**STATE OF MAINE**

**Department of Transportation**

*Human Resource Office*



**RFP# 202308178**

**Employee Development Training**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Kimbalie Lawrence **Title:** Contract Grant Specialist **Contact Information:** Kimbalie.lawrence@maine.gov |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** October 5, 2023, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** November 14, 2023**,** no later than 11:59 p.m., local time.*Proposals must be submitted electronically to the following address:***Electronic (e-mail) Submission Address:** Proposals@maine.gov |

TABLE OF CONTENTS

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **PUBLIC NOTICE** | **3** |
|  |  |
| **RFP DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I INTRODUCTION** | **5** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. ELIGIBILITY TO SUBMIT BIDS
 |  |
| 1. CONTRACT TERMS
 |  |
| 1. NUMBER OF AWARDS
 |  |
|  |  |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **7** |
|  |  |
| **PART III KEY RFP EVENTS** | **23** |
| 1. QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. SUBMITTING THE PROPOSAL
 |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **25** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **27** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING WEIGHTS AND PROCESS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
|  |  |
| **PART VI CONTRACT ADMINISTRATION AND CONDITIONS** | **29** |
| 1. CONTRACT DOCUMENT
 |  |
| 1. STANDARD STATE CONTRACT PROVISIONS
 |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **30** |
|  **APPENDIX A** – PROPOSAL COVER PAGE |  |
|  **APPENDIX B** – DEBARMENT, PERFORMANCE, and  NON-COLLUSION CERTIFICATION |  |
|  **APPENDIX C** – QUALIFICATIONS and EXPERIENCE FORM |  |
|  **APPENDIX D** – COST PROPOSAL FORM |  |
|  **APPENDIX E** – SUBMITTED QUESTIONS FORM  |  |
|  |  |
|  |  |
|  |  |

PUBLIC NOTICE

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

**State of Maine**

**Department of Transportation**

**RFP# 202308178**

**Employee Development Training**

The State of Maine is seeking proposals for Training for Employee Development.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on November 14, 2023. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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

**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | MaineDOT |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **PPE** | Personal Protective Equipment |
| **OSHA** | Occupational Safety and Health Administration |
| **ANSI** | American National Standards Institute |
| **CP** | Competent Person |
| **CADD** | Computer Aided Design and Drafting |
| **CLP** | Certified Logging Professional |

**State of Maine - Department of Transportation**

*Human Resource Office*

**RFP# 202308178**

**Employee Development Training**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Department of Transportation (MaineDOT) is seeking to provide qualified training as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

Topic areas of interest are:

* Technical/Trade skills, which include computer programs used in highway, bridge and multimodal design work, technical instruction in construction and carpentry fields, and heavy vehicle and equipment diagnostics and repair.
* Safe work areas and work practices, including OSHA and Competent Person certification.
* Professional development of employees at all levels, including supervisory coaching and team building, as well as professional writing and communication styles, problem resolution, critical thinking, etc.

Specific courses currently offered and/or to be offered are listed in Part II of this RFP - “MaineDOT Training Courses to be Provided”. This list is not intended to be all inclusive and MaineDOT reserves the right to add courses and/or similar services once a contract is in place in order to meet future operational needs of MaineDOT.

This is a multi-contract RFP that carries no guarantee of work assignment(s) once the contract(s) have been executed.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the 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 the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the 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 the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the 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 Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must 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 awarded Bidder’s proposal, including all appendices or attachments, will 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 public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	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 the RFP.
	9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the 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 one (1) renewal period, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 08/01/2024 | 07/31/2029 |
| Renewal Period #1 | 08/01/2029 | 07/31/2034 |

1. **Number of Awards**

MaineDOT anticipates making multiple awards as a result of this RFP process. Awards will be made based on (1) the highest scoring proposals and will prioritize proposals that address unmet or underserved areas.

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

The awarded Bidder(s) will offer one or more of training outlined below:

### Employee Development:

All training may be virtual, in-person or hybrid. Please specify how each training will be presented.

### 1. Active Shooter Preparedness:

This course will focus on how to respond during an active shooter situation. It will empower employees with the skills and knowledge needed to respond when shots are fired and will aid employees in making critical lifesaving decisions. MaineDOT is looking for training with interactive scenarios, escape plan creation, and what to look for if encountering a shooter. The awarded Bidder is required to provide training material approved by MaineDOT Training Center staff.

Estimated Frequency annually: 12 trainings

Participant Size: 20

### 2. Basic Math Skills:

This course will focus on the math skills needed in order to perform various calculations, such as the calculating of ditching material, calculating slope ratios, etc., necessary to work in maintenance orientated fields. The awarded Bidder is required to provide training material approved by MaineDOT Training Center staff.

Estimated Frequency annually: 6 trainings

Participant Size: 20

### 3. Building Engaged Teams:

How do we keep a team engaged? How do we keep a group of employees happy and working towards the same goal? This training will focus on team engagement and will supply insight into bringing different people together for a common goal. The awarded Bidder is required to provide training material approved by the MaineDOT Training Center.

Estimated Frequency annually: 3 trainings

Participant Size: 20

### 4. Communicating Outside of MaineDOT:

Have you ever worked with a contractor or someone from the public and you did not agree? Have you dealt with an unhappy or irate customer from outside MaineDOT and was not sure how to react or how to de-escalate the situation? This training will provide you with ways to communicate during difficult conversations with people from outside of MaineDOT while still maintaining professionalism. The awarded Bidder is required to provide training material approved by the MaineDOT Training Center.

Estimated Frequency annually: 3 trainings

Participant Size: 20

### 5. Communications & Conversations:

This course focuses on the ability to communicate in the workplace and will be offered to managers and supervisors. This training will teach participants the skills needed to exert control over what they say, how they say it, and the impacts of word choice and body language. Additionally, discussions will be held regarding the benefits and drawbacks of e-mail, phone, face to face communication, and how to turn a difficult conversation into a constructive one.

Estimated Frequency annually: 6 trainings

Participant Size: 20

### 6. Conflict Resolution in the Workplace:

This course will cover the skills and tools necessary to deal with conflict in the workplace, both as a supervisor and within peer groups. This course will guide employees in identifying conflict and in working towards a resolution.

Estimated Frequency annually: 6 trainings

Participant Size: 20

### 7. Critical Thinking:

This course will focus on learning the complexity and nuances of Critical Thinking. Employees will learn skills to enhance the process of decision making, logical thinking and reasoned conclusions. MaineDOT is looking for training which will be specifically designed towards MaineDOT’s needs. This training will have interactive scenarios and will be relatable to MaineDOT operations. Discussion should include strategic applications and practical application tips. The awarded Bidder is required to provide training material approved by MaineDOT Training Center.

Estimated Frequency annually: 3 trainings

Participant Size: 20

### 8. Domestic Violence for Supervisors:

This course will provide an understanding of domestic violence in the workplace, and how perpetrators present specific risks to the workplace. Supervisors will learn how to recognize domestic violence involving employees who may be perpetrators, or who may be victims or survivors of domestic violence. Supervisors will gain an understanding of their role in MaineDOT’s Domestic Violence and Workplace Policy, and know available resources, both in-house and throughout the community. Participants will apply the information learned to multiple scenarios in order to know how these issues manifest in employees.

Estimated Frequency annually: 3 trainings

Participant Size: 20

**9. Improving Work Relationships:**

This course will focus on improving relationships within a work group. Employees will learn how to develop healthy and fulfilling work relationships by means of building trust and communication. Discussions should include communicating effectively and sincerely, showing vulnerability and being transparent, able to admit when you are mistaken, and honoring team commitments. The awarded Bidder is required to provide training material approved by the MaineDOT Training Center.

Estimated Frequency annually: 3 trainings

Participant Size: 20

**10. Intercultural Communication:**

This course will focus on communication across different cultures and social groups and how culture affects communication. This training should include interactive activities which will discuss the wide range of communication processes and conflicts which may occur between different cultures and groups. The awarded Bidder is required to provide training material approved by the MaineDOT Training Center.

Estimated Frequency annually: 2 trainings

Participant Size: 20

### 11. Leadership Program:

This intensive multi day leadership /management program for mid and senior level managers will supplement MaineDOT’s training program and focus on creating leaders for the future. In this program, participants will discuss results-oriented leadership, managing high performing teams and individual employees, critical thinking, and leading organizational change, with a focus on the unique challenges of State Government.

Estimated Frequency annually: 1 training

Participant Size: 40

### 12. Managing Anger and Emotions in the Workplace:

This course will offer students the benefits of building emotional intelligence skills. This training will focus on the basics of anger management and how to direct that energy into more productive outcomes. The awarded Bidder is required to provide training material approved by MaineDOT Training Center staff.

Estimated Frequency annually: 6 trainings

Participant Size: 20

**13. Motivation and Coaching:**

This course is a 2-part training with the first part being focused on motivation. The challenge of today’s leader is how to create an atmosphere that encourages self-direction and self-motivation. This course shows participants that a solid grounding in “what makes people tick” will help understand motivation and why people don’t’ do what is wanted or expected. Participants through skills building practice and case studies will develop action plans for creating a motivating climate in the workplace. The second part of this training is focused on Coaching. Many managers agree performance and behavioral problems are the more difficult and often stressful aspects of their job. Because of this, managers may find themselves enabling problem behavior to continue or worsen which results in shielding employees from experiencing the consequences of their actions and potentially demoralizing the rest of the team. This training offers a practical approach to dealing head-on with the dynamics of declining performance. It focuses on recognizing problem behavior the importance of confronting performance issues and holding people accountable for their behavior.

Estimated Frequency annually: 2 trainings

Participant Size: 20

### 14. Myers-Briggs Type Indicator: (MBTI®)

This course will provide participants a better understanding of themselves and an appreciation of the differences in others. Assessment of one’s personality type provides a lens through which employees can see both themselves and others in a more positive and productive way, encouraging better communication, professional development, conflict resolution, and team building.

**Ethical Principles for MBTI® Participants and Practitioners:**

* Participation in the MBTI must be voluntary.
* Results are confidential and belong to the participant.
* MBTI® supports self-development, appreciation of differences, using differences constructively -- NOT to be used for selection or recruitment.
* Participants are the final judge of best-fit type.
* Please be conscious of stereotyping. Types do not measure the quality or shortcomings of participants; only type preferences.

The awarded Bidder is required to provide training material approved by MaineDOT Training Center staff.

Estimated Frequency annually: 6 trainings Participant Size: 20

**15. Reasonable Suspicion for Supervisors:**

This course is a two-hour module for supervisors and will be created using PowerPoint and handouts to provide training on state and federal laws to determine whether reasonable suspicion exists to require a driver to undergo testing under regulation 382.307. Federal Law under the 1988 Drug Free Workplace Act and Omnibus Transportation Employee Alcohol Testing Act of 1999 mandates reasonable cause supervisory training. Supervisors are the first line of defense again drug and alcohol use in the workplace, and they must be prepared to take action to identify and deal with employees who are unfit for duty. This program is designed to explain the supervisor’s role under federal guidelines and to show supervisors how to identify probable substance use/abuse in the workplace, confront the employee, and make a reasonable cause referral.

Estimated Frequency annually : 2 trainings

Participant Size: 20

### 16. Understanding Today’s Workforce:

This course will focus on working within today’s workforce. Participants will learn different ways to communicate with today’s workforce. This is not a generational triaging but an overall look at how the workforce has changed in recent years and how it has impacted MaineDOT. This training should aid management and supply tools in helping them be successful in navigating through these changes. The awarded bidder is required to provide training material approved by the MaineDOT Training Center.

Estimated Frequency annually: 3 trainings

Participant Size: 20

**17. Writing Skills Training - Intermediate:**

This course will focus on learning to organize one’s writing in order to communicate an effective message, revising and editing writing quickly and efficiently, the completion of reports and how to use the appropriate tone to make writing clear, concise, and persuasive. The awarded Bidder is required to provide training material approved by MaineDOT Training Center staff.

Estimated Frequency annually: 2 trainings Participant Size: 20

### 18. Writing Skills Training – Professional:

This course will focus on the style of written communication used in the workplace that allows professionals to make informed decisions. The focus will be on writing with a formal tone, conveying concise information, encouraging action, to instruct, persuade, and affirm goals. The awarded Bidder is required to provide training material approved by MaineDOT Training Center staff.

Estimated Frequency annually: 2 trainings Participant Size: 20

**MaineDOT CADD Training:**

CADD training **must be** virtual training.

### 19. OpenBridge Designer – Fundamentals:

Instructor led training focuses on providing users, new to the software, the techniques necessary for modeling and designing bridges in the OpenBridge Designer environment. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A certificate including total hours completed will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 1

### 20. OpenBridge Designer – Advanced:

Instructor led training focuses on providing users advanced techniques used in modeling and designing bridges in OpenBridge Designer. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A certificate including total hours completed will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 12

### 21. OpenRoads Designer – Fundamentals:

Instructor led training focuses on providing users, new to OpenRoads Designer, the fundamentals of model creation and manipulation within the software. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A certificate including total hours completed will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 12

### 22. OpenRoads Designer – Advanced:

Instructor led training focuses on advanced techniques for creating 3D roadway models, plans and annotation, and civil cells in OpenRoads Designer. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A certificate including total hours completed will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 12

### 23. OpenRoads Designer – Drafting and Plans Production:

Instructor led training focuses on providing users, new to OpenRoads Designer, the tools for drafting and to produce and plot plan sheets within the software. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A certificate including total hours completed will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 12

### 24 OpenRoads Designer – Drainage and Utilities:

Instructor led training focuses on techniques for evaluating hydrology, storm water flow, and pipe sizing and underground utility design within OpenRoads Designer. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A Certificate will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 12

### 25. OpenRoads Designer – Survey:

Instructor led training focuses on techniques for processing survey data within the OpenRoads Designer software for the creation of existing topography and terrains. Training will be conducted on MaineDOT computers, virtually. The Client will provide MaineDOT the sample data required for use by the Trainees. A certificate including total hours completed will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 12

**MaineDOT Ferry Services Training:**

Training can be virtual, in-person or hybrid. Please specify how each training will be presented.

**26. Ferry Service Training:**

Customize curriculum to Maine State Ferry Service standards and requirements in the development of training protocols for Non-Tank Vessel Response Plan management, response team, and personnel.

Deliver training per Federal requirements per 33 CFR 155.5055. Establish follow up for new employees and personnel who may have missed the initial training. This one (1) day course will involve two (2) separate sessions to accommodate all ferry crew members and response management team personnel. The awarded Bidder must maintain training records, per requirements, and provide consulting services to Maine State Ferry Service Management for further future training, and to comply with record keeping requirements. A Certificate will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 training

Participant Size: 40

### 27. Ferry Service Training for Standards of Training Certification and Watch Keeping Basic Marine Fire Fighting:

Upon successful completion of the 16-hour, two (2) day course, students will acquire the knowledge and confidence to take appropriate and decisive action when faced with a vessel fire. Students will first learn how effective fire prevention programs and safe practices while on board are fundamental to the safety of vessels and all lives on board. When dealing directly with vessel fires, students will learn how to properly select and safely apply portable fire extinguishers and fixed fire suppression systems designed for that purpose. This basic course will cover the following subjects: fire chemistry, fire behavior, training of fire, fire prevention and safe practices while on board vessels, portable and semi-portable fire extinguishers, fixed fire suppression systems, and fire attack theory. A Certificate will be issued by the Bidder to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 40

**Crew Development training:**

Trainings can be virtual, in-person or hybrid. Please specify how each training will be presented.

### 28. Air Brake Seminars:

Air Systems: Will cover when & where to use air de-ice; service versus replacement of air compressor; how to clean the system after a failure; the difference between an air dryer and an after cooler, and the effects on the air system. Also discussed are the basic functions of valves and how they relate to brake balance and wear. This training will provide the participant with the ability to identify charging system, primary system, secondary system and the park and emergency system. In addition, the participant will learn how to troubleshoot these systems independent of one another. The participant should acquire the ability to correctly identify problems upon inspection and eliminate the needless replacement of components. The maintenance of Air Systems is included in this training.

Air Foundation: The air foundation training is a common-sense approach to performing a proper brake job. The participant learns: to disassemble the wheel end with a complete analytical look at its components; to diagnose wear patterns and component failure; to determine air system problems versus foundation problems; acceptable tolerances and whether or not the component should be reused; proper wheel bearing inspection procedures with proper installation methods; proper wheel seal inspection and installation procedures; the identification of the new automatic self-adjusting slacks, and the proper installation of four major brands; proper installation of brake chamber assembly, and proper cutting of the push rod and slack mounting; and identification of brake shoes and linings used today, including the new generation of extended service FSMI numbers. All methods and procedures are demonstrated in a training environment using working models. Attendees receive a certificate of achievement upon conclusion of this course.

Air ABS Rockwell Wabco/Bendix: The Air ABS seminar includes a classroom working ABS board, consisting of both the Bendix and Rockwell Wabco systems. This training offers diagnostics and proper maintenance on each system.

Estimated Frequency annually: 2 trainings

* ME Local Roads: 3 trainings annually

Participation Size: 20

### 29. Carpentry Construction:

This course provides the student with an overview of basic skills and safety procedures necessary to perform the basic carpentry tasks associated with working on bridges, construction, and facility maintenance. This course will highlight both OSHA and ANSI standards. This training is a combination of instruction and hands-on exercises, using both power and hand tools. Typical tools used may include skill saws, table saws, drills, basic hand tools, as well as utilizing skills such as math calculations, plan reading, and form construction. The awarded Bidder shall provide all necessary tools and equipment for this training. Bidders to provide a list of intended supplies Bidder would bring to such training. A Skills Test is required to successfully complete this course.

Estimated Frequency annually: 4 trainings

Participant Size: 20

### 30. Chainsaw/Pole Saw/Brush Saw:

This course provides thorough and comprehensive classroom and hands-on training, covering the use of, maintenance of, and safe operation of chainsaws, pole saws and brush saws. This training includes: CHAINSAW - Chain sharpening, proper oil and gas mixture, bucking, notching, how to determine felling direction of a tree and clear fall path, including potential hazards while cutting trees, clearing escape routes, brush cutting, requirements for first aid equipment, and emergency action plans; POLE SAW - Practical use and pre-start checks, different types of cuts and inherent risks entailed, how to ‘release’ a trapped saw, and proper use and risk of the telescoping pole; BRUSH SAW – Safety precautions, reactive forces, PPE requirements and safety precautions. Participants must complete the hands-on portion of the course. A test is required for successful completion of this course. Please Note: Facility, equipment and logs provided by MaineDOT.

Estimated Frequency annually: 8 trainings

* ME Local Roads Program annually: 12 trainings

Participant Size: 20

**31. Chainsaw Refresher and Hazard Tree Management:**

This is a 4-hour refresher training to be completed every 5 years. Participants will be able to identify hazardous situations that could lead to serious injuries around chainsaws. This training includes PPE requirements, and will provide training on safety features, filing, reactive forces, starting and safe handling of chainsaws as well as hazard management to include identifying, evaluating and managing hazards along with safe work zones, and felling information.

Prerequisite: must have completed and passed a MaineDOT chainsaw training

Estimated Frequency annually: 8 trainings

* ME Local Roads Program annually – 3 trainings

Participant Size: 20

### 32. Crane Operator Certifications/Recertification

Reference: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1427>

Crane operator certification is required by OSHA subpart CC – Cranes and Derricks in Construction. Nationally recognized operator certification required for operation of cranes with a lifting capacity above 2000#s. MaineDOT uses three such types of cranes (The Interstate Sign Truck: Elliot Crane, Bridge – Knuckle-boom articulating cranes, and the auger truck with crane used by the Electricians). These cranes are operated by a variety of employees, all of whom must be certified to operate. Crane Operator recertification required every 5 years.

Six separate Regions identify number of employees needing certification based on operational need. Each Region typically certifies 6-10 operators. All electricians and Interstate Sign crewmembers are certified operators.

Previously certified crane operators required recertification every five years.

Estimated Frequency annually: 10 trainings

* 6 new certification and 4 recertification

 Participant Size: 10

**33. Competent Person:**

A prerequisite to Competent Trainer/Instructor course.

Protecting workers at-height is a challenging task and is dependent on job site situations and individual worker duties. The Competent Person must understand fall protection safety systems and can provide fall safety oversight of others. There are many fall protection solutions available, each having its own specific requirements. Understanding each option and proper implementation requires oversight by an experienced individual with a higher-level of knowledge and safety training. A variety of fall protection equipment must be available for both demonstration and exercises as part of the education and training. Classroom education and hands-on training that incorporates equipment inspection, written, and practical examinations that are based on the requirements of the OSHA and ANSI standards are required. A certificate of completion is required. Retraining required every 3 years.

Estimated Frequency: 1 training every 3 years

Participant Size: 8

**34. Competent Trainer/Instructor:**

Educating and training workers is a regulatory requirement and is also a critical element to improving worksite safety. A variety of fall protection equipment must be available for both demonstration and exercises as part of the education and training. Education and training must be applicable to current OSHA regulations, ANSI standards, and MaineDOT applications. A certificate of completion is required. Retraining required every 3 years.

Estimated Frequency: 1 training every 3 years

Participant Size: 8

**35. Competent Rescuer:**

Information and training regarding rescue operations, knowledge, ability to inspect, and utilize pre-engineered rescue equipment, and rescue techniques for safe and efficient rescues is required. A variety of fall protection and fall rescue equipment must be available for both demonstration and exercises as part of the education and training. Attendees must actively participate in simulated rescue operations. Classroom education and hands-on training must be relevant and current with OSHA and ANSI requirements. A certificate of completion is required. Retraining required every 3 years.

Estimated Frequency: 1 training every 3 years

Participant size: 8

**36. Defensive Driving:**

This is a 5 1/2-hour program, which will include three (3) points credited towards trainees’ driver’s licenses. Here is what the program will cover:

* Pre-Trip Inspection –drivers performing a pre-trip inspection as required in Part 392.7 of the FMCSA regulations;
* Road Rage – staying in control while out on the road;
* Cushion of Safety – reminding drivers the importance of having space around their vehicle;
* Two Lane Roads – being aware of potential conflicts;
* City and Urban Driving – always being prepared for the unexpected;
* Special Hazards – reminders of driving in fog, rain, and at night;
* Backing – the importance of scanning while backing.

Estimated Frequency annually: 2 trainings

* ME Local Roads: 10 trainings annually

Participant Size: 20

**37. Digger Derrick Instructor Training (Bucket Truck/Auger/<2K Crane)**

Digger Derrick Instructor training develops MaineDOT instructors through education and training to ultimately create a safer work environment by reducing the potential for accidents, injuries, and liabilities. Outcomes are standardized employee training that address skill development, and equipment inspections.

Digger Derrick Instructor Training must consist of education and training to gain a comprehensive understanding of the following:

* OSHA regulations and ANSI standards
* technical aspects of the Digger Derrick, including the components, functions, and maintenance requirements.
* Risk assessment, hazard identification, and safe operating work practices
* Proper operation and skill development
* Proper safety procedures, emergency protocols, and required personal protective equipment
* Knowledge and ability to troubleshoot common issues.

Estimated Frequency: 1 training every 3 years

Participant Size: 8

### 38. Electrical Diagnostic Training:

This course will provide participants the ability to perform electronic testing in order to diagnose problems within the truck engine, transmission, brakes and other major components, as well as other performance issues. Participants will troubleshoot and diagnose electrical systems in a safe and systematic approach, as well as develop the skills necessary to use advanced electrical and electronic testing equipment using in diagnosing modern trucks.

Estimated Frequency annually: 6 trainings

Participant Size: 20

### 39. Emissions Testing:

This course will provide heavy equipment technicians work on various equipment, including diesel trucks. Participants will understand emissions functions, common issues and how to diagnose fault codes. The training will cover DPF functionality, SCR functionality, DEF quality diagnosing, operator induced failures, DPF and SCR sensors, passive and active regeneration.

Estimated Frequency annually: 6 trainings

Participant Size: 20

**40. Fall Protection Competent Person**

Reference: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.503>

Protecting workers at-height is a challenging task and is dependent on job site situations and individual worker duties. The Competent Person must understand fall protection safety systems and can provide fall safety oversight of others. There are many fall protection solutions available, each having its own specific requirements. Understanding each option and proper implementation requires oversight by an experienced individual with a higher-level of knowledge and safety training. A variety of fall protection equipment must be available for both demonstration and exercises as part of the education and training. Classroom education and hands-on training that incorporates equipment inspection, written, and practical examinations that are based on the requirements of the OSHA and ANSI standards are required. A certificate of completion is required. Retraining required every 3 years.

Estimated Frequency: 1 training every 3 years

Participant Size: 8

**41. Mobile Elevated Work Platform (MEWP) Instructor Trainer (Scissor/Boom Lifts)**

MEWP Instructor training develops MaineDOT instructors through education and training to promote safe operation, development of skills, standardizing of employee training and equipment inspections. Ultimately creating a safer work environment and reducing the potential for accidents, injuries, and liabilities.

MEWP Instructor Training must consist of education and training to gain a comprehensive understanding of the following:

* OSHA regulations and ANSI standards
* technical aspects of the MEWP, including the components, functions, and maintenance requirements.
* MEWP risk assessment, hazard identification, and safe operating work practices
* Proper operation and skill development
* Proper safety procedures, emergency protocols, and required personal protective equipment
* Knowledge and ability to troubleshoot common issues.

Estimated Frequency: 1 training every 3 years

Participant Size: 8

**42. OSHA 10-Hour General Industry Standards:**

This 1 1/2-day course offers basic information on a variety of general industry safety and health standards, as found in OSHA standards (29 CFR 1910). A test is required to successfully complete this course. A Certificate will be issued to each participant who successfully completes the course. Instructor shall facilitate issuance of OSHA Card(s) to attendees (awarded Bidder will be responsible for providing OSHA card for each successful participant).

Estimated Frequency annually: 6 training

 Participant Size: 40

### 43. OSHA 30-Hour Construction Standards:

This five (5) day course covers health and safety standards as they apply to the construction industry, as found in OSHA standards (29 CFR 1926). A test is required to successfully complete course. A Certificate will be issued to each participant who successfully completes this course. Instructor shall facilitate issuance of OSHA Card(s) to attendees (awarded Bidder will be responsible for providing OSHA card for each successful participant).

Estimated Frequency annually: 6 trainings

Participant Size: 40

### 44. OSHA Excavation and Trenching – Competent Person:

This course is designed to ensure both public and employee safety, environmental protection, and the integrity of services and utilities by promoting effective incident prevention and safe work practices. This three (3) day hands-on training (Instructor will teach for 3 days – one day of lecture and two days of hands-on, whereby students are split into two sections) is compliant with OSHA 29 CFR 1926.650, Subpart P regulations, and is required for both workers and supervisors who work in trenches and on excavations. This course teaches excavation safety and methods, proactive systems for trenching, sloping, shoring, and confined spaces as related to trenches. Both hands-on days consist of workshops and hands- on components. Methods taught are utilized on an actual excavation. A test is required to successfully complete this course. A Certificate will be issued to each participant who successfully completes the course. Instructor shall facilitate issuance of OSHA Card(s) to attendees (awarded Bidder will be responsible for providing OSHA card for each successful participant).

Please note: MaineDOT will provide equipment and facilities.

Estimated Frequency annually: 6 trainings

Participant Size: 20

### 45. OSHA Materials Handling (Rigging) – Competent Person:

This course is to communicate and practice the fundamental skills and principles critical to safe rigging and material handling. This two (2) day course includes indoor classroom instruction and outdoor hands- on training, OSHA standards applicable to material handling/rigging safety will be covered. This course will include determining weights, center of gravity/types of slings, hitches, rigging hardware, inspections, general crane hand signals, selection of equipment, and key concepts of safe rigging practices. Math skills will be used to calculate various loads and configurations, utilizing known weights of common materials. Use of load charts, writing JSAs, establishing acceptable communication, using tag lines, tying knots, and establishing Competent Person are additional components of this course. Equipment such as a backhoe, loader, excavator, boom truck, plow equipment, and lifting devices will be used. A test is required to successfully complete this course. A Certificate will be issued to each participant who successfully completes the course. Instructor shall facilitate issuance of OSHA Card(s) to attendees (awarded Bidder will be responsible for providing OSHA card for each successful participant). Please Note: MaineDOT will provide equipment and facilities.

Estimated Frequency annually: 6 trainings

Participant Size: 20

### 46. Vehicle Air Conditioning:

This course provides participants with basic theory, operation, and methods used to diagnose, adjust, and repair air conditioning, heating, and ventilation systems in motorized vehicles. A Certificate will be issued to each participant who successfully completes the course.

Estimated Frequency: 2 trainings

Participant Size: 20

### 47. Vehicle Electrical Systems:

This course covers basic electrical theory as it applies to motor vehicles. Covered theory includes volts, ohms, and amps. Participants will learn how to use a digital multi-meter. The course will cover types of electrical components, such as series, parallel, and combination circuits. They will learn how to diagnose and repair some of the most common electrical problems. A Certificate will be issued to each participant who successfully completes the course.

Estimated Frequency: 2 trainings

Participant Size: 20

### 48. Vehicle Hydraulics:

This course will cover Hydraulic safety, applied fluid power principles and laws, understanding symbols, maintenance, filtration, and troubleshooting. A Certificate will be issued to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

* ME Local Roads - 3 trainings annually

Participant Size: 20

### 49. Vehicle Tire Safety:

This course covers basic tire information, tire safety, rims and wheels, OSHA regulations, jacking and lifting, torque (to include proper use of the RIST Procedure (Remove debris, inspect components, Snug up in a star pattern, and Torque to specifications), wheel end safety, Hub-Pilot wheels, Stud-Pilot wheels, Demountable Rims, Single-Piece Demount; Multi-Piece Demount. A Certificate will be issued to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

Participant Size: 20

### 50. Welding and Welding Safety:

This course will cover welding safety, Personal Protective Equipment (PPE), and hands on welding.

This course does not imply certification or qualification to weld on any structural or engineered items/products. A test is required for successful completion of this course. A Certificate will be issued to each participant who successfully completes the course.

Estimated Frequency annually: 2 trainings

* ME Local Roads: 5 trainings annually
* Participant Size: 20

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| American Welding Society | Certified | Code | Thickness | Process | Position |
| AWS | Structural | D1.1 | Unlimited | SMAW | All |
| AWS | Structural | D1.1 | Limited | FCAW | All |
| AWS | Pipe | B2.1 | Limited | SMAW | All |

Additional information regarding Welding and Welding Safety:

Instructors provided by the awarded Bidder are required to work with MaineDOT’s selected team of coaches. MaineDOT coaches will be assigned to each welding course taught. The awarded Bidder must provide a Facility that meets all OSHA requirements for safety, i.e. ventilation, fire safety, welding booths, and welders. 10 - 15 booths must have the following:

* 10 - 15 SMAW welding machines and individual booths
* Minimum of two (2) FCAW welding machines
* Appropriate screens
* Ventilation
* Associated tools and equipment, i.e., grinders, slag hammer, wire brushes, etc.
* Appropriate PPE for all students that meets all OSHA standards, i.e., jackets/hoods/gloves

The awarded Bidder shall provide all required welding tools and equipment necessary (welders, booths with protective shielding from arc hazards, welding PPE, i.e., hoods, welding jackets, gloves, etc.) for 10 – 15 students, enabling them to work simultaneously to complete, “hands-on” pre-developed assignments for pre-skills and post-skills assessments.

MaineDOT will provide steel practice specimens and consumables for SMAW for the hands-on practice. The awarded Bidder shall provide consumables for FCAW work.

The awarded Bidder shall temporarily store unused practice specimens and consumables provided by MaineDOT for SMAW work. At the conclusion of any utilized awarded contract, these materials shall be returned to MaineDOT.

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix E** – Submitted Questions Form – for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator, identified on the cover page of the RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
		3. 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: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). 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.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). 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.

1. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP. E-mails containing original proposal submissions, or any additional or revised proposal files, received after the 11:59 p.m. deadline will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202308178 Proposal Submission – [Bidder’s Name]”**
		6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Debarment, Performance and Non-Collusion Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix E** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to 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. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Debarment, Performance and Non-Collusion Certification**

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials require to provide the proposed training services

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

The Bidder is to complete **Appendix D** (MaineDOT Training Courses to be Provided), describing their training course, as referenced under MaineDOT Training Courses to be Provided in Part II of this RFP, and what the Bidder’s training will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

**Implementation - Training Plan**

The Bidder is to also detail in **Appendix D** (MaineDOT Training Courses to be Provided) a realistic training scenario for the implementation of the trainings throughout the contract period. Concisely describe each training and implementation of the training. If applicable, make note of all tasks to be delegated to subcontractors.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the period starting 8/1/2024 and ending on 7/31/2029 with a percentage rate for yearly increases of pricing. In 2029 MaineDOT will work with each vendor to adjust rates according to market and industry trends.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the 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 Proposal Form Instructions**

Bidders must fill out **Appendix E** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will 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 provides the best value to the State of Maine.
	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. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **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. Preliminary Information (No Points)**

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

**Section II. Organization Qualifications and Experience (35 points)**

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

**Section III. Proposed Services (35 points)**

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

**Section IV. Cost Proposal (30 points)**

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

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
	2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted Standard Training Rate cost proposal / Standard Training Rate of proposal being scored) x 30 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept 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.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder 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.
1. **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 Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the 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 the RFP, 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.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/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 conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. 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 Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

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

* 1. The State 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 the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract 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 awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30-day 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 the RFP.

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

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – MaineDOT Training to be Provided

**Appendix E** – Cost Proposal Form

**Appendix F** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Transportation**

**PROPOSAL COVER PAGE**

**RFP# 202308178**

**Employment Development Training**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* 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 above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter 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.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Transportation**

**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**

**RFP# 202308178**

**Employee Development Training**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*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:*

1. *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.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *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.*
4. *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*.
5. *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.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Transportation**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202308178**

**Employee Development Training**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| * **Present a brief statement of qualifications and experience. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific training required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required training activities.**
* **Please provide a brief description of training that has occurred in the past, which reflects the experience and expertise needed to perform the functions described in Part II of this RFP. A contact person from the organization where prior training occurred should be listed for reference purposes, along with the contact’s telephone number and email address.**
* **Please attach copies of all relevant certification and/or licenses. MaineDOT is looking for Certified Logging Professional documentation where applicable to training. Ferry Service training courses are looking for experience in Marine Safety, Pollution Response, Marine Outreach and U.S. Coast Guard Protocols. This request is not required but will be preferred.**
* **Please note that prior contract history with the State of Maine, whether positive or negative, may be considered in rating proposals.**
* **You may expand this form and use additional pages to provide this information.**
 |
|  |

**APPENDIX D**

**State of Maine**

**Department of Transportation**

## MaineDOT TRAINING TO BE PROVIDED

**RFP# 202308178**

**Employee Development Training**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| * **According to the instructions in Part IV, Section II of the RFP, please use this section to provide the training description and implementation plan for each training that the Bidder will provide to MaineDOT employees.**
* **If proposing for more training than there are tables provided, please copy and paste as many tables as needed to complete the Bidder’s scopes and plans for training.**
 |

|  |  |
| --- | --- |
| **Training Name:** |  |
| **Training duration: (hours, days, etc.)** |  |
| **Training Description**You may expand this form and use additional pages to provide this information. |
|  |

|  |  |
| --- | --- |
| **Training Name:** |  |
| **Training duration: (hours, days, etc.)** |  |
| **Training Description**You may expand this form and use additional pages to provide this information. |
|  |

|  |  |
| --- | --- |
| **Training Name:** |  |
| **Training duration: (hours, days, etc.)** |  |
| **Training Description**You may expand this form and use additional pages to provide this information. |
|  |

**APPENDIX E**

**State of Maine**

**Department of Transportation**

**COST PROPOSAL FORM**

**RFP# 202308178**

**Employee Development Training**

Bidders must identify the training they are proposing below. **If Bidders are proposing more than one training, a separate cost proposal form must be completed for each training.**

PLEASE NOTE: Bidder’s travel, air fare, mileage lodging and meals costs must be included in ALL the proposed rates and will not be reimbursed separately.

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Training Course Title:** |  |
| **RATE TYPES** | **RATES** |
| **\*Standard Training Course Rate** | **$** |
| **\*\*Customization of Training Course Rate** (One time, if applicable) | **$** |
| **\*\*\*Per Person Incidentals (materials) Rate**(For Training exceeding the training size indicated in this RFP) | **$ per person** |
| **\*\*\*\*Hourly Commercial Rate**(As needed for supplemental services) | **$** |
| **Percentage of annual standard training course rate increase**  | **%** |

**\***The **Standard Training Rate** must include all expenses listed above, as well as all materials and/or incidentals needed to provide training for each training size identified in this RFP.The Standard Training Rate **will** be scored as part of this RFP and will remain firm for the duration of the contracts resulting from this RFP, unless otherwise indicated by the Bidder.

\*\*The **Customization of Training Course Rate** is a one-time training rate, used to customize training to MaineDOT’s needs when applicable, and requested by MaineDOT’s contract administrator; after which, all trainings will be reimbursed at the Standard Training Rate. The Customization of Training Rate must include all expenses as listed above. The Customized Training Rate will **not** be scored as part of this RFP.

\*\*\*The **Per Person Incidentals Rate** is a charge per person to cover the additional costs of training materials, handouts, or other incidentals needed to provide training for additional participants when trainings exceed the training size indicated in this RFP. The Per Person Rate will **not** be scored as part of this RFP.

\*\*\*\*The **Hourly Commercial Rate** is a rate to perform any undetermined training development work required by MaineDOT that may be necessary, but falls outside the Standard Training rate, Customization of Training Rate, and Per Person Incidental rate. The Hourly Commercial Rate will **not** be scored as part of this RFP.

 **APPENDIX F**

**State of Maine**

**Department of Transportation**

**SUBMITTED QUESTIONS FORM**

**RFP# 202308178**

**Employee Development Training**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

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