

**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**RFP # 201205322**

**PAYROLL SERVICES FOR TEMPORARY RESOURCES**

**RFP Coordinator:** Jeff Mao, Learning Technology Policy Director  
Department of Education  
23 State House Station  
Augusta, ME 04333

Tel: (207) 624-6634 e-mail: Jeff.Mao@Maine.gov Fax: (207) 624-6601

**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.**

**Bidders' Conference:** not applicable

**Deadline for Submitted Questions:** June 29, 2012, 5:00 p.m. local time

**Proposals Due:** July 12, 2012, not later than 2:00 p.m. local time

Proposals due to:

**Division of Purchases  
Burton M. Cross Building, 4<sup>th</sup> Floor, 111 Sewall Street  
9 State House Station, Augusta ME 04333-0009**

## TABLE OF CONTENTS

<b>Public Notice</b> .....	2
<b>PART I INTRODUCTION</b> .....	3
A. Purpose and Background.....	3
B. General Provisions .....	3
C. Eligibility to Submit Bids.....	4
D. Contract Term .....	4
E. Number of Awards.....	4
<b>PART II SCOPE OF SERVICES</b> .....	5
<b>PART III KEY RFP EVENTS</b> .....	7
A. Timeline of Key RFP Events .....	7
B. Questions.....	7
C. Submitting the Proposal .....	7
<b>PART IV PROPOSAL SUBMISSION REQUIREMENTS</b> .....	9
A. Proposal Format .....	9
B. Proposal Contents.....	9
Section I Organization Qualifications and Experience.....	9
Section II Specifications of Work to be Performed.....	9
Section III Cost Proposal .....	10
<b>PART V PROPOSAL EVALUATION AND SELECTION</b> .....	11
A. Evaluation Process - General Information .....	11
B. Scoring Weights and Process .....	11
C. Selection and Award .....	12
D. Appeal of Contract Awards.....	12
<b>PART VI CONTRACT ADMINISTRATION AND CONDITIONS</b> .....	13
A. Contract Document .....	13
B. Standard State Agreement Provisions.....	13
<b>PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS</b> .....	15
<b>PART VIII APPENDICES</b> .....	16
PROPOSAL COVER PAGE.....	16
COST PROPOSAL FORM .....	17

**Public Notice**

\*\*\*\*\*

**State of Maine  
Department of Education  
Public Notice for RFP # 201205322**

The State of Maine Department of Education has a need for payroll services for temporary resources. In accordance with State procurement practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) #201205322 for the purchase of the aforementioned services.

A copy of the RFP can be obtained from the Internet at <http://www.mlti.org/rfp/> or by contacting the Department's RFP Coordinator for this project: Jeff Mao, Learning Technology Policy Director. The RFP Coordinator can be reached at the following email address: Jeff.Mao@maine.gov or mailing address: 23 State House Station, Augusta, ME 04333. The Department encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4<sup>th</sup> Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on July 12, 2012, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

\*\*\*\*\*

**State of Maine - Department of Education**  
**RFP # 201205322**

**PART I INTRODUCTION**

**A. Purpose and Background**

The Department of Education (“Department”) is seeking proposals to provide payroll services for temporary resources (time cards, payroll, etc.) 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 Bidder(s).

The Department is seeking bids from staffing agencies or other interested vendors for the purpose of inviting prices for overhead, on a percentage basis, for personnel identified by the Department and hired by the Bidder for the period of August 1, 2012 to June 30, 2013.

The Department will identify individuals who meet its requirements and refer them to the selected Bidder. These individuals will be employees of the selected Bidder; therefore, the Bidder will provide them with time cards, payroll services, unemployment insurance, workers’ compensation insurance, and pay all applicable state and federal taxes. The selected Bidder will also be responsible for maintaining all employee records.

**B. General Provisions**

1. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder 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.
2. 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 and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department shall only consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The proposal shall be signed by a person authorized to legally bind the Bidder 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.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, will be incorporated in the final contract.
5. 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.*). If a Bidder submits materials that it claims are confidential because they are not “public records” pursuant to FOAA, the Bidder must (1) conspicuously and precisely designate those particular portions of its materials as “confidential” and (2) provide the specific statutory or other legal basis that exempts the designated materials from FOAA’s definition of “public record.” (*See* 1 M.R.S. § 402; <http://www.maine.gov/foaa/law/exceptions.htm>.) A Bidder’s

confidential designation does not ensure nondisclosure of the material; the State shall determine whether submitted materials are “public records.”

6. 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.

**C. Eligibility to Submit Bids**

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

**D. Contract Term**

The Department is seeking a cost-efficient proposal 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 three (3) renewal periods of one year each, 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	August 1, 2012	June 30, 2013
Renewal Period #1	July 1, 2013	June 30, 2014
Renewal Period #2	July 1, 2014	June 30, 2015
Renewal Period #3	July 1, 2015	June 30, 2016

**E. Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

## PART II SCOPE OF SERVICES

### A. Purpose

The intent of this RFP is to 1) obtain prices for overhead, as a percentage of the **Employee Hourly Rate** (see below), for personnel identified by the Department and hired by the selected Bidder under the following hourly rate for the period July 1, 2012 to June 30, 2013, and 2) based upon the price provided, establish the selected Bidder as a pre-approved Provider with whom the Department may enter into multiple contracts for the services requested herein. The Department estimates that it may spend up to \$650,000 over the one-year contract period for the temporary help under multiple contracts with the selected Bidder. The Department further estimates this expenditure will occur in the categories (descriptions below) and proportions outlined below:

<u>Employee Hourly Rate</u>	<u>Program Data and Implementation Support</u>	<u>CIPS Consultants</u>
\$12.50 – \$22.50/hour	15%	
\$42.51 – \$52.50/hour		85%

The actual amount charged to the Department will be the sum of the (1) hourly rate paid to the employee and (2) the overhead cost.

The actual total expenditure and the actual expenditures by hourly rate and overhead class are estimates and not a commitment by the Department.

#### **Program Data and Implementation Support**

These consultants aid program managers at the Department with data collections and analyses. In addition, these consultants provide implementation support to program managers at the Department including maintaining web sites including Wordpress blogs, communications with schools, and coordinating technical assistance events and meetings. These consultants are required to have strong Macintosh computer and iOS device skills, and the consultants must have excellent FileMaker Pro database skills.

#### **CIPS Consultants**

As a result of certain Federal programs rules and measures, specific schools are identified as Continuous Improvement Priority Status (CIPS) schools. The CIPS consultants aid/direct schools in their CIPS planning and improvement processes. Part of this service, provides CIPS schools with educational consulting experts who help to direct their school improvement efforts. These educational professionals are essential to the success of the CIPS planning and implementation efforts, due to their extensive depth of educational knowledge and experience.

### B. Specifications

The Department will identify individuals who meet its requirements and refer them to the selected Bidder. These individuals will be employees of the selected Bidder; therefore, the selected Bidder will provide them with the time cards, payroll services, unemployment insurance, workers' compensation insurance, and pay all applicable state and federal taxes. The selected Bidder will also be responsible for maintaining all employee records.

Invoices for payment from the Department to the selected Bidder must include documentation of hours worked to be approved for payment.

## PART III KEY RFP EVENTS

### A. Timeline of Key RFP Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	June 29, 2012 at 5:00pm, local time
Due Date for Receipt of Proposals	July 12, 2012 at 2:00pm, local time
Estimated Contract Start Date (subject to change)	August 1, 2012

### B. Questions

#### 1. General Instructions

- It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator as soon as possible but no later than the date and time specified in the timeline above.
- Questions may be submitted by e-mail, fax or regular mail. If faxed, please be sure to include a cover sheet addressed to the RFP Coordinator listed on the cover of this RFP, and indicate the number of pages sent. The Department assumes no liability for assuring accurate/complete fax or e-mail transmission and receipt.
- Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.
- Send written questions to:

RFP Coordinator: Jeff Mao  
Department of Education, 23 State House Station, Augusta, ME 04333

E-mail: [Jeff.Mao@maine.gov](mailto:Jeff.Mao@maine.gov) Fax: (207) 624-6601

- Written Questions Due:** Written questions must be received by the RFP Coordinator no later than 5:00 p.m. local time on the date shown in the timeline above. No questions will be accepted after this time.

#### 3. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and published at <http://www.mlti.org/rfp/> no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received.

### C. Submitting the Proposal

- Proposals due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

#### 2. Mailing/Delivery Instructions

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Department. The official delivery site is the State of Maine Division of Purchases (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package including one **original and two (2) copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or 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. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases  
Burton M. Cross Building, 4<sup>th</sup> Floor  
111 Sewall Street  
9 State House Station  
Augusta ME 04333-0009

Re: RFP # 201205322

## **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Bidder'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 have 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 Bidder's experience and ability to perform the requirements specified throughout this document.

### **A. Proposal Format**

1. For clarity, the proposal should be typed or printed. Proposals 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) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction of the RFP.
4. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals. Additional materials will not be considered part of the proposal and will not be evaluated.
5. Include any forms provided in the application 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.
6. It is the responsibility of the Bidder 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.
7. Bidders should complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder'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 Bidder 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 Bidder.

### **B. Proposal Contents**

#### **Section I Organization Qualifications and Experience**

Present a detailed statement of qualifications and summary of relevant experience. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.

This section should not exceed 1 page.

## **Section II      Specifications of Work to be Performed**

The bidder should acknowledge its understanding of the purpose and state its intent to provide the services described in **Part II SCOPE OF SERVICES**.

## **Section III      Cost Proposal**

### **1. General Instructions**

- a. The Bidder 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 August 1, 2012 and an end date of June 30, 2013 in preparing this section.
- b. The cost proposal shall include the costs necessary for the Bidder 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 B 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.
- e. The proposed overhead rate(s) must be expressed as a percentage of the **Employee Hourly Rate**.

## **Section IV      Economic Impact within the State of Maine**

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that "all service contracts expected to exceed \$100,000 in total value advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include no more than one page of typed text, describing the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

## 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, comprised of qualified reviewers, 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 Bidder whose proposal 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 Bidders 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. The Department reserves the right to make video or audio recordings of any applicable interview/presentation process. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders 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. Organization Qualifications and Experience (10 points)**

Includes all elements addressed above in Part IV, Section I.

#### **Section II. Specifications of Work to be Performed (5 points)**

Includes all elements addressed above in Part IV, Section II.

#### **Section III. Cost Proposal (80 points)**

Includes all elements addressed above in Part IV, Section III.

#### **Section IV. Economic Impact within the State of Maine (5 points)**

Includes all elements addressed above in Part IV, Section III.

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 Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP. The Economic Impact section will also be scored using a consensus approach, with the highest number of evaluation points being assigned to the Bidder(s) with the most economic impact, actual or feasible, as determined by the evaluation team. The Cost section will be scored according to a mathematical formula described below.

- 3. Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 80 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$$(\text{lowest submitted cost proposal} / \text{cost of proposal being scored}) \times 80 = \text{pro-rated score}$$

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

4. The Department reserves the right to negotiate with the successful Bidder 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 Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, 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 contractor 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 Bidder.
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. 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 Bidder 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 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 Purchases 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 Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases 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 Bidders. (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 estimates having a contract in place by August 1, 2012. The State recognizes, however, 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 Purchases 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 may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently 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 Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, 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 – State of Maine Proposal Cover Page
2. Appendix B – Cost Proposal Form

**PART VIII APPENDICES**

Appendix A

**State of Maine  
DEPARTMENT OF EDUCATION  
PROPOSAL COVER PAGE**

**RFP #201205322  
Payroll Services for Temporary Resources**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters 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:		

Proposed Cost:	\$12.50 – \$22.50/hour   Overhead (%) _____
	\$42.51 – \$52.50/hour   Overhead (%) _____
<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 Bidder'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 Bidder's proposal.
- No attempt has been made or will be made by the Bidder 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.*

\_\_\_\_\_  
Authorized Signature                      Date                      Name and Title (Typed)

**State of Maine  
DEPARTMENT OF EDUCATION  
COST PROPOSAL FORM**

**RFP #201205322  
Payroll Services for Temporary Resources**

Bidder's Organization Name: \_\_\_\_\_

<u>Employee Hourly Rate</u>	<u>Program Data and Implementation Support</u>	<u>CIPS Consultants</u>	<u>Overhead Rate (expressed as a percentage)</u>
\$12.50 – \$22.50/hour	15%		
\$42.51 – \$52.50/hour		85%	