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| **RFP NUMBER AND TITLE:** | RFP#202506082 Grant/Loan Management and Administrative Support Services |
| **RFP ISSUED BY:** | Department of Defense, Veterans Emergency Management – Maine Emergency Management Agency |
| **SUBMITTED QUESTIONS DUE DATE:** | July 16, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | July 21, 2025 |
| **PROPOSAL DUE DATE:** | August 01, 2025, no later than 11:59 p.m., local time (**as amended**) |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. The Proposal Due Date is amended. | |
| **REVISED LANGUAGE IN RFP:**   1. All references to the Proposal Due Date of July 28, 2025 no later than 11:59 p.m., local time are amended to **August 01, 2025, no later than 11:59 p.m., local time.** | |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | Is there a recommended page limit for RFP responses? |
| **Answer** | |
| There is no recommended page limit. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| N/A | Is there a historical Level of Effort (LOE) for this scope of work? |
| **Answer** | |
| No, MEMA does not have historical data available. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| N/A | Once a need is identified, how quickly (e.g., 30 days) will the work need to be staffed? |
| **Answer** | |
| Expectation is that the awarded bidder will have staff available to begin work immediately following the finalization of the contract | |

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| **4** | **RFP Section & Page Number** | **Question** |
| N/A | Where is the place of performance? |
| **Answer** | |
| Most tasks and meetings may be conducted virtually, however there may be a need for in-person meetings. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| N/A | Would the government consider making this a Blanket Purchase Agreement (BPA) to establish a framework based on demands for emergencies? |
| **Answer** | |
| No, the Department is following the State of Maine Procurement process set in place. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Will ME DVEM please confirm that 11”x17” (tabloid-size) pages may be used for large tables or graphics? |
| **Answer** | |
| Yes, within reason. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| N/A | Is there an incumbent contractor currently performing these services for ME DVEM? If so, will ME DVEM please identify the incumbent contractor? |
| **Answer** | |
| Yes, you can find the current support service contract on [VSS Portal](https://mevss.hostams.com/PRDVSS1X1/AltSelfService) under contract# CT 15A 20220916000000000826 | |

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| **8** | **RFP Section & Page Number** | **Question** |
| N/A | Does MEMA have a current system of record for the administration and implementation of the programs listed? If so, what is the current system of record? |
| **Answer** | |
| No system in place. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| N/A | Does MEMA expect the respondent to propose a system of record to manage the administration and implementation of the programs? |
| **Answer** | |
| No expectation for the respondent to propose a system of record. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| N/A | Does winning this contract conflict the successful bidder out of bidding on any projects that come out of the grants being tracked through this scope of work? |
| **Answer** | |
| The successful bidder would be conflicted from bidding on any projects funded by grant programs under which they have finalized scopes of work to support as a result of this contract. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| N/A | Will it be required for those working on this contract to hold a Public Trust or security clearance? If a security clearance is required, what type and level? |
| **Answer** | |
| Public Trust and security clearance are not required for those working within this contract | |

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| **12** | **RFP Section & Page Number** | **Question** |
| N/A | Existing FEMA grants: Does the City have current open FEMA HMA and/or PA grants? If yes, what is the approximate total obligated funding? If yes, what is the total funding in application phase (PA project development of HMA application development? Anticipated Initial Support: Does the City anticipate assigning any tasks associated with existing FEMA grants, as identified in the previous question, to the selected vendor? |
| **Answer** | |
| The State of Maine does currently have open PA and HMA grants. Obligations and application status vary per disaster and per HMA grant program. The State of Maine does anticipate awarding a standby contract, with specific tasks and scope of services to be defined in a Work Plan specific to each grant/loan program. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| N/A | Incumbent: Is there an incumbent firm managing any existing City FEMA grants, as identified in the previous question? If yes, will there be a transition period to allow transfer of knowledge to the selected firm? |
| **Answer** | |
| There is an incumbent firm managing existing grants. The Work Plan will determine scope of services and specific tasks as assigned to the contractor. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| N/A | Given the RFP's emphasis on a stand-by contract activated via written notice, could the Department describe the typical process for developing and agreeing upon a Work Plan, including timelines for activation and any performance metrics or KPIs that may be incorporated? |
| **Answer** | |
| The Work Plan is typically a discussion between MEMA and the contractor to ensure available resources before committing to the determined scope of services and specific tasks. Work Plans typically define scope of work, timeline for completion, and a not to exceed budget. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| N/A | Please list any incumbents who may currently be under contract to the State of Maine for services matching this RFP. |
| **Answer** | |
| Yes, you can find the current support service contract on [VSS Portal](https://mevss.hostams.com/PRDVSS1X1/AltSelfService) under contract# CT 15A 20220916000000000826 | |

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| **16** | **RFP Section & Page Number** | **Question** |
| PART I, A | Could the Department please clarify the anticipated volume or frequency of activations for the stand-by contract, including any estimates on the number of grant/loan programs that may require support during the initial contract period? |
| **Answer** | |
| MEMA is unable to anticipate volume or frequency of activation, which then would make it impossible to estimate programs that need support. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Part II, A | The RFP lists numerous programs (e.g., HSGP, SHSP, EMPG, BRIC, etc.). Are all of these programs currently active and expected to require support under this contract, or are some contingent on future funding or events? If possible, please provide any prioritization or expected focus areas among these programs. |
| **Answer** | |
| Contract support is ultimately contingent on future funding and existing and future grants. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part II, Section A; page 7 | Does MEMA anticipate other grant/loan programs beyond those specified in the RFP that would require vendor support? If so, which ones? |
| **Answer** | |
| All current grant programs are listed. Contract support is ultimately contingent on funding current/future and disaster events. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II, B | Will there be a requirement for the selected bidder to work on-site during any points in time during this contract? |
| **Answer** | |
| There will be a requirement for the selected bidder to work on-site/in the field during the contract, especially in support of the Public Assistance program. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part II, B | Is it intended that the services listed will be provided for grants that are on-going at the time of the Notice to Proceed, pursued after the Notice to Proceed, or a combination of both? |
| **Answer** | |
| The intention is that the services listed will be provided for grants that are a combination of ongoing at the time the Notice to Proceed is drafted, and pursued after the Notice to Proceed is drafted. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part II, B | The service requirements include a broad range of tasks, such as providing oversight to subrecipients, preparing reports, and assisting with program design. Could the Department elaborate on the expected allocation of effort across these tasks, for example - a percentage of time dedicated to financial reconciliation vs. subrecipient guidance or provide examples of typical work scopes from past similar contracts? |
| **Answer** | |
| The service requirements listed are intended to include a broad range of tasks that might be required across any listed grant program. Allocation of effort across necessary tasks would be identified by written task order and notice to proceed. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Part II, B | Item c references "Utilizing current MEMA G: drive, email, SharePoint and FEMA software systems and processes." Will the awarded Bidder be provided with training, access credentials, and any necessary hardware/software to interface with these systems, or is the Bidder expected to supply their own compatible infrastructure? |
| **Answer** | |
| The awarded bidder will be provided with training, access credentials, and necessary hardware/software. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Part II, B.1 | Will all meetings, such as the “daily status meetings” referenced in item (j) be conducted virtually? |
| **Answer** | |
| Majority of meetings are virtual, however there may occasionally be a need for an in-person meeting. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Part II, B.1 | For item (n), Do the insurance adjusting and resolution services refer to only NFIP insurance related claims? |
| **Answer** | |
| Insurance adjusting and resolution services are not restricted to only NFIP insurance related claims. | |

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| **25** | **RFP Section & Page Number** | **Question** |
| Part II, B.1.i-Page 8 | Regarding “l. Utilizing current MEMA G: drive, email, SharePoint and FEMA software systems and processes, that are directed and approved by the department” What FEMA software systems and processes are used by MEMA? |
| **Answer** | |
| Include but not limited to cloud-based Grants Manager and Grants Portal, FEMAGO, and ND Grants. | |

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| **26** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | What are the staffing expectations for each program, including minimum personnel qualifications, requirements for on-site versus remote support, and any language or cultural competency standards particularly for outreach and public education efforts? |
| **Answer** | |
| Staffing and reporting requirements will vary by program. Experience in Grant/Loan management services is a must. There will be in-person, but not limited to such. | |

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| **27** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | What cybersecurity or data protection protocols must be followed when using these systems? |
| **Answer** | |
| The successful bidder must follow all State of Maine OIT policies and procedures, as well as MEMA’s procedures for protecting Personally Identifiable Information. | |

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| **28** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | Are there program-specific compliance audits the Bidder must prepare for, and how will conflicts between overlapping program requirements be resolved? |
| **Answer** | |
| The bidder may occasionally be asked to help prepare for an audit across any of the listed programs. No conflicts are expected with overlapping program requirements. | |

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| **29** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | Will the Bidder be responsible for tracking match requirements or cost shares for each program, and are there any restrictions or guidelines regarding the use of indirect costs or administrative fees? |
| **Answer** | |
| The bidder may be responsible for tracking match requirements or cost shares in any grant program they support. All billed expenses must be direct charges, and administrative fees may be restricted per the terms and conditions, notice of funding opportunity, or other Federal or State regulation. | |

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| **30** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | Will the Bidder be responsible for training Department staff or subrecipients, and are there any certification or accreditation requirements for the training programs delivered by the proposed staff? |
| **Answer** | |
| The bidder may be asked to supply trainings to subrecipients, however there are no certification or accreditation requirements for doing so. | |

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| **31** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | Will the Bidder participate in interagency coordination meetings or only report to the Department? |
| **Answer** | |
| The bidder may participate in interagency coordination meetings. | |

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| **32** | **RFP Section & Page Number** | **Question** |
| Part II, Section B, Service Requirements, Pages 7-8 | Are producing documents like SOPs and Cost Analysis documentation part of the services that will be required by the Department? |
| **Answer** | |
| The creation of SOP’s for the department is not a service required. There is potential that Benefit-Cost Analysis support could be needed under the Hazard Mitigation Assistance program. | |

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| **33** | **RFP Section & Page Number** | **Question** |
| Part II, Section B. General Provisions, Page 6, Item #5 | Will ME DVEM please confirm that electronic signatures are acceptable on all proposal forms? |
| **Answer** | |
| Yes, any form of signature by an authorized party is acceptable on proposal forms. | |

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| **34** | **RFP Section & Page Number** | **Question** |
| Part II, Section B. General Provisions, Page 6, Item #8 | Can Bidders provide confidential and redacted copies of the proposal documents in lieu of marking individual sections as confidential? The confidential documents would be unmarked, and the redacted documents would have confidential portions redacted with the appropriate citations. If there is a FOAA request, the confidential documents would remain protected by MA DVEM and the redacted copies would go to the FOAA requester. |
| **Answer** | |
| The RFP contains specific provisions related to FOAA, defined in Part I, B, 7 & 8. The Department will follow the process outlined in #8 should there be a FOAA request for the Bidder’s proposal. Bidders should submit all information requested in the RFP so that it is available for evaluation at the time of submission. Submission of a redacted proposal does not guarantee that only the redacted proposal would be released under FOAA. | |

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| **35** | **RFP Section & Page Number** | **Question** |
| Part II, Section B.k; page 8 | Can MEMA clarify expectations for task K: Reviewing contracts and purchasing documents for accuracy and completion? |
| **Answer** | |
| The bidder may be asked to perform quality assurance reviews, to include ensuring all required documentation is present and accounted for. | |

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| **36** | **RFP Section & Page Number** | **Question** |
| Part II, C | The RFP requires compliance with specific State of Maine OIT Policies (e.g., Access Control Policy, Security Awareness Training). For Bidders who may need to integrate their systems with State networks, could the Department clarify the process for onboarding, including any required certifications or audits prior to contract activation? |
| **Answer** | |
| Training will be provided to the awarded bidder to ensure compliance with the State of Maine OIT policies. Typically, when work is assigned to a contractor, State of Maine equipment will be assigned to any contractor that will require access to the State of Maine systems. | |

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| **37** | **RFP Section & Page Number** | **Question** |
| Part IV, III | The RFP asks for a description of methods and resources for accomplishing each task in the Scope of Services. Could the Department confirm if the proposal should address all listed programs and tasks comprehensively, or if we may focus on key examples with an overarching approach? |
| **Answer** | |
| Proposals may focus on an overarching approach that would meet the needs of any particular grant program and set of tasks defined by the scope(s) of work as determined and executed throughout the contract period. | |

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| **38** | **RFP Section & Page Number** | **Question** |
| Part IV, IV | Appendix D requires fully burdened hourly rates for specific job classifications (e.g., Principal, Project Manager, Public Assistance Specialist). If a Bidder's organizational structure uses slightly different titles but equivalent roles, may we map our titles to these classifications, or should we propose rates only for the exact titles listed? Additionally, please confirm if all classifications must be proposed, or only those relevant to the Bidder's approach. |
| **Answer** | |
| Bidder should provide applicable positions relative to their agency that could complete the scope of services outlined in the RFP. | |

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| **39** | **RFP Section & Page Number** | **Question** |
| Part IV, IV | The Cost Proposal Form notes that related service costs (e.g., per diem, travel) must fit within the State of Maine's current travel policy. Could the Department provide guidance on whether these costs should be included in the fully burdened hourly rates or itemized separately in the proposal? |
| **Answer** | |
| Please itemize travel costs separately. | |

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| **40** | **RFP Section & Page Number** | **Question** |
| Part IV Proposal Submission Requirements, Section II Organization Qualifications and Experience, 3. Organizational Chart | Regarding the requirement that states, “Each position must be identified by position title and corresponding to the personnel job descriptions”, does the State have personnel job descriptions you can provide for the positions outlined in Cost Proposal section of the RFP? |
| **Answer** | |
| Bidder should provide applicable positions relative to their agency that could complete the scope of service outlined in the RFP | |

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| **41** | **RFP Section & Page Number** | **Question** |
| PART IV, Section 3.2 | In order to provide “provide a realistic work plan for the implementation of the program through the first contract period,” which concisely describe each program development and implementation task, could any additional detail regarding the desired timelines for certain milestones be provided? |
| **Answer** | |
| Bidder should outline the number of staff they have with subject matter expertise across each grant program that would be available should the need present itself. | |

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| **42** | **RFP Section & Page Number** | **Question** |
| PART V, B.3 | Could the scoring formula be amended to please consider only scoring responsible and responsive bids? |
| **Answer** | |
| Responsibility of the bidder and responsiveness to the details of the RFP are components of evaluation within each scoring section. | |

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| **43** | **RFP Section & Page Number** | **Question** |
| Part V, Proposal, Evaluation and Selection, section 4. Negotiations | Are Bidders required to provide a sample contract with the proposal? |
| **Answer** | |
| No | |

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| **44** | **RFP Section & Page Number** | **Question** |
| PART VI, A | The RFP indicates that the awarded Bidder will execute a State of Maine Service Contract with appropriate riders. Could the Department provide a sample or template of the standard contract terms, including any specific riders typically used for grant/loan management services, to assist in proposal preparation? |
| **Answer** | |
| Please refer to page 17 of the RFP document | |

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| **45** | **RFP Section & Page Number** | **Question** |
| Part VII, Appendix D: Cost Proposal Form, Page 23 | Should the full burden rates include travel/ODCs, or should those be billed separately? |
| **Answer** | |
| Please itemize travel costs separately. | |

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| **46** | **RFP Section & Page Number** | **Question** |
| Appendix D | Cost Proposal Form page 22 - Please define “fully burdened” rates required for the Cost Proposal. Should these rates include travel and per diem costs? |
| **Answer** | |
| No, travel costs should be itemized separately. | |

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| **47** | **RFP Section & Page Number** | **Question** |
| Appendix D; Page 22 | Appendix D provides a list of job classifications (e.g., Principal, Project Manager, Public Assistance Specialist, etc.) and includes the option to add additional classifications as needed. Are bidders required to price all the listed roles, or may we include only those classifications that align with our proposed approach to the scope of work? |
| **Answer** | |
| Bidder should provide applicable positions relative to their agency that could complete the scope of services outlined in the RFP | |

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| **48** | **RFP Section & Page Number** | **Question** |
| Appendix D—Page 22 | To help provide accurate price proposals, can the state government define the Job Classification titles? |
| **Answer** | |
| Bidder can edit/align any Job Classification that is on the form to fit within their agency. | |

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| **49** | **RFP Section & Page Number** | **Question** |
| Appendix D—Page 22 | After award, how will the state government determine the request for Job Classifications for specific hours and durations? |
| **Answer** | |
| As need arise, awarded bidder will be contacted and a Task Order will be created for the specific program with details. | |

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| **50** | **RFP Section & Page Number** | **Question** |
| Appendix D—Page 22 | It’s difficult to determine fixed price without understanding the scale and amount of work. Can the state government provide an anticipated Level of Effort (LOE) in terms of hours per Job Classification? |
| **Answer** | |
| The service requirements listed are intended to include a broad range of tasks that might be required across any listed grant program. Allocation of effort across necessary tasks would be identified by written task order and notice to proceed. Proposals should detail hourly rates for various staff that the bidder might engage to execute the Work Plan. | |

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| **51** | **RFP Section & Page Number** | **Question** |
| Appendix D—Page 22 and Part II, B—Page 8 | How do the Job Classifications (page 22) support each Service Requirement listed in the RFP (a-r) (page 8)? |
| **Answer** | |
| Bidder should provide applicable positions relative to their agency that could complete the scope of services outlined in the RFP | |