**STATE OF MAINE REQUEST FOR PROPOSALS**



**RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFA NUMBER AND TITLE:** | 202304073 – Innovative Instruction and Tutoring Grant |
| **RFA ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | April 13th, 2023, no later than 11:59 p.m., local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | April 24, 2023 |
| **PROPOSAL DUE DATE:** | May 3rd, 2023 no later than 11:59 p.m., local time. |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFA Section & Page Number** | **Question** |
|  | Would you be able to send me an application for this? |
| **Answer** | |
| You can find the RFA at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants> | |

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| **2** | **RFA Section & Page Number** | **Question** |
| Section D, pg. 6 | Am I understanding correctly that the project has to be implemented, completed, & invoiced by 9/1? |
| **Answer** | |
| Programming must be completed by Friday, September 1, 2024. Final invoices are due by Friday, September 15, 2024. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Application, Part 1, B | Can tell me more about the "poverty certification rating" in the eligibility requirements?  Is this free/reduced lunch status? |
| **Answer** | |
| Bidders are to complete B and/or C of the application to demonstrate its poverty level rating. The number of children eligible for free and reduced priced lunch is one of the available indicators. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Section F, pg. 7 | Under F. Program Requirements, #6 states that the program must be "targeted to all students in a grade level or school," but that "if the innovative instruction and tutoring does not include all of the above eligible criteria, the applicant must address the reason for the modification or omission. Would a program targeting just ML students district-wide (not all students in a grade or school) be acceptable under the criteria, if we demonstrate need? |
| **Answer** | |
| Yes. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Section H, pg. 7 | Under H. Allowable Uses, would summer bussing be an allowable expense under "administrative expenses?" |
| **Answer** | |
| If the SAU is contracting with a transportation company the expenses would be under purchase services or salaries and benefits if the driver is an employee of the SAU | |

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| **6** | **RFP Section & Page Number** | **Question** |
| KEY PROCESS EVENTS, Section C, pg 10-11 | On presentation of the proposal, we will submit one word document in pdf format that will include the budget. We will use the templates in the RFA with the fillable fields. Is this correct? |
| **Answer** | |
| Yes, Applicants should use the forms provided in the RFA.  Applicants are to submit the documents in the format and manner as outlined in the RFA. Under KEY PROCESS EVENTS, C Submitting your application, f, on pages 10-11. it states:   * 1. Applications are to be submitted as a single, typed, PDF or WORD file and must include the following pages:      1. Application Cover Page      2. Debarment, Performance and Non-Collusion Certification      3. Application      4. Program Plan      5. List of Community Partners      6. Assurance(s) of intent to partner with community provider(s) | |

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| **7** | **RFP Section & Page Number** | **Question** |
|  | When will the awards be announced? |
| **Answer** | |
| Conditional awards will be announced once the Department is able to review and score the proposals. Although there is no specific date planned, the Department plans to issue the conditional awards as expeditiously as possible. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Section F, pg. 7 | Please clarify Pg 7, #6 regarding the students, it says we must target students in a grade level or school. If we target all students in a school, can we target students in different grade levels as long as they are in the same school? |
| **Answer** | |
| The program should target all students in a school or in a grade level(s). If not, the applicant can address the reason for the modification or omission and how the Applicant intends to achieve the same desired student outcomes as part of their application to this RFA. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Application Part III, pg. 17 | On Pg 17, you ask again, will the program be targeted to all students in a grade level? Our plan is to offer programming to all students in a school, in different grades (G6-G12).  Does that align with the requirement of the grant? |
| **Answer** | |
| One of the requirements is to target all students in a grade level or school. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Application Part III, pg. 18 | On Pg 18, please define inquiry based and project-based methodologies? |
| **Answer** | |
| Inquiry-base methodologies are student centered teaching that encourages students to ask questions and investigate real-world problems.  Project-based methodologies give students the opportunity to develop knowledge and skills through engaging in problems set around challenges and problems they may face in the real world. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Application Part IV, pg. 18-19 | On the budget, it is the school's plan to contract with us for delivery of services. How shall we reflect that on the budget? My plan is to list the entire amount under contracted services but provide a breakdown under the narrative. Please guide us on how to do this? |
| **Answer** | |
| Yes, please list any contracted services in the contracted services line budget line. A breakdown or detailed explanation of those expenses can be provided in the budget narrative. | |