**STATE OF MAINE**

**Department of Education**

*Office of Teaching and Learning*



**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

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| **RFP Coordinator** | **NAME:** | Glenn Cummings  |
| **TITLE:** | Director of Green Schools (Maine DOE) |
| **EMAIL:** | *Glenn.Cummings@maine.gov* |
| *All communication regarding the RFP must be made through the RFP Coordinator.* |

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| --- | --- |
| **Submitted Questions Due Date** | April 21, 2025, no later than 11:59 p.m., local time |
| *All questions must be received by the RFP Coordinator by the date and time listed above.*  |

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| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | May 8, 2025, no later than 11:59 p.m., local time |
| **TO:** | Proposals@maine.gov |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

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PUBLIC NOTICE

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**State of Maine**

**Department of Education**

**RFP# 202503036**

**Technical Assistance for Maine Public Schools for Decarbonization and Energy Efficiency**

The State of Maine is seeking proposals for technical assistance for Maine Public Schools for Decarbonization and Energy Efficiency strategies.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on 5/8/2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department/Maine DOE** | Maine Department of Education |
| **EUT** | Education in the Unorganized Territory, as defined in 20-A MRS Chapter 119 |
| **Initiative** | Maine Green Schools Program |
| **RFP** | Request for Proposals |
| **SAU** | School Administrative Unit, as defined in [20-A MRS Section 1, 26](https://www.mainelegislature.org/legis/Statutes/20-A/title20-Asec1.html). |
| **State** | State of Maine |
| **TA** | Technical Assistance |
| **TC** | Technical Consultant |
| **TCO** | Total Cost of Ownership |

**State of Maine**

**Department of Education**

*Office of Teaching and Learning*

**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Department of Education (Maine DOE) is seeking proposals for technical assistance to assist Maine public schools in pursuing decarbonization and energy efficiency strategies as defined in this Request for Proposals (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.

In November 2022, the Mills Administration formally sought to establish a Green Schools Program at the Maine DOE. The purpose of the Program is to:

1. Provide and coordinate technical and funding assistance of the Maine DOE to help schools (1) reduce energy and transportation costs and (2) protect the environment.
2. Coordinate across Maine DOE and federal programs and funding sources to identify collaborative opportunities to better serve schools on energy efficiency and clean transportation needs and improvements.
3. Enable Maine DOE to leverage significant federal funding opportunities through the [Infrastructure Investment and Jobs Act (IIJA)](https://www.congress.gov/bill/117th-congress/house-bill/3684) (also known as the Bipartisan Infrastructure Law; BIL) and [Inflation Reduction Act (IRA)](https://www.congress.gov/bill/117th-congress/house-bill/5376?q=%7B%22search%22%3A%22inflation+reduction+act%22%7D&s=2&r=1) for energy efficiency and clean transportation projects.

Program Rationale: Energy is an enormous cost for Maine schools. By being more energy efficient, schools can reduce costs, help prevent greenhouse gas emissions and improve students’ learning environment. Building on the Governor’s history of strong leadership and investment in schools, and pursuant to statutory authority granted by the 131st Legislature, the Maine DOE launched the new Maine Green Schools Program. The Program, among other responsibilities, is designed to provide direct technical assistance to schools for projects related to energy efficiency, clean energy, and clean transportation; coordinate state and federal funding opportunities for school projects that achieve meaningful reductions in energy and transportation expenditures for schools, while reducing carbon and improving health benefits for the schools’ population; and coordinate across Maine DOE programs, offices, and funding sources to provide a one-stop shop for efficiency projects at schools.

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.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
	8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
	9. 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.
	10. 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 Maine DOE is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated two-year contract period. 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.

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 05/01/2025 | 04/30/2027 |

1. **Number of Awards**

The Maine DOE anticipates making one award as a result of this RFP process.

1. **Budget**

The maximum budget available for this service is $120,000.

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

The Maine DOE is seeking proposals from qualified bidders to provide technical assistance (TA) to School Administrative Units (SAUs) and schools under the purview of the Office of Education in the Unorganized Territory (EUT) in developing an energy plan, evaluating project options, and procuring clean and energy-efficient technologies with a focus on cost savings and environmental integrity. The technical consultant (TC) will work with a minimum of 10 schools (which may be one or more schools within an SAU/EUT or possibly all schools within an SAU/EUT) in two years, guiding them, in most cases, through an evaluation of their heating system(s), projecting costs, and advantages/disadvantages of various energy systems and guiding SAUs in the procurement process. The Department will notify SAUs/EUT of the availability of the services and the awarded Bidder will work with the Department to attempt to diversify its prioritization of schools in order to maximize school regional/geographic and size/capacity variation.

See below for an outline of the proposed scope of work covered under each task. The Maine DOE expects the final scope of work to be refined in detail with the selected Bidder and is open to discussing alternative workplans and structures that encompass the primary tasks and meet the overall program goals.

Bidders must have an on-the-ground presence in Maine, and the ability to travel to in-person meetings and site visits with schools when necessary.

1. **Responsibilities: School Administrative Unit / EUT Engagement and Technical**

 **Evaluation**

* 1. Energy Assessment
		1. As needed, conduct a baseline evaluation of some or all of the minimum required 10 schools’ existing energy systems, including HVAC, lighting, and related infrastructure as determined with the district.
		2. Identify inefficiencies and potential opportunities for cost savings and sustainability improvements.
		3. Analyze energy consumption data and provide benchmarking against similar institutions.
	2. Alternative System Evaluation
		1. Evaluate and present viable clean and energy-efficient system alternatives, considering emerging technologies and best practices; this can include equipment, envelope, or other appropriate upgrades, additions, retrofits, etc.
		2. Perform comparative cost-benefit analyses, including lifecycle costs and environmental impact assessments, for the portfolio of suggested projects as well as each project individually.
		3. Provide recommendations tailored to each SAU’s/EUT’s financial, operational, and sustainability goals, and in compliance with any additional goals or guidance issued by, and requirements of, the State, Maine DOE, or others.
	3. Procurement Guidance
		1. Offer procurement guidance in steps from evaluation to vendor selection.
		2. Assist in drafting bid documents, including Requests for Proposals (RFPs) and other documents, and evaluating vendor submissions, particularly evaluating energy cost-savings/payback proposals and associated contractual terms to ensure guaranteed savings over the lifespan of the project/portfolio, and/or the financing term if pursing Energy Performance Contracting.
		3. Ensure compliance with Federal, State, and Local procurement policies and be aware of any Federal, State, Local, or philanthropic funds that may align with the project(s).

Support contract negotiation processes with vendors, including offering advice in the role of an owner’s representative if necessary.

1. **Stakeholder Communication and Public Engagement**
	1. SAU/EUT and Community Support
		1. Work closely with school leaders to align project goals with educational and operational priorities.
		2. Provide technical presentations at school board meetings, public forums, and other venues as needed.
		3. Prepare public-facing materials (reports, presentations, FAQs) to educate stakeholders on energy efficiency initiatives.
	2. State-Level Coordination
		1. Provide consultation with the Maine Director of Green Schools to maximize state-level coordination of clean energy initiatives with local districts.
		2. Develop and maintain a repository of technical resources, case studies, and best practices.
	3. Documentation and Progress Reporting
		1. Maintain records of energy system evaluations, recommendations, and procurement progress for each district.
		2. Provide monthly updates of actions taken and planned to the Green Schools Program.
		3. Provide a year-end report summarizing progress, challenges, and recommendations for improvement.
2. **Deliverables**
	1. Energy System Assessment Reports for those entities involved.
	2. Alternative Energy System Analysis Reports with cost-benefit evaluations.
	3. Any Public-Facing Presentations & Reports for school boards and community meetings.
	4. Two four-page public-facing case study documenting interventions and results for each school involved.
	5. Annual Progress Report for internal and state-level stakeholders.
3. **Performance Metrics**

* 1. Support a minimum of 10 schools over the course of the contract period
	2. Success metrics include:
		1. Completion of energy assessments and procurement roadmaps for each entity.
		2. Positive feedback from leaders and community stakeholders.
		3. Cost savings and sustainability impact projections from recommended alternatives.

**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. If used, the form is to be submitted as a WORD document.
		2. Questions 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. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. 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: [Office of State 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: [Office of State 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. **Proposal Submission**
	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 must be submitted to the Office of State 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. Bidders should work with their information technology team to ensure that the proposal submission will not be encrypted due to any security settings.
		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.
	3. **Submission Format:**
		1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202503036 Proposal Submission – [Bidder’s Name]”**
		2. 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** (Responsible Bidder 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 and Budget Narrative Form:**

*PDF format preferred*

**Appendix D** (Cost Proposal and Budget Narrative 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.

Bidders’ proposals 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. Bidders must 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. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification 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**

The Department encourages potential bidders to form a team if necessary to provide all the experience required for the program or one or more of its primary tasks. Proposals must be submitted by a single lead bidder and clearly identify any bidder team sub-contracts and their respective roles and experience as noted in section two (2) below.

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. A bidder team may consist of one or more individuals, sole proprietors, professional consultants, institutions, or companies with multiple employees.

Bidders must include three (3) 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. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include appropriate Maine-based professional certifications related to this proposal, including for energy assessment, professional engineering, or other credentials.

* 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**

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each may perform over the course of a two-year period, identified in Part I Contract Term. Bidders should consider any case studies, reports, events, and project management tasks or hours they expect to be able to provide, in their proposal. This should also be included in the cost proposal and budget narrative, below.

Across all tasks, Bidders should indicate their familiarity with other sources of technical assistance services, such as through the federal government, green school professional networks, or state sources like Efficiency Maine Trust, that can be provided at low/no cost to support each activity in schools. Technical consultants (TC) will be expected to leverage such additional TA resources to expand the number of schools they are able to serve.

* 1. **Implementation - Work Plan**

Bidders must provide a realistic work plan for the implementation of the program through the first contract period. The work plan must be displayed in a timeline chart, and 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, Bidders must identify all tasks to be delegated to subcontractors.

**Section IV Cost Proposal and Budget Narrative Form** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the period starting 05/01/2025 and ending on 05/01/2027.
		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 and Budget Narrative Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal and Budget Narrative 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 disqualification or reduction in scoring of the cost proposal, 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.
	4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. 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:** Proposal scores 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**Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **(No Points)** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **25 points** |
| **Section III.** | **Proposed Services** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **40 points** |
| **Section IV.** | **Cost Proposal and Budget Narrative**Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **35 points**  |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, if applicable, 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 and Budget Narrative, will be scored as described below.

Sections IV Cost: The total cost proposed for conducting all the functions specified in the RFP will be assigned a score, with 25 points assigned according to a mathematical formula, and 10 points assigned through a consensus review of the Budget Narrative.

The lowest bid will be awarded 25 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = pro-rated score

The remaining ten (10) points allocated to the Cost Proposal and Budget Narrative will be used to evaluate the responsiveness of the budget and narrative materials. Members of the evaluation team will consider whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes. The evaluation team will use a consensus approach to evaluate and score the budget narrative.

The total points allocated to Section IV will be the sum of the cost formula and the consensus review.

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 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 Office of State Procurement Services’ website at the following link: [Office of State 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** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal and Budget Narrative

**Appendix E** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Education**

**PROPOSAL COVER PAGE**

**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

|  |  |
| --- | --- |
| **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 Education**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

|  |  |
| --- | --- |
| **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.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

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

**APPENDIX C**

**State of Maine**

**Department of Education**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

|  |  |
| --- | --- |
| **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. Specifically, the Bidder must provide evidence/description of minimum professional qualifications including appropriate certification and/or verifiable experience in all or some of the following: engineering, architecture, energy systems, project management, and state/federal funding sources for public infrastructure, particularly energy systems. Bidders with pre-existing relationships supporting Maine schools should indicate this experience in their proposal.** **The Department strives to partner with organizations, companies, and entities that consciously work to create a diverse, equal and inclusive work environment. The Department encourages such partners to have a Diversity, Equity & Inclusion (“DEI”) policy to support hiring of a diverse team, provide equal and fair treatment for all team members, and ensure a workplace environment where all team members feel valued and have the opportunity to fully participate in creating organizational success.****You may expand this form and use additional pages to provide this information.**  |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. In particular, the Department is interested in projects supporting Maine schools. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating 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** |
|  |

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

**APPENDIX D**

**State of Maine**

**Department of Education**

**COST PROPOSAL AND BUDGET NARRATIVE FORM**

**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Total Cost:** | **$**  |

Bidders must complete the table below to support the figure provided above. Add rows and expense categories as needed.

|  |
| --- |
| **Direct Program Costs:**Provide a description of each position on the team. Include the corresponding rate and anticipated number of hours needed per school in the table below.  |
| Position Title | Credential | Hourly Rate | Anticipated # Hours per school | Total per position |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Cost of technical assistance per school: | Click or tap here to enter text. |
| Number of school buildings to be served: | Click or tap here to enter text. |
| Proposed Total Cost: | Click or tap here to enter text. |

|  |
| --- |
| **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget above. |
|  |

 **APPENDIX E**

**State of Maine**

**Department of Education**

**SUBMITTED QUESTIONS FORM**

**RFP# 202503036**

**Technical Assistance for Decarbonization and Energy Efficiency in Maine Public Schools**

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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