



**STATE OF MAINE
Department of Transportation
Human Resources Training Unit**

REQUEST FOR INFORMATION

RFI# T202602001

Encampment Engagement and Abatement

RFI Coordinator	<p><i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i></p> <p>Name: <u>Jeremiah Hutchinson</u> Title: <u>Lead Human Resources Manager</u> Contact Information: <u>jeremiah.k.hutchinson@maine.gov</u></p>
Submitted Questions Due	<p><i>All questions <u>must</u> be submitted to the RFI Coordinator identified above by:</i></p> <p>Date: <u>Wednesday, February 25th, 2026</u>, no later than 5:00 p.m., local time</p>
Response Submission	<p>Submission Deadline: <u>Wednesday, March 11th, 2026</u>, no later than <u>5:00</u> p.m., local time Submit to: <u>jeremiah.k.hutchinson@maine.gov</u></p>

TABLE OF CONTENTS

PART I INTRODUCTION	3
A. PURPOSE AND BACKGROUND.....	3
B. GENERAL PROVISIONS	4
PART II INFORMATION SOUGHT	5
A. GENERAL INFORMATION	5
B. SUBJECT MATTER EXPERTISE	5
C. TRAINING EXPERIENCE AND APPROACH	5
D. ADDITIONAL INFORMATION	6
PART III KEY RFI EVENTS	7
A. QUESTIONS	7
B. SUBMITTING THE RESPONSE	7
PART IV SUBMISSION REQUIREMENTS	8
A. RESPONSE FORMAT.....	8
B. RESPONSE CONTENTS	8
Section I. Organization.....	8
Section II. Response to Information Sought	8
Section III. Required Attachments	9
PART V REVIEW OF RESPONSES RECEIVED	9
PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS	9
RESPONSE COVER PAGE	10
SUBMITTED QUESTIONS FORM	11

State of Maine - Department of Transportation
RFI# T202602001

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:** MaineDOT
5. **FOAA:** Maine Freedom of Access Act
6. **Respondent:** Any individual or organization submitting a response to this RFI.

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 State of Maine Department of Transportation (MaineDOT) is seeking information regarding Encampment Engagement and Abatement 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.

The Department's operations occasionally require staff to work in areas where individuals are experiencing homelessness and living in unsheltered settings, including locations adjacent to major highways, high-travel areas, and project sites. These situations can present complex safety, health, and operational considerations for both staff and unhoused individuals. The Department seeks information from qualified organizations with experience providing training on proper practices of encampment abatement that emphasizes employee safety and support throughout the resolution process.

The purpose of this RFI is to gain a clearer understanding of the types of training, instructional approaches, and subject matter expertise available in the market related to encampment engagement and abatement activities. Information received through this RFI will be used to help inform the scope and requirements of a potential future Request for Proposals (RFP) for training services.

B. General Provisions

1. All contact with MaineDOT 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 MaineDOT 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 MaineDOT to issue a Request for Proposal (RFP).
5. All responses must 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 MaineDOT.
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>
7. 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

To facilitate this information-gathering process, the Department invites interested parties to respond to the questions below and provide any relevant background materials. **Respondents may address all or only those sections applicable to their area(s) of expertise.**

A. General Information

1. Provide a brief overview of your organization.
 - a. Please identify yourself and any organization you represent in this RFI.
 - i. Name of respondent
 - ii. Organization and affiliation
 - iii. Address (organizational, if responding on behalf of an entity)
 - iv. Contact information (phone number(s) and email address(es))

B. Subject Matter Expertise

1. Describe your organization's knowledge of the unhoused population in Maine to include demographics and geographical locations.
2. Describe your organization's knowledge and experience related to:
 - a. Common health and safety considerations present in encampments
 - b. Identification and mitigation of environmental and occupational hazards
 - c. Use of appropriate personal protective equipment (PPE)
3. Describe how your training addresses the handling of personal property, debris, and hazardous materials.
4. Describe your familiarity with applicable federal, state, or local laws, regulations, or best-practice guidance related to encampment engagement or abatement, and how this information is incorporated into training.
5. Describe your knowledge of effective communication strategies with encampment inhabitants including notifications of abatement.

C. Training Experience and Approach

1. Describe the types of training programs your organization has developed or delivered that are commonly associated with encampment abatement including preparation, onsite practices, and/or coordination with the public and public health entities. Please include:
 - a. Target audience
 - b. Training format(s) (in-person, virtual, hybrid, etc.)
 - c. Duration and frequency of training
2. Describe how your training addresses:
 - a. Employee situational awareness and personal safety
 - b. De-escalation techniques and effective communication strategies
 - c. Post-incident or -activity employee wellness
3. Describe your process for developing or tailoring training content to meet the needs of a specific agency or workforce.
4. Describe how your organization evaluates training effectiveness, including participant feedback, learning outcomes, or other performance measures.

D. Additional Information

1. Identify any partnerships your organization maintains with social service providers, public health entities, or outreach organizations that inform your training approach.
2. Provide any additional information you believe would be helpful to the Department in understanding your organization's capabilities related to this RFI.

PART III KEY RFI EVENTS

A. Questions

1. General Instructions

- a. 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.
- b. Interested parties must use **Appendix B – Submitted Questions Form** – for submission of questions.
- c. 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.
- d. 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/dot/doing-business/consultant-procurement>. 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. MaineDOT reserves the right to answer or not answer any question received.

B. Submitting the Response

1. Responses Due

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

2. 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.**

A. Response Format

1. For clarity, the response must be typed or printed. Responses must 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 must 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 must appear on every page, including Attachments. Each Attachment must 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 must 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.

B. 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 must be attached to the back of each submitted response in the order as numbered below:

1. Appendix A – Response Cover Page

PART V REVIEW OF RESPONSES RECEIVED

General Information

1. The Department will review responses received for the purpose of gathering information and market research. The Department will not score or rate responses received.
2. 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 Transportation
RESPONSE COVER PAGE**

**RFI# T202602001
Encampment Engagement and Abatement**

Lead Point of Contact - Name/Title:	
Organization Name (if applicable):	
Tel #:	
Email:	
Website (if applicable):	
Street Address:	
City/State/Zip:	

