**STATE OF MAINE**

**Governor’s Office of Policy Innovation and the Future**



**RFP# 202311233**

**Emissions Projections and Benefits Analysis**

**for the Maine Climate Council**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Molly Siegel **Title:** Maine Climate Council Coordinator**Contact Information:** Amalia.siegel@maine.gov |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** December 13, 2023 no later than 11:59 p.m., local time |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** January 17, 2024, no later than 11:59 p.m., local time.*Proposals must be submitted electronically to:* Proposals@maine.gov |

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PUBLIC NOTICE

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**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

The State of Maine is seeking proposals for greenhouse gas emission reduction projections and benefits analysis for the for the Maine Climate Council and its working groups as they work to update the State’s climate action plan, *Maine Won’t Wait*.

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 January 17, 2024. 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.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **CPRG** | Climate Pollution Reduction Grants |
| **Department** | Governor’s Office of Policy Innovation and the Future |
| **GEO** | Governor’s Energy Office |
| **ESC** | Equity Subcommittee  |
| **GHG** | Greenhouse gas |
| **GOPIF** | Governor’s Office of Policy Innovation and the Future |
| **MCC** | Maine Climate Council  |
| **RFP** | Request for Proposal |
| **RPS** | Renewable Portfolio Standard |
| **State** | State of Maine |
| **STS** | Scientific and Technical Subcommittee |
| **WG** | Working group |

**State of Maine - Governor’s Office of Policy Innovation and the Future**

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Governor’s Office of Policy Innovation and the Future (GOPIF) is seeking proposals to provide services on behalf of the Maine Climate Council (MCC) as defined in this Request for Proposals (RFP) document, including:

* + - 1. Updated modeling of emissions reductions that will result from proposed new measures and changes to existing measures in Maine’s climate plan
			2. Cost/benefit analysis of climate mitigation measures
			3. Cost/benefit analysis of climate adaptation and resilience measures
			4. Low income and disadvantaged communities (LIDAC) benefits analysis
			5. Support for Maine Climate Council process to integrate results from 1), 2), 3), and 4) into the updated climate action plan.

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.

On June 26, 2019, Governor Janet Mills and the Legislature created the [Maine Climate Council](https://www.maine.gov/future/climate/council/sts), an assembly of scientists, industry leaders, bipartisan local and state officials, and engaged citizens to develop a four-year plan to put Maine on a trajectory to reduce emissions by 45% by 2030 and at least 80% by 2050. The first plan, [Maine Won’t Wait](https://climatecouncil.maine.gov/future/sites/maine.gov.future/files/inline-files/MaineWontWait_December2020.pdf)*,* was delivered to Governor Mills on December 1, 2020, and an update to the plan is due by December 1, 2024 and every four years thereafter.

*Figure 1 Maine Climate Council Process Timeline*

The plan calls for decisive steps including bolstering the electric vehicle market in Maine, expanding the number of heat pumps installed in Maine homes, doubling home weatherization rates, and transitioning to clean power. It also highlights the powerful role Maine’s natural and working lands and waters play in sequestering carbon emissions to help meet Maine’s ambitious nation-leading 2045 carbon neutrality goal. The plan details climate action steps to create economic opportunities for Maine, such as encouraging the growth of the clean energy economy; creating incentives for consumers, businesses, and industries to invest in energy efficiency; and supporting innovative construction materials and agricultural systems that rely on Maine forest products, farms, and the fishing and aquaculture industry to build and feed the state into the future. Lastly, *Maine Won’t Wait* focuses on preparing our communities and people to better withstand the likely accelerating impacts from climate change, especially most vulnerable. The plan highlights the need for an ongoing approach to equity as we consider new programs and allocation of resources.

The Maine Climate Council consists of 39 members appointed by Governor Mills; an expert Scientific and Technical Subcommittee, an Equity Subcommittee, and six working groups to recommend strategies to the Council for achieving Maine's climate goals.

Figure Structure of the Maine Climate Council

As the Council prepares to deliver an update to *Maine Won’t Wait*, the working groups will reconvene to refine the existing climate action strategies and recommend new strategies not included in the first plan. As required by law, the plan will include greenhouse gas emission reduction projections, including sector-specific emission reduction projections based on the strategies in the plan.[[1]](#footnote-2) The Council is also required to assess the cost effectiveness and technical feasibility of proposed climate action strategies.[[2]](#footnote-3)

In addition, the plan will include an analysis of economic benefits, co-pollutant emissions reductions, and other benefits of the proposed climate actions, and a low income and disadvantaged communities (LIDAC) benefits analysis. These components will satisfy key requirements for the Environmental Protection Agency (EPA) [Climate Pollution Reduction Grant (CPRG)](https://www.epa.gov/inflation-reduction-act/climate-pollution-reduction-grants) program, which is supporting the update to the climate plan. They will also help the MCC to assess the impact of different strategies proposed by working groups in the *Maine Won’t Wait* update. The updated climate action plan will seek to build on, and not re-write, the existing plan. GOPIF anticipates that working groups may propose modifications to existing strategies as well as new strategies that were not included in the original plan. Therefore, bidders should be prepared to model emissions reductions associated with new strategies and to adjust modeling of existing strategies if working groups propose substantial modifications. Additionally, bidders should be prepared to model emissions reductions for clearly defined greenhouse gas reduction measures to satisfy the timeline of the Carbon Pollution Reduction Implementation Grants due in April 2024.

On behalf of the Council, GOPIF is looking for responses from qualified firms to provide information on the following:

1. Their expertise in models/modelling involved with analyzing costs and benefits, technical feasibility, and impacts on state greenhouse gas emissions of potential mitigation strategies and implementation guidelines, with emphasis on applicability to Maine (wedge analysis, etc.).
2. Their expertise with types of models/modelling involved with analyzing the technical feasibility and costs and benefits of potential adaptation and resilience strategies, with emphasis in Maine.
3. Their expertise in estimating the benefits that may accrue in low-income and disadvantaged communities (LIDACs), in specific geographies and other priority populations from the implementation of GHG emission reduction measures.
4. Their experience providing technical support to public working groups on climate mitigation and adaptation planning.
5. **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.
6. **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 renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 2/12/2024 | 12/31/2024 |
| Renewal Period #1 | 1/1/2025 | 12/31/2027 |

1. **Number of Awards**

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

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

### Introduction

The successful Bidder will perform five (5) tasks that will be instrumental in Maine’s efforts to update the climate action plan by December 1, 2024. The tasks will also satisfy key requirements of the EPA CPRG planning grants.

The table below shows the CPRG requirements that are covered by this scope of work.[[3]](#footnote-4)

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan Element** | **Implementation Grant Application** | **Priority Climate Action Plan (PCAP)** | **Comprehensive Climate Action Plan (CCAP) / Maine Won’t Wait Update[[4]](#footnote-5)** |
| **Due Date** | **April 1, 2024** | **March 1, 2024** | **December 1, 2024** |
| GHG Emissions Projections |  |  | X |
| Quantified GHG Reduction Measures | X |  | X |
| Benefits Analysis |  |  | X |
| Low Income/Disadvantaged Communities Benefits Analysis | X | X | X |

### Task 1: Quantify GHG Emissions Reductions

For *Maine Won’t Wait*, GOPIF modeled GHG reduction strategies for three primary energy sectors: transportation, buildings, and electricity generation. The State also conducted an Economic Analysis of Adaptation and Mitigation Strategies. For the 2024 climate action plan update, Bidders will be asked to update the GHG emissions modeling to reflect substantial changes to existing strategies or new strategies that are proposed by the working groups. The winning Bidder will be required to:

* 1. For each update or new measure proposed by the working groups, identify the quantifiable GHG emissions reductions (or enhancement of carbon sinks), key implementing agency or agencies, implementation schedule and milestones, expected geographic location if applicable, milestones for obtaining implementation authority as appropriate, identification of funding sources if relevant, and metrics for tracking progress. Cost information for each measure must also be included.
	2. Estimate near-term (e.g., 2030-2035) and long-term (e.g., 2050) projections of GHG emissions, both sector-specific and economy-wide. Economy-wide projections should be consistent with Maine DEP’s Ninth Biennial Report on Progress toward Greenhouse Gas Reduction Goals.[[5]](#footnote-6) This includes projections of GHG emissions (and sinks, if feasible) in the absence of plan measures (e.g., “business-as-usual”), and a projection of GHG emissions under a scenario where the plan is fully implemented, which must be designed to meet Maine’s statutory GHG reduction targets.[[6]](#footnote-7) Modeling should include sector-specific projections (e.g., establishing a separate GHG emissions projection for transportation, electricity generation, commercial and residential buildings, industry, agriculture, and waste and materials management).
		1. Wedge analysis or equivalent desired.
	3. Build upon the work conducted for 2020 climate action plan and update, modify, or expand existing GHG projections as needed based on new strategies and updates to existing strategies proposed by the working groups.
	4. Account for new modeling and analyses conducted since 2020, including the Maine Department of Environmental Protection (DEP) Ninth Biennial Report on Progress toward Greenhouse Gas Reduction Goals, the Governor’s Energy Office (GEO) 2040 energy plan, the US Climate Alliance (USCA) 2023 Decarbonization Pathways report, the Clean Transportation Roadmap, the Medium and Heavy Duty Roadmap, and other sector-specific analyses.
	5. Present findings to working groups and/or the MCC and adjust assumptions as needed to achieve Maine’s statutory GHG reduction targets.

**Deliverables:**

* + - 1. Summary report showing results of emissions projections and quantifiable GHG reductions associated with measures in the climate action plan. Preferred formats are a slide deck and a full report, with an executive summary for policy makers.
			2. Explanation of methods used to produce GHG projections and emissions reduction estimates, including all assumptions, input data, emission and conversion factors, and equations.

This task will meet the following CPRG requirements:

* CCAP: GHG Emissions Projections, Quantified GHG Reduction Measures
* CPRG Implementation Grant Application: Quantified GHG Reductions from specific measures, as needed

### Task 2: Assess Benefits to Low Income and Disadvantaged Communities (LIDAC) and Priority Populations

As part of the CPRG planning grant, GOPIF is required to conduct an analysis of the benefits of GHG reduction measures within low income and disadvantaged communities (LIDAC). Examples of community benefits from GHG reduction measures include but are not limited to: co-pollutant emission reductions (e.g., criteria air pollutants and air toxics), increased climate resilience, improved access to services and amenities, jobs created and workforce development, and decreased energy costs from energy efficiency improvements. In addition to meeting the requirements for the CPRG grant, the Bidder will be expected to assess benefits to “priority populations” which may not be geographically defined. The MCC Equity Subcommittee (ESC) final report includes a qualitative analysis of the impacts of climate action strategies on “priority populations” (including LIDACs), equity recommendations specific to the programs and policies proposed in *Maine Won’t Wait*, and proposed equity metrics.[[7]](#footnote-8),[[8]](#footnote-9) This task should build on, and not duplicate, the information in the ESC report.

For the PCAP, the Bidder will:

1. Conduct a preliminary analysis that identifies geographically defined low-income and disadvantaged communities (LIDAC) as well as non-geographically defined priority populations that will be affected by the GHG reduction measures in the PCAP.[[9]](#footnote-10)
2. For each community or population that may be affected by a proposed measure, provide the Census tract ID from CEJST, if applicable.
3. Provide a qualitative discussion of the expected benefits to LIDACs and priority populations associated with the GHG reduction measures included in the PCAP (including direct and indirect benefits, as described above). This activity should draw from the ESC final report.
4. Summarize planned and/or ongoing engagement with representatives and residents of LIDACs to inform PCAP and CCAP development and implementation.

For the CCAP/MWW update, the Bidder will:

1. Conduct an analysis that identifies geographically defined low-income and disadvantaged communities (LIDAC) as well as non-geographically defined priority populations that will be affected by the GHG reduction measures in the CCAP/MWW update
2. For each community or population that may be affected by a proposed measure, provide the Census tract ID from CEJST, if applicable.
3. Provide a qualitative discussion or quantitative assessment of the expected benefits to LIDACs and priority populations associated with the GHG reduction measures included in the CCAP (including direct and indirect benefits, as described above).
4. Estimate the proportion of benefits expected to accrue in the identified communities as compared to the total benefits resulting from the GHG emission reduction measures described in the CCAP where feasible. These benefits can be described quantitatively or qualitatively.
5. Provide an update on meaningful engagement activities as well as a summary of engagement conducted, and a summary of the stakeholder input received and how the input was incorporated.

**Deliverables:**

* + - 1. LIDAC benefits analysis document, to be submitted with the PCAP by March 1, 2024.
			2. Updated LIDAC benefits analysis document, to be submitted with the CCAP/MWW update by December 1, 2024.
			3. Explanation of methods used to estimate benefits to LIDACs, including all assumptions, equations and formulas, spreadsheets, and GIS files.

This task will meet the following CPRG requirements:

* PCAP: LIDAC Benefits Analysis
* CCAP: LIDAC Benefits Analysis

### Task 3: Assess Costs and Benefits of Climate Mitigation Measures

The Bidder will be required to conduct a benefits analysis, which will assess benefits of GHG reduction measures across the full geographic scope of the plan. The benefits analysis should include both an assessment of co-pollutant reductions (including criteria pollutants/precursors and air toxics) and a broader assessment of benefits associated with GHG reduction measures, including but not limited to improved public health outcomes, economic benefits, increased climate resilience, or other environmental benefits.

1. Provide quantified estimates of co-pollutant reductions (e.g., PM2.5, NOx, SO2, VOCs, air toxics, etc.) associated with GHG reduction measures in the climate action plan.
2. Quantify additional co-benefits of GHG reduction measures. In particular, Bidder should address potential improved public health outcomes, economic benefits, job creation, increased climate resilience, and other environmental benefits.
3. Estimate any potential disbenefits resulting from implementation of GHG reduction measures included in the plan.
4. For existing strategies, draw upon results from 2020 economic benefit analysis.

**Deliverables:**

* + - 1. Benefits analysis document, to be submitted with the CCAP/MWW update by December 1, 2024.
			2. Explanation of methods used to estimate costs and benefits of GHG mitigation measures, including all assumptions, equations and formulas, spreadsheets, and GIS files.

This task will meet the following CPRG requirements:

* CCAP: Benefits Analysis

### Task 4: Assess Costs and Benefits of Climate Adaptation and Resilience Measures

1. Identify costs and benefits of potential resilience strategies in Maine (both short- and long-term), in line with goals set by LD 1679 and LD 1494; must be technologically feasible, cost-effective, and equitable.[[10]](#footnote-11)
2. For adaptation and resilience strategies, identify the resulting benefits and burdens that could be experienced by socially vulnerable, disadvantaged, and/or small/rural/remote communities.
3. For existing strategies, draw upon results from 2020 economic benefit analysis.

**Deliverables:**

* + - 1. Benefits analysis document, to be submitted with the CCAP/MWW update by December 1, 2024.
			2. Explanation of methods used to estimate costs and benefits of GHG adaptation measures, including all assumptions, equations and formulas, spreadsheets, and GIS files.

### Task 5: Interface with Maine Climate Council and Working Groups

The consultant will interface with the Council, Science and Technical Subcommittee, WGs, and GOPIF to incorporate the results of the above analyses into the *Maine Won’t Wait* update.

1. Provide guidance for the State regarding how the results of the analyses will inform the *Maine Won’t Wait* update, particularly highlighting strategies that will benefit low income and disadvantaged communities and populations.
2. Interface with the WG schedule and process, providing technical assistance and guidance as needed to 1) inform WG members about benefit-cost frameworks, and 2) to help GOPIF staff ensure that WG deliverables achieve the goals and targets in *Maine Won’t Wait*.

If further analysis is needed in specific areas, additional work could result.

### Resources

1. Governor’s Energy Office Decarbonization Pathways Analysis for 2040 Clean Energy Targets (expected spring 2024)
2. [Maine Department of Environmental Protection 9th Biennial GHG Emissions Report](https://www.maine.gov/climateplan/sites/maine.gov.climateplan/files/inline-files/9th_GHG_Report_FINAL%20%282%29.pdf) (July 2022)
3. [2020 *Maine Won’t Wait* Modeling and cost benefit analysis](https://www.maine.gov/future/climate/reports)
4. [Equity Subcommittee Final Report](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Maine%20Climate%20Council_Equity%20Subcommittee%20Final%20Report_March%202023.pdf) (March 2023)

**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.
		1. Any 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# 202311233 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 D** (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. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 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. **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**

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder 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.

* 1. **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. 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 2/12/2024 and ending on 12/31/2024.
		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 D** (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 II. Organization Qualifications and Experience (30 points)**

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

**Section III. Proposed Services (45 points)**

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

**Section IV. Cost Proposal (25 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. Sections 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 25 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 Total Cost for All Tasks / Total Cost for All Tasks being scored) x 25 = 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 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** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**PROPOSAL COVER PAGE**

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

|  |  |
| --- | --- |
| **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**

**Governor’s Office of Policy Innovation and the Future**

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

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

|  |  |
| --- | --- |
| **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**

## Governor’s Office of Policy Innovation and the Future

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

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

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
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| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

## Governor’s Office of Policy Innovation and the Future

**COST PROPOSAL FORM**

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

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

Bidders must complete the table below. The details and deliverables associated with each Task are outlined in Part II of the RFP.

The Total Cost for All Tasks will be used in the scoring formula for the cost proposal as defined in Part V, B, 3 of the RFP.

|  |  |
| --- | --- |
| **Proposed Cost for Task 1:** | **$**  |
| **Proposed Cost for Task 2:** | **$** |
| **Proposed Cost for Task 3:** | **$** |
| **Proposed Cost for Task 4:** | **$** |
| **Proposed Cost for Task 5:** | **$** |
| **Total Cost for All Tasks:** | **$** |

 **APPENDIX E**

**State of Maine**

**Governor’s Office of Policy Innovation and the Future**

**SUBMITTED QUESTIONS FORM**

**RFP# 202311233**

**Emissions Projections and Benefits Analysis for the Maine Climate Council**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

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

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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1. Public Law 2023, ch. 234, section 2 [↑](#footnote-ref-2)
2. 38 M.R.S. § 577(7) (2023) [↑](#footnote-ref-3)
3. CPRG Program Guidance, Section 8 “Workplan Requirements”: <https://www.epa.gov/system/files/documents/2023-02/EPA%20CPRG%20Planning%20Grants%20Program%20Guidance%20for%20States-Municipalities-Air%20Agencies%2003-01-2023.pdf> [↑](#footnote-ref-4)
4. Though the CCAP is not due until 2025, GOPIF plans to use the 2024 *Maine Won’t Wait* update to fulfill the requirements of the CCAP. [↑](#footnote-ref-5)
5. Maine DEP, Ninth Biennial Report on Progress toward Greenhouse Gas Reduction Goals, July 2022. <https://www.maine.gov/climateplan/sites/maine.gov.climateplan/files/inline-files/9th_GHG_Report_FINAL%20%282%29.pdf> [↑](#footnote-ref-6)
6. 38 M.R.S. § 576-A (2023): GHG reduction goals of 45% below 1990 levels by 2030 and 80% by 2050, 35-A M.R.S § 3210 (2023): achieve RPS of 80% by 2030 and 100% by 2050. [↑](#footnote-ref-7)
7. <https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Maine%20Climate%20Council_Equity%20Subcommittee%20Final%20Report_March%202023.pdf> [↑](#footnote-ref-8)
8. In its [final report](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Maine%20Climate%20Council_Equity%20Subcommittee%20Final%20Report_March%202023.pdf), the ESC defined priority populations and communities as “…people, workers, communities, or businesses defined as “priority populations” for climate action, either because of their vulnerability to climate change impacts, limited resources or capacity to respond and adapt, or because of intersections between these vulnerabilities.” [↑](#footnote-ref-9)
9. See above. [↑](#footnote-ref-10)
10. 38 M.R.S. § 576-A (2023): GHG reduction goals of 45% below 1990 levels by 2030 and 80% by 2050, 35-A M.R.S § 3210 (2023): achieve RPS of 80% by 2030 and 100% by 2050. [↑](#footnote-ref-11)