

**STATE OF MAINE**  
**Department of Economic and Community Development**  
Office of Community Development



**RFP#201711194**

**Efficient Delivery of Local and Regional Services**

<b>RFP Coordinator</b>	<p><i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p><b>Name:</b> Deborah Johnson <b>Title:</b> Director, Office of Community Development <b>Contact Information:</b> <a href="mailto:deborah.johnson@maine.gov">deborah.johnson@maine.gov</a></p>
<b>Submitted Questions Due</b>	<p><i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i></p> <p><b>Date:</b> March 30, 2018 no later than 4:00 p.m., local time</p>
<b>Proposal Submission</b>	<p><b>Submission Deadline:</b> April 30, 2018, no later than 4:00 p.m., local time <b>Submission Address:</b> Division of Procurement Services, Burton M. Cross Building, 111 Sewall Street - 4<sup>th</sup> Floor, Augusta, ME 04330</p>

# TABLE OF CONTENTS

	<b>Page</b>
<b>PUBLIC NOTICE</b>	<b>3</b>
<b>RFP DEFINITIONS/ACRONYMS</b>	<b>4</b>
<b>PART I INTRODUCTION</b>	<b>5</b>
A. PURPOSE AND BACKGROUND	<b>5</b>
B. GENERAL PROVISIONS	<b>5</b>
C. ELIGIBILITY TO SUBMIT BIDS	<b>6</b>
D. CONTRACT TERMS	<b>6</b>
E. NUMBER OF AWARDS	<b>6</b>
<b>PART II SCOPE OF SERVICES TO BE PROVIDED</b>	<b>7</b>
<b>PART III KEY RFP EVENTS</b>	<b>8</b>
A. TIMELINE OF RFP EVENTS	<b>8</b>
B. QUESTIONS	<b>8</b>
C. AMENDMENTS	<b>8</b>
D. SUBMITTING THE PROPOSAL	<b>8</b>
<b>PART IV PROPOSAL SUBMISSION REQUIREMENTS</b>	<b>10</b>
A. PROPOSAL FORMAT	<b>10</b>
B. PROPOSAL CONTENTS	<b>10</b>
<b>PART V PROPOSAL EVALUATION AND SELECTION</b>	<b>13</b>
A. EVALUATION PROCESS – GENERAL INFORMATION	<b>13</b>
B. SCORING WEIGHTS AND PROCESS	<b>13</b>
C. SELECTION AND AWARD	<b>14</b>
D. APPEAL OF CONTRACT AWARDS	<b>14</b>
<b>PART VI CONTRACT ADMINISTRATION AND CONDITIONS</b>	<b>15</b>
A. CONTRACT DOCUMENT	<b>15</b>
B. STANDARD STATE AGREEMENT PROVISIONS	<b>15</b>
<b>PART VII RFP APPENDICES AND RELATED DOCUMENTS</b>	<b>17</b>
<b>APPENDIX A – PROPOSAL COVER PAGE</b>	<b>18</b>
<b>APPENDIX B – DEBARMENT, PERFORMANCE AND NON-COLLUSION CERTIFICATION</b>	<b>19</b>
<b>APPENDIX C – COST/BENEFIT CALCULATION</b>	<b>20</b>
<b>APPENDIX D – AGREEMENT TO GRANT TERMS</b>	<b>22</b>
<b>APPENDIX E – SUBMITTED QUESTIONS FORM</b>	<b>23</b>

**PUBLIC NOTICE**

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**State of Maine  
Department of Economic and Community Development  
RFP#201711194  
Efficient Delivery of Local and Regional Services**

The State of Maine, Department of Economic and Community Development, announces a grant opportunity for municipal, county or regional governments seeking to create efficiencies in service to its residents.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: <http://www.maine.gov/purchases/venbid/rfp.shtml>

Proposals must be submitted to the State of Maine Division of Procurement Services, located at the Burton M. Cross Office Building, 111 Sewall Street - 4<sup>th</sup> Floor, Augusta, ME 04330. Proposals must be submitted by 4:00 pm, local time, on April 30, 2018, when they will be opened. Proposals not received at the Division of Procurement Services' aforementioned address by the aforementioned deadline will not be considered for contract award.

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## **RFP DEFINITIONS/ACRONYMS**

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

- 1. RFP:** Request for Proposals
- 2. State:** State of Maine
- 3. Department:** Department of Economic and Community Development

**State of Maine - Department of Economic and Community Development**

*Office of Community Development*

**RFP#201711194**

**Efficient Delivery of Local and Regional Services**

**PART I INTRODUCTION**

**A. Purpose and Background**

The Department of Economic and Community Development (“Department”) is seeking proposals to provide Efficient Delivery of Local and Regional Services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (“State”) and the awarded Applicant(s).

Maine State Government’s Fund for the Efficient Delivery of Local and Regional Services, hereinafter referred to as the “Fund”, was established in 2005 to encourage intergovernmental cooperation on projects that will result in cost-savings, and ultimately a reduction in property taxes. In support of this, the Fund provides monetary assistance to municipalities, counties and state agencies that work together for this purpose.

**B. General Provisions**

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this 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 this RFP.
4. Applicants shall take careful note that in evaluating a proposal submitted in response to this 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 Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an Applicant’s experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Applicant and shall 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 selected Applicant’s proposal, including all appendices or attachments, shall 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 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>

8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
10. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

**C. Eligibility to Submit Bids**

In accordance with Maine Revised Statute Title 30-A § 6201, eligible applicants are Maine municipalities, counties or regional government subdivisions.

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Asec6201.html>

Regional government subdivisions are those that are pursuant to Maine Revised Statute Title 30-A chapters 115 or 119.

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach115sec0.html>

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach119sec0.html>

**D. Contract Term**

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this 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 this RFP, is defined as follows:

<b>Period</b>	<b>Start Date</b>	<b>End Date</b>
Initial Period of Performance	June 15, 2018	June 30, 2019
Renewal Period #1	July 1, 2019	June 30, 2020
Renewal Period #2	July 1, 2020	June 30, 2021

*NOTE: Any funds received as a result of this application will be expended within 18 months of the contract date between the Department and the grantee. Any unused funds will be returned to the Department for use in future grant awards.*

**E. Number of Awards**

The Department anticipates making multiple awards as a result of this RFP process.

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

The State of Maine seeks to support municipalities, counties and regional government subdivisions in developing partnerships for delivering government services. The Fund was established to encourage and support intergovernmental cooperation with the ultimate goal of reducing property taxes. More information on the Fund and eligible costs can be found in Maine Revised Statute, Title 30-A, Chapter 231, (<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach231sec0.html>).

Grants will be awarded for qualifying projects that are designed to achieve significant and sustainable savings in the cost of delivering local and regional government services, and that ultimately reduce the demand for property tax revenues. Savings must be achieved through collaborative approaches to service delivery, enhanced regional delivery systems, consolidated administrative services, broad-based purchasing alliances and interlocal agreements. Grants will not be awarded on proposals that serve a single entity; collaboration with other eligible government entities is required.

## PART III KEY RFP EVENTS

### A. Questions

#### 1. General Instructions

- a. It is the responsibility of all Applicants and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Applicants and other interested parties should use **Appendix E – Submitted Questions Form** – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
- d. Submitted Questions must include the RFP 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 no later than seven (7) calendar days prior to the proposal due date: <http://www.maine.gov/purchases/venbid/rfp.shtml>. 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.

### B. Amendments

All amendments released in regard to this RFP will also be posted on the following website: <http://www.maine.gov/purchases/venbid/rfp.shtml>. 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.

### C. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 4:00 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** the 4:00 p.m. deadline will be **rejected** without exception.
2. **Mailing/Delivery Instructions:** The official delivery site is the State of Maine, Division of Procurement Services (Please refer to the RFP cover page for submission address).
  - a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Applicants submitting proposals are responsible for allowing adequate time for delivery. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Applicant, or use of private courier services.
  - b. The Applicant must send its proposal submission in a sealed package and must include **one (1) signed original, seven (7) copies and one (1) electronic copy** of their complete proposal. The electronic copy of the proposal must be provided on USB flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
  - c. Applicants' submission packages are to be clearly labeled and contain the following information:
    - Proposal submission address provided on the RFP cover page
    - The Applicant's full business name and address



- The RFP Number and Title
- d. Applicant's submission package must include:
  - Proposal Cover Page (**Appendix A**)
  - Debarment, Performance and Non-Collusion Certification (**Appendix B**)
  - Cost/Benefit Calculation (**Appendix C**)
  - Agreement to Grant Terms (**Appendix D**)

## **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Applicants to use in preparing their proposals. The Applicant's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Applicant's experience and ability to perform the requirements specified throughout this document.

### **A. Proposal Format**

1. All pages of an Applicant's proposal 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 Applicant's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
2. The Applicant is asked to be brief and concise in responding to the RFP questions and instructions. The proposal is limited to a maximum total of fifteen (15) pages, excluding required Appendixes. The Applicant may not 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.
3. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
4. It is the responsibility of the Applicant to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
5. The Applicant should complete and submit the "Proposal Cover Page" provided in **Appendix A** of this RFP and provide it with the Applicant's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Applicant address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.
6. The Applicant should complete and submit the "Debarment, Performance and Non-Collusion Certification Form" provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Applicant's proposal, at the discretion of the Department.

### **B. Proposal Contents**

#### **Section I Project Plan**

##### **1. Executive Summary**

Provide a brief overview of the project, including the project goals, plans for collaboration or consolidation, the type of services affected by the project, and how the goals will be achieved. This section should give the grant reviewers a clear and concise understanding of the proposed project. The overview should not exceed one (1) page.

## **2. Project Plan**

Provide a more detailed description of the project, including steps to be taken, a project timeline with milestones and responsible parties.

## **3. Risk Mitigation**

This section should include a discussion of project risks and the steps that will be taken to mitigate those risks.

## **Section II Participant Qualifications and Cooperation**

### **1. Project Participants**

Identify all government agencies that will be participating in the project, and of those agencies, which will be the lead. The lead agency will be responsible for facilitating each project and for fulfilling the requirements of the grant contract.

For each participating agency, identify the key staff and provide a summary of their experience applicable to the project. The lead agency should also identify the Project Manager and provide a summary of the Project Manager's applicable experience. If subcontractors are to be used, provide a list that specifies the name, address and a brief description of the subcontractors' organizational capacity and qualifications.

### **2. Interagency Cooperation**

The extent and quality of cooperation among the project participants is an important factor in the success of a cooperative project. Describe the level of cooperation amongst the project participants, including the success of previous collaborative efforts and any actions that demonstrate the participants' commitment to the proposed project.

## **Section III Cost/Benefit Proposal**

### **1. General Instructions**

- a. The Applicant must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods. Please use the expected contract start date of June 15, 2018 when preparing this section.
- b. The cost proposal shall include the costs necessary for the Applicant to fully comply with the contract terms and conditions and RFP requirements.
- c. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix C may result in the exclusion of the proposal from consideration, at the discretion of the Department.
- d. No costs related to the preparation of the proposal for this 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.

### **2. Cost/Benefit Proposal Form Instructions**

The Applicant should fill out Appendix C, following the instructions detailed here and in the form. The form is intended to capture one-time project-related expenses and the corresponding anticipated amount of tax savings. For expenditures, administrative and other costs of ongoing operations that would otherwise be budgeted by a municipality, county or regional government subdivision, are not eligible costs. For anticipated savings, agencies should include those

savings that would occur in each agency's ensuing five full fiscal years.

#### **Section IV Replicability**

In addition to presenting innovative and successful cooperative projects that can produce cost savings through property tax relief, applicants are encouraged to demonstrate the portability of their ideas to other regions. Ideally, grants awarded through this program can be used as pilot projects to demonstrate how savings can be achieved state-wide. Please describe what aspects of the proposed project could be replicated by other agencies and any documentation or other means of information sharing that could be distributed to other interested agencies.

#### **Section V Agreement to Grant Terms**

The Chief Executive, or equivalent officer, of each government agency that is participating in this proposal must review and sign the Agreement to Grant Terms, found in Appendix D. Proposals with missing signatures will not be considered.

## PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

### A. Evaluation Process - General Information

1. An evaluation team, established in accordance with Maine Revised Statute Title 30-A § 6208, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall 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 Applicant(s) whose proposal(s) best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Applicants should submit proposals that present their costs and other requested information as clearly and completely as possible

### B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Project Plan** **30 points**

Includes all elements addressed in Part IV-B, Section I.

**Section II. Participant Qualifications and Cooperation** **20 points**

Includes all elements addressed in Part IV-B, Section II.

**Section III. Cost Benefit Proposal** **30 points**

Includes all elements addressed in Part IV-B, Section III.

**Section IV. Replicability** **20 points**

Includes all elements addressed in Part IV-B, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Applicant(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP.
3. **Negotiations:** The Department reserves the right to negotiate with the successful Applicant to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services

requested. The Department reserves the right to terminate contract negotiations with a selected respondent 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 Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

### **C. 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 Purchases Review Committee.
2. Notification of grantee selection or non-selection will be made in writing by the Department.
3. Issuance of this 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 this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Applicant.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

### **D. Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this RFP 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 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). 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 contract award.

## PART VI CONTRACT ADMINISTRATION AND CONDITIONS

### A. Contract Document

1. The successful Applicant will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: (Optional; for use by Department)

Rider E: (Optional; for use by Department)

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Procurement Services' website at the following link:

<http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services' website at the following link:

<http://www.maine.gov/purchases/info/forms.html>

2. 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 Applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>)

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Department 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 this RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Applicant(s) shall act as an independent contractor and not as an agent of the State of Maine.

### B. Standard State Agreement Provisions

1. Agreement Administration
  - a. Following the award, an Agreement 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 successful Applicant in the finalization of the contract.

- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

**2. 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 this RFP.



## **PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Cost/Benefit Calculation
4. Appendix D – Agreement to Grant Terms
5. Appendix E – Submitted Question Form

**APPENDIX A**

**State of Maine  
 Department of Economic and Community Development  
 PROPOSAL COVER PAGE  
 RFP#201711194  
Efficient Delivery of Local and Regional Services**

Lead Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Cost/Benefit Percentage (from Appendix C):	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Applicant's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- 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 or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's proposal.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into 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.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

**APPENDIX B**

**State of Maine**  
**Department of Economic and Community Development**  
**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**  
**RFP#201711194**  
**Efficient Delivery of Local and Regional Services**

<b>Applicant's Organization Name:</b>	
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*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:*

- a. 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.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
  - iii. 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; and*
  - iv. 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.**
- c. 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.*

**Failure to provide this certification may result in the disqualification of the Applicant's proposal, at the discretion of the Department.**

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

**State of Maine**  
**Department of Economic and Community Development**  
**COST/BENEFIT CALCULATION**  
**RFP#201711194**  
**Efficient Delivery of Local and Regional Services**

<b>Applicant's Organization Name:</b>	
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<b>Project Name:</b>	
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In accordance with Title 30-A, §6201, grant funds may not be used for administrative and other costs of ongoing operations that would otherwise be budgeted by a municipality, county or regional government subdivision. These costs should not be included in the cost information for this proposal. Please provide project cost information in the following table. Additional lines may be included as needed.

Cost Category (Training, software, construction, etc.)	Provider (Name of Agency or Subcontractor)	Targeted Completion (Calendar Year and Quarter)	Comments or Explanation	Total Cost per Category
<b>Total Project Cost:</b>				

**APPENDIX C (continued)**

For anticipated savings, agencies should include those property tax savings that would occur in each agency’s ensuing five full fiscal years. Please provide anticipated property tax savings that will result from this grant.

Local/Regional Agency Name	Method of Calculating Savings	Projected 5-year Property Tax Savings
<b>Anticipated 5-year Savings:</b>		

<b>Calculate the Cost/Benefit Percentage for Proposal</b> (Totals from above, Total Project Cost divided by the Anticipated 5-year Savings)	
$\frac{\text{Total Project Cost}}{\text{Anticipated 5-year Savings}} =$	

**APPENDIX D**

**State of Maine  
Department of Economic and Community Development  
AGREEMENT TO GRANT TERMS  
RFP#201711194  
Efficient Delivery of Local and Regional Services**

<b>Applicant's Organization Name:</b>	
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**PROJECT NAME:** \_\_\_\_\_

**AGREEMENT TO GRANT TERMS**

1. The information contained in this application and in any attachments is true and correct to the best of my knowledge.
2. Any funds received as a result of this application will be used only for the purposes defined in this application. No part of the grant will be used for a political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award can be sub-contracted to a secondary grantee without the express permission of the Department of Administrative and Financial Services.
3. Any funds received as a result of this application will be expended within 18 months of the contract date between the Department and the grantee. Any unused funds will be returned to the Department for use in future grant awards.
4. To the greatest extent feasible, savings that result from implementing this project will be used for property tax relief.
5. Progress reports will be completed and submitted on a timely basis. The Department reserves the right to withhold payment if progress reports are not complete or not submitted.
6. The CEO of each participating entity must sign below:

(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date

(Replicate additional signature lines if needed)

