**STATE OF MAINE**

**Department of (Insert Department name)**

*(Insert Division/Office name)*



**REQUEST FOR INFORMATION**

**RFI# (This number will be assigned by the Division of Procurement Services)**

**(Insert RFI title)**

|  |  |
| --- | --- |
| **RFI Coordinator** | *All communication regarding this RFI must be made through the RFI Coordinator identified below*.  **Name:** (Inset Name) **Title:** (Insert Title)  **Contact Information:** (Insert E-mail Address) |
| **Informational Meeting** | **Date:** (Insert Date) **Time:** (Insert Time), local time  **Location:** (Insert Location) |
| **Submitted Questions Due** | *All questions must be submitted to the RFI Coordinator identified above by:*  **Date:** (Insert Date), no later than 5:00 p.m., local time |
| **Response Submission** | **Submission Deadline:** (Insert Date), no later than 5:00 p.m., local time  **Submit to:** (Insert E-mail Address) |

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# **PUBLIC NOTICE**

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

**State of Maine**

**Department of (Insert Department’s name)**

**RFI# (This number will be assigned by the Division of Procurement Services)**

**(Insert RFI title)**

The State of Maine, Department of (Insert Department’s name and Division/Office name, as applicable), is seeking information regarding (Insert a brief description of the goods/services you are seeking information about).

A copy of the RFI, as well as the Question & Answer Summary and all other related documents to this RFI, can be obtained at the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfis>

An Informational Meeting will be held on (Insert date) at (Insert time) at the following location: (Insert address)

Responses must be submitted to: (Insert RFI Coordinator’s e-mail address) and be submitted by 5:00 pm, local time, on (Insert date).

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

**RFI DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

1. **RFI:** Request for Information
2. **RFP:** Request for Proposal
3. **State:** State of Maine
4. **Department:** Department of (Insert Department name)
5. **FOAA:** Maine Freedom of Access Act
6. **Respondent:** Any individual or organization submitting a response to this RFI.

**State of Maine - Department of (Insert Department name)**

**RFI# (This number will be assigned by the Division of Procurement Services)**

**(Insert RFI title)**

# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The (Insert Department name here) (“Department”) is seeking information regarding (Insert brief name of goods or services) from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

(Insert a brief summary which describes your Department’s need for information on the goods or service(s). Think in terms of what introductory information would be beneficial for interested parties to provide their best, most well-informed response to your Department. Also, remember that this is just an introduction – the “Information Sought” section is provided in Part II of the RFI.)

## B. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
6. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).

<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

1. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

# **PART II INFORMATION SOUGHT**

(This is the section where the requesting Department can ask a wide variety of questions to interested parties in order to better understand a potential future requirement that might become the subject of a future RFP. It is suggested that requesting Departments provide sufficient background to their situation, such as describing the products or services on which information is being requested. Describe the needs that the products or services shall fulfill. Describe the context in which the product or service will be used. Insert a summary of the specific objectives/goals which the Department wishes to achieve via these goods and/or services. Describe the requirements, such as technical conditions, that the product or service should fulfill. As much as possible, leave this section flexible enough for Respondents to provide information. This will allow Respondents the opportunity to provide the Department with more substantive material.

Note: If your requirements are primarily for information technology related goods and/or services, you may be required to obtain approval from the Office of Information Technology (OIT) prior to releasing this RFI.)

# **PART III KEY RFI EVENTS**

1. **Informational Meeting**

The Department will sponsor an Informational Meeting concerning this RFI beginning at the date, time and location shown on the RFI cover page. The purpose of the Informational Meeting is to provide interested parties with additional information related to this RFI, field questions, and clarify any questions as to this RFI request.

## Questions

**1. General Instructions**

1. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
2. Interested parties should use **Appendix B** – Submitted Questions Form – for submission of questions.
3. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
4. Submitted Questions must include the RFI Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary**

Responses to all questions will be compiled in writing and posted on the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfis>. 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.

## Submitting the Response

1. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

# **PART IV SUBMISSION REQUIREMENTS**

This section contains instructions for Respondents to use in preparing their responses. It is requested that all responses follow the outline suggested below, including the numbering, section and sub-section headings as they appear here. The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and familiarity with the subject matter. **As this is not a competitive RFP process,** **Respondents should not provide any specific cost or customized pricing documentation in their response.**

## Response Format

**1.** For clarity, the response should be typed or printed. Responses should be single-spaced with 1” margins on white 8 ½” x 11” paper using a font no smaller than 12 point Times New Roman or similar.

**2.** All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Respondent’s name should appear on every page, including Attachments. Each Attachment should reference the section or subsection number to which it corresponds.

**3.** Respondents are asked to be brief and to respond to each question and instruction listed in the “Submission Requirements” section of this RFI. Number each response to correspond to the relevant question or instruction of the RFI.

**4.** Include any forms provided in the package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFI.

**5.** Please provide all information requested in the RFI package at the time of submission.

## 

## Response Contents

## Section I. Organization

* 1. Complete **Appendix A** (provided as an Appendix to this RFI)
  2. Provide Respondent’s location(s)
  3. Provide a brief description of Respondent’s main products/services
  4. Provide a brief description of years in business
  5. Provide a description of the management structure
  6. Describe any licensure required for any services described in the “Information Sought” section.
  7. Provide clients that are using comparable products or services (including contact information).
  8. Describe skills pertinent to the specific work described in the RFI.

## Section II. Response to Information Sought

Discuss the “Information Sought” section referenced above in Part II of this RFI and what the Respondent offers related to the goods and/or services described. Please respond to all questions in this section and give particular attention to describing the methods and resources necessary to accomplish the tasks involved. Respondents are also encouraged to share their knowledge and/or insight of the marketplace and of the specific goods and/or services in general for which information is being sought.

## Section III. Required Attachments

The following documents should be attached to the back of each submitted response in the order as numbered below:

# **PART V REVIEW OF RESPONSES RECEIVED**

# **General Information**

# The Department will review responses received for the purpose of gathering information and market research. The Department will not score or rate responses received.

# The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

# **PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Response Cover Page
2. Appendix B – Submitted Questions Form

**APPENDIX A**

**STATE OF MAINE**

**Department of (Insert Department name)**

## RESPONSE COVER PAGE

**RFI# (Inserted by the Division of Procurement Services when assigned/approved)**

**(Insert RFI Title)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lead Point of Contact - Name/Title:** | | |  | | |
| **Organization Name (if applicable):** | | |  | | |
| **Tel:** |  | | **Fax:** |  | |
| **E-Mail:** |  | | **Website (if applicable):** | |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |

**APPENDIX B**

**State of Maine**

**Department of (Insert Department name)**

**SUBMITTED QUESTIONS FORM**

**RFI# (Inserted by the Division of Procurement Services when assigned/approved)**

**(Insert RFI Title)**

|  |  |
| --- | --- |
| **Organization/Responder’s Name:** |  |

|  |  |
| --- | --- |
| **RFI Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFI, state “N/A” under “RFI Section & Page Number”.*

*\*\* Add additional rows, if necessary.*