Describe how the Bidder will abide by the requirements of Part II, E and Part II, G. |
|  |

|  |
| --- |
| **21st CCLC Statewide Evaluation *(No more than 2 pages):*** Describe and provide justification for the proposed evaluation methodology or methodologies the Bidder will use to conduct a statewide evaluation of Maine’s 21st CCLC program. Specify the data that will be leveraged to conduct the required analyses and how the Bidder’s work will serve to answer the evaluation questions in Part II, B. Outline the process the Bidder will undertake to develop and provide the required final statewide evaluation report. |
|  |

|  |
| --- |
| **21st CCLC Local Evaluation *(No more than 2 pages):*** Describe and provide justification for the proposed evaluation methodology or methodologies the Bidder will use to conduct smaller local evaluations for up to 40 of Maine’s local 21st CCLC programs. Specify the data that will be leveraged to conduct the required analyses, and how the Bidder’s work will serve to answer the evaluation questions in Part II, B. Outline the process the Bidder will undertake to develop and provide the required final local evaluation reports for each of Maine’s local 21st CCLC programs. |
|  |

|  |
| --- |
| **Data Collection & Security *(No more than 1 page):*** Describe the bidding organization’s internal processes to secure and safeguard sensitive client data. Share the Bidder’s preliminary plans for obtaining data required to perform the proposed evaluation work. Should additional data not currently collected and maintained by the Department be needed for this project, describe how the Bidder would collect and store such data in a way that complies with state and federal law. |
|  |

**APPENDIX F**

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

## EVALUATION WORK PLAN

**RFP# 202509128**

**21st CCLC Program Evaluation Services**

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

|  |
| --- |
| Use the table below to provide a detailed, concise work plan for the proposed project through the initial period of performance. Be sure to include the names and titles or person(s) who will be responsible for various tasks and milestones, including subcontractors. The Bidder’s work plan must include the dates by which final statewide (year 1) and local (year 2) evaluation materials will be completed. ***(No more than 5 pages)*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Year** | **Task** | **Name(s) & Title(s) of  Person(s) Responsible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*Add additional row as necessary**

**APPENDIX G**

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

**COST PROPOSAL FORM**

**RFP# 202509128**

**21st CCLC Program Evaluation Services**

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

|  |
| --- |
| 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. In the cost proposal, each Bidder must specify:   * 1. Initial project start-up costs which shall only span the initial period of performance.   2. Recurring project costs which shall span the initial period of performance and any renewal periods; and   3. The total cost for carrying out the proposed project through the initial period of performance.   All proposed costs must be presented as fixed amounts. These fixed amounts will be used to score a portion of the cost proposal as defined Part V, B, 3 of the RFP. |

|  |  |
| --- | --- |
| **Proposed Budget** | |
| I. Start-up Costs *(Initial Period of Performance Only)* | $ |
| II. Recurring Costs *(All Periods of Performance)* | $ |
| **III. Total Proposed Cost:** | **$** |

|  |
| --- |
| Bidders must provide a budget narrative that illustrates a detailed breakdown of expenses necessary to perform the services described in this RFP and in the Bidder’s proposal. Bidders must break provide separate narrative responses for the discrete start-up and recurring project costs associated with the proposed services. Budget narrative responses will be used to score a portion of the cost proposal as defined Part V, B, 3 of the RFP. |

|  |
| --- |
| **Budget Narrative** |
| Start-up Costs *(Initial Period of Performance Only)* ***(No more than 1 page)*** |
|  |
| Recurring Costs *(All Periods of Performance)* ***(No more than 1 page)*** |
|  |

**APPENDIX H**

**State of Maine**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*

**SUBMITTED QUESTIONS FORM**

**RFP# 202509128**

**21st CCLC Program Evaluation 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.

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

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