

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol Street
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

Request for Quotes

Providers of Employment and Training Services for Maine Food Supplement Employment and Training Program

TO: Interested Employment and Training Providers

DATE: August 2019

1. Summary

The Maine Department of Health and Human Services, Office for Family Independence (OFI) is seeking providers of employment and training services to contract with to expand its Food Supplement Employment and Training (FSET) program. FSET provides Food Supplement recipients with opportunities to gain skills and education leading to self-sufficient employment. Through its FSET program, Maine DHHS strives to provide recipients with training and support that leads them to in-demand jobs and family self-sufficiency.

This document provides a description of requirements and instructions for this competitive process which is being performed under the authority of MRS, Title 5 § 1825-B (20) F: <http://www.mainelegislature.org/legis/statutes/5/title5sec1825-B.html>.

Successful bidders will be responsible for delivering employment and training services to current recipients of benefits of the Supplemental Nutrition Assistance Nutrition Program (SNAP), also known as the Food Supplement Program, under contract with the Maine Department of Health and Human Services.

2. General Information

The Office for Family Independence (OFI) oversees the Federal Supplemental Nutrition Assistance Program (SNAP), which in Maine, is called the Food Supplement Program. OFI administers the Federal funding available to deliver employment and training services. The Department will contract with employment and training providers and educational institutions that are federally approved in Maine's annual FSET plan and eligible to receive 50% federal reimbursement of non-federal resources already being utilized for employment and training services. Contracted providers will receive up to 50% reimbursement of allowable costs if federally approved. Funds for FSET services are provided by the United States Department of Agriculture - Food and Nutrition Services. No State dollars will be provided through these contracts.

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Maine is moving its FSET program to a 50-50 program model, where organizations receive up to 50% reimbursement for services provided and funded with eligible non-federal funds. Sources may include state, local, community based organizations, community colleges, foundation grants, etc. Non-federal funds must meet all three of the following criteria: 1) non-federal funds; 2) not committed as match for other federally funded programs; and 3) available throughout the federal fiscal year (October 1 through September 30). Bidders must complete the funding source table as part of their quote that documents these non-federal sources.

Once services and supports have been rendered to eligible individuals open on Food Supplement, contracted organizations invoice for their allowable FSET expenses. Upon review and approval of the invoice, organizations will be reimbursed for 50% of the invoice amount. This reimbursement loses its identify as a federal source and becomes allowable as a non-federal source to further expand E&T programming. This model requires significant knowledge about cost allocation methodology and close monitoring of funds. Therefore, we want to better understand your organization's experience in tracking and allocating costs for a program that has multiple streams with restrictions- allowable and non-allowable costs.

The primary emphasis of Maine's Food Supplement Employment and Training (FSET) program will be on short-term job training, with the goal of rapidly accelerating achievement of employment and self-sufficiency for Maine's Food Supplement population. The primary target population for employment and training services is able-bodied adults, many of whom are subject to both federal work requirements and time-limited benefits.

The Department intends to contract with providers or educational institutions that provide comprehensive employment and training services including one or more of the following federally defined E&T service components such as job search training and job search activities, workfare, work experience, education and vocational training (basic and post-secondary), and job retention services. These service components must be delivered to the standards of the USDA *Employment and Training Toolkit* available at http://www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf. Providers must also provide case management for FSET participants.

The Department requires employment and training providers to coordinate with other organizations and employers to assure maximum use of other available resources such as CSSP, WIOA, Pell grants, and Job Corps programs. While enrolled in approved FSET programming, participants must also receive financial support for transportation costs, childcare, and essential books, tools, and uniforms. Tuition for certification and/or associate's degree programming leading to specific careers is reimbursable. All Providers will also be subject to state and federal reporting and performance measure requirements.

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The Department may award multiple contracts to assure that a broad array of services are available statewide.

3. Questions

Questions must be submitted via email to Patricia.Dushuttle@maine.gov. A summary of questions and answers will be supplied to recipients of the RFQ along with this RFQ on the Division of Procurement Services' webpage (<http://maine.gov/purchases/venbid/rfp.shtml>) under Miscellaneous Postings. The Department reserves the right to answer questions outside of this period, at its sole discretion.

4. Quote Submission Requirements

The Department is accepting quotes that must include 1) Quote narrative, 2) Attachment A: Organizational Assessment, and 3) Attachment B: Budget.

- a. Quotes must be submitted via email to Patricia.Dushuttle@maine.gov. While Quotes will be accepted on an ongoing basis, the Department reserves the right to limit quotes of awards for services beginning on or after October 1, 2018 to a due date of 4:00 pm on May 31, 2018. All awards are subject to federal approval in the annual plan submitted to USDA-FNS by August 15 for the federal fiscal year starting October 1 of each year.
- b. Quote Narratives must include the following information:
 - i. Primary Agency Program Contacts.
 - ii. Employer Identification Number (EIN)
 - iii. Points of Contact- Names, Position Titles and Email addresses, phone and fax numbers.
 - iv. A description of the target population to be served and current demographic information and needs of the specific population to be served.
 - v. Description of proposed FSET components and their descriptions, including number of participants to be served in each component.
 - vi. Estimated length of time for program components to be completed.
 - vii. Process for tracking participant outcomes for each component and follow-up for participants completing components.

Bidders should use the chart below to identify how many program participants are anticipated to be served and to achieve each benchmark or status listed below for each component:

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Intake	Number and Percent
Assessment	Number and Percent
Enrolled in program	Number and Percent
Completed program	Number and Percent
Earned credential (if applicable)	Number and Percent
Obtained employment	Number and Percent

- viii. Description of recruitment strategies and primary referral sources.
 - ix. Strategies for assisting participants who complete components with finding employment in their field and if applicable, providing job retention supports.
 - x. Description of intake, assessment, and development of individual service plans, including specific tools to be used (tools should be included as attachments).
 - xi. Description of case management services to be provided to participants including intensity, frequency, and system used to document, monitor and track participant progress.
 - xii. Description of process and tracking system that will be utilized for reporting required performance measures described at:
<https://fns-prod.azureedge.net/sites/default/files/snap/SNAP-ET-Plan-Handbook.pdf>.
- c. Attachment A: Completed Organizational Assessment. Submit the completed Organizational Assessment (Attachment A).
- d. Attachment B: Budget. Attach proposed budget as Attachment B using the format provided herein with a specific breakdown of spending per component, including indirect costs.

Please note that in addition to providing information for the Quote in Attachment A, Providers contracting with the Department must also follow any additional contract requirements and budget formats available at the State of Maine website: <http://www.maine.gov/dhhs/contracts/contract-2018/ContractDocs.html>.

- e. Attachment C: Funding Source Table to document source and availability of non-federal funds.

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f. Copy of relevant permits and licenses (if applicable).

5. Evaluation and Award

a. Quotes will be evaluated based on information provided in Quote Narrative and Attachments.

The Department will use the following criteria and scale to rank quotes:

Strength Scale: 1 - 5

1 (Very Weak) - 2 (Weak) - 3 (Average) - 4 (Strong) - 5 (Very Strong)

Services and Training Components Provided
Efficiency of Component Costs
Tracking Data and State and Federal Reporting Process
Tracking & Allocating Costs
Partnerships with other agencies
Relevant Experience
Sources of Non-Federal Funding
Capacity to Expand
TOTAL SCORE (Max=40 points)

The Department reserves the right to conduct interviews with agencies to obtain clarification and/or additional information utilized in assessing readiness and ranking quotes.

- b. The Department may make multiple awards and reserves the right to reject any or all quotes. Final selection will be based on the quotes that best meet the needs of the Department as determined during the ranking process.
- c. If the Department opts to make an award based on a quote, the Bidder and the Department will enter into a contract for up to one year, with an optional renewal at the Department's discretion.
- d. Any person aggrieved by the award decision that results from this RFQ may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA §1825-E and 18-554 Code of Maine Rules, Chapter 120. The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House

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Station, Augusta, Maine 04333-0009) within 15 calendar days of receipt of notification of contract award.

6. General Provisions

- a. Issuance of this RFQ does not commit the State to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFQ. This includes attendance at personal interviews or other meetings and/or demonstrations.
- b. All responses to this RFQ should adhere to the instructions and format requirements outlined in this RFQ and all written supplements and amendments as issued by the Department. Responses are to follow the format and respond to all questions and instructions specified above.
- c. The RFQ and the selected Bidder's quote, including all appendices or attachments, may be incorporated in the final contract.
- d. Following announcement of an award decision, all submissions in response to this RFQ 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).
- e. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in response to this RFQ.
- f. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

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Attachment B Format		
Agency:		
Budget for Maine Food Supplement Employment and Training Program		
Date:		
Provider:	100% Cost	50% reimbursable
Program Period (for example FFY'20- 10/1/19-9/30/20):	Number of participants to be served=_____	
TOTAL	\$ -	\$ -
DIRECT PROGRAM COSTS		
1. Personnel		
a. Salaries & Wages		\$ -
b. Fringe Benefits		\$ -
2. Travel		
a. Travel - In-State		\$ -
b. Travel- Out of State	\$ -	\$ -
3. Supplies & Materials		\$ -
4. Space Costs		
a. Rent/Lease	\$ -	
b. Utilities	\$ -	\$ -
c. Maintenance/Other Costs	\$ -	\$ -
5. Telephone/Communication		\$ -
6. Postage Costs	\$ -	\$ -
7. Other Costs (identify below):		
a. Copier/Printing Costs		\$ -
b. Insurance	\$ -	\$ -
c. Staff Training/Development		\$ -
d. Membership Dues/Fees		\$ -
e. Software Supports		\$ -
f. Computer Network Costs		\$ -
g. MIS Reporting Costs	\$ -	\$ -
h. Outreach	\$ -	\$ -
i. Miscellaneous	\$ -	\$ -
j. Other:	\$ -	\$ -
Sub-Total: Direct Program Costs	\$ -	\$ -
DIRECT PARTICIPANT COSTS By Component		
1. Non-Educational Components		
a. Assessment		\$ -
b. Job Search Training		\$ -

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c. Job Search		\$	-
d. WIOA		\$	-
e. Job Retention		\$	-
2. Support Services		\$	-
3. Work Components			
a. On-the-job training		\$	-
b. Registered Apprenticeships		\$	-
c. Work Experience/Training		\$	-
d. Workfare		\$	-
4. Educational Components(identify below):			
a. Basic Education		\$	-
b. English as Second Language		\$	-
c. Post Secondary		\$	-
d. Vocational/Pre-Apprenticeship		\$	-
Sub-Total: Direct Participant Costs		\$	-
INDIRECT		\$	-
SUBCONTRACTS (identify)			
a.	\$	-	\$
b.	\$	-	\$
c.	\$	-	\$
Sub-Total: Sub-Contracts	\$	-	\$
TOTAL	\$	-	\$

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Attachment C

Funding Table

Agency: Matching Fund Sources			
Matching Funding Sources	Total Non-Federal Funds 50%	Total Federal Funds 50%	Total Funds
FFY'20- 10/1/19-9/30/20			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total	\$ -	\$ -	\$ -