

STATE OF MAINE
Department of Education
Office of the Commissioner



RFP#201612230

Educational Efficiencies and Opportunities Grant

RFP Coordinator	<i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i> Name: Jennifer Tarr Title: Director of Special Projects Contact Information: Jennifer.L.Tarr@maine.gov
Submitted Questions Due	<i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i> Date: January 25, 2017, no later than 5:00 p.m., local time
Proposal Submission	Submission Deadline: February 23, 2017, no later than 2:00 p.m., local time Submission Address: Division of Purchases, Burton M. Cross Building, 111 Sewall Street - 4 th Floor, Augusta, ME 04330

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PUBLIC NOTICE

**State of Maine
Department of Education
RFP#201612230
Educational Efficiencies and Opportunities Grant**

The State of Maine, Department of Education, Office of the Commissioner, announces a grant opportunity for school administrative units seeking to pursue efficiencies that enhance the delivery of educational services for the benefit of Maine students.

A copy of the RFP can be obtained by going to <http://www.maine.gov/doe/> or by contacting the RFP Coordinator: Jennifer Tarr, Director of Special Projects. The RFP Coordinator can be reached at the following email address: Jennifer.I.tarr@maine.gov .

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, ME 04330. Proposals must be submitted by 2:00 pm, local time, on February 23, 2017, when they will be opened. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for a grant award.

State of Maine - Department of Education
Office of the Commissioner
RFP#201612230
Educational Efficiencies and Opportunities Grant

PART I INTRODUCTION

A. Purpose and Background

The Department of Education (“Department”) is seeking proposals to provide multiple grants as defined in this Request for Proposals (RFP) document for school administrative units (SAUs) seeking to create efficiencies that enhance the delivery of educational services for the benefit of Maine students. This document provides instructions for submitting proposals, the procedure and criteria by which the Grantee(s) will be selected, and the award terms which will govern the relationship between the State of Maine (“State”) and the awarded Applicant(s).

The Governor through a recent [Executive Order](#) directed the Department to identify any funds appropriated for General Purpose Aid for Local Schools that have not been dispersed and are not anticipated to be spent during the fiscal year to fund grants for SAUs that undertake “efforts that promote economic efficiencies within and across schools and districts that enhance the delivery of educational services for the benefit of Maine students.” The Department has identified unexpended balances for the Fiscal Year 2016 –17 and created this competitive grant process to award these funds to SAUs prior to the end of the 2016 –17 Fiscal Year.

The grants would appear as adjustments to subsidy on the fiscal agent’s school administrative units’ ED 279 printouts.

B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Applicant in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of this RFP.
4. Applicants shall take careful note that in evaluating a proposal submitted in response to this 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 Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an Applicant’s experience and capabilities.
5. The RFP and the selected Applicant’s proposal, including all appendices or attachments, shall be the basis for the final grant award, as determined by the Department.

6. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
7. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

Eligible applicants are SAUs as defined by [20-A M.R.S. §1\(26\)](#).

D. Award Term

The Department is seeking proposals to provide services, as defined in this RFP, for the anticipated grant period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual award start date will be established by a completed and approved award(s).

The term of the anticipated grant award, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Period of Performance	March 1, 2017	September 1, 2018

E. Available Funds

The State anticipates up to \$3,000,000 in total is to be awarded.

F. Number of Awards

The Department anticipates making multiple awards as a result of this RFP process. The number of awards will be based on the ranking of proposals and availability of funds.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. General

1. Eligibility to Receive Grant

The Department of Education, through this grant, wants to support ideas from School Administrative Units (SAUs) that promote economic efficiencies within and across schools and districts that enhance the delivery of educational services for the benefit of Maine students. With this funding, SAUs that have, workable ideas can receive funding to plan, execute and measure the proposed transformation.

Applicants are required to demonstrate that:

- The proposal is workable and reasonable.
- There is a cost savings – meaning the SAU grantee will see a reduction in its current budget or will be able to afford this proposed program or service which otherwise would be unattainable.
- The project is sustainable without additional grant funding.

SAUs can, and are encouraged to, join together on a proposal. SAUs may partner with entities other than SAUs, such as municipalities, businesses, non-profits, higher education institutions; however, a SAU must be the lead organization in the proposal. The lead SAU will serve as the fiscal agent.

2. Priority Projects

The Department will give preference to projects that do one or more of the following:

- Involves two or more SAUs;
- Is tied to a Career and Technical Education (CTE) center or region, as defined by [20-A M.R.S. §8301-A\(3\) and \(6\)](#);
- Demonstrate significant and sustainable savings that can be replicated by other SAUs;
- Includes the participation of one or more smaller SAUs (student enrollment under 1200).

3. Project Examples

Applicants could consider the following types of projects:

- The establishment of a regional service agency to provide services or programs to multiple SAUs;
- SAUs, through an interlocal agreement, provide extended day, extended year, and/or focus tutoring to improve student achievement;
- Jointly hire a physics teacher to deliver the program through technology to the member districts; or
- Multiple SAUs forming a unified facilities, maintenance, custodial contract.

These projects are provided for illustrative purposes. They do not indicate preference for any particular type of project, and applicants are not limited to these types of projects.

B. Requirements

Applicants who accept funding under an awarded grant through this RFP process will be required to:

1. Demonstrate that funds used to support the administration of the project do not exceed ten percent of the amount of the grant awarded or \$50,000, whichever is less; and
2. Report to the Department on long term cost-savings, progress, finances, desired indicators, and outcomes through a variety of approved data sources during the grant award period, as agreed to by the Department and the Grantee.

PART III KEY RFP EVENTS

A. Questions

1. General Instructions

- a. It is the responsibility of each Applicant to examine the entire RFP and to seek clarification, in writing, if the Applicant does not understand any information or instructions.
- b. Submitted Questions must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the dates and times specified on the RFP cover page.
- c. Submitted Questions should include the RFP Number and Title in the subject line. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
- d. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. **Summary of Questions and Answers:** Responses to all substantive and relevant questions will be compiled in writing posted with the RFP at <http://www.maine.gov/doi/> no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received. IT WILL BE THE BIDDER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE (<http://www.maine.gov/doi/>) FOR CLARIFICATIONS AND ANY NEW AMENDMENTS TO THE RFP.

B. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.
2. **Mailing/Delivery Instructions:** The official delivery site is the State of Maine, Division of Purchases (Please refer to the RFP cover page for submission address).
 - a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Applicants submitting proposals are responsible for allowing adequate time for delivery. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Applicant, or use of private courier services.
 - b. The Applicant must send its proposal submission in a sealed package and must include **an original signed copy and one electronic copy** of their complete proposal. The electronic copy of the proposal must be provided on USB flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
 - c. Applicants' submission packages are to be clearly labeled and contain the following information:
 - Proposal submission address provided on the RFP cover page
 - The Applicant's full business name and address
 - The RFP Number and Title

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Applicants to use in preparing their proposals. The Applicant's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Applicant's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. Applicants should use the Proposal Form provided in **Appendix C**.
2. All pages of an Applicant's proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Applicant's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. Applicants are asked to be brief and concise in responding to the RFP questions and instructions.
4. The Applicant may not 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.
5. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
6. It is the responsibility of the Applicant to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
7. Applicants should complete and submit the "Proposal Cover Page" provided in **Appendix A** of this RFP and provide it with the Applicant's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Applicant address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.
8. Applicants should complete and submit the "Debarment, Performance and Non-Collusion Certification Form" provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Applicant's proposal, at the discretion of the Department.

B. Proposal Contents

Section I Project Plan

The Applicant should fill out **Appendix C, Section 1** (Proposal Form), following the instructions detailed in the form. This section should provide an overview of the project, including the type of services affected by the project, the goals of the project and how they will be achieved, include timelines, steps to be taken, milestones and responsible parties and explain how this project will enhance the delivery of educational services for the benefit of Maine students.

Section II Participant Qualifications and Cooperation

The Applicant should fill out **Appendix C, Section 2** (Proposal Form) and **Appendix D** (Partnership Identification Form), following the instructions detailed in the form. This section should provide information on the lead organization, identify how many SAUs are involved and any other partners, including a brief of the Applicant's and Partner'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, summary of roles and a listing of key staff, the size of any participating SAU and how the partner will contribute and benefit. Preference will be given to projects that do one or more of the following: involves two or more SAUs; is tied to a CTE center or region; or includes the participation of one or more smaller SAUs (student enrollment under 1200).

Section III Replicability

The Applicant should fill out **Appendix C, Section 3** (Proposal Form), following the instructions detailed in the form. Points will be awarded to applicants that can demonstrate the portability of their ideas to other SAUs. Ideally, grants awarded through this program can be used as pilot projects to demonstrate how savings can be achieved state-wide.

Section IV Cost/Benefit Proposal

- a. The Applicant must submit a cost/benefit proposal using the Cost/Benefit Proposal Form, found in **Appendix E**, which covers the entire period of the initial award. Please use the expected "Period of Performance" dates stated in PART I, D. The Applicant should follow the instructions detailed in the form. Failure to provide the requested information, and to follow the required cost/benefit proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.
- b. The cost/benefit proposal shall include the costs necessary for the Applicant to fully comply with the award terms and conditions and RFP requirements.
- c. No costs related to the preparation of the proposal for this RFP or to the negotiation of the award with the Department may be included in the proposal. Only costs to be incurred after the award effective date that are specifically related to the implementation or operation of award services may be included.

Section V Agreement to Grant Terms

The Chief Executive, or equivalent officer, of each government agency that is participating in this proposal must review and sign the Agreement to Grant Terms, found in **Appendix F**. Proposals with missing signatures will not be considered.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of an awardee shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the grants are awarded to the applicants whose proposals provides satisfies the criteria of the RFP.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Applicants should submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Project Plan **25 points**

Includes all elements addressed in Part IV-B, Section I.

Section II. Participant Qualifications and Cooperation **25 points**

Includes all elements addressed in Part IV-B, Section II.

Section III. Replicability **20 points**

Includes all elements addressed in Part IV-B, Section III.

Section IV. Cost/Benefit Proposal **30 points**

Includes all elements addressed in Part IV-B, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate and score Sections I, II, and III above. Members of the review 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/Benefit Proposal section, will be scored as described below. The grant award(s) will be made to the Applicant(s) receiving the highest number of evaluation points based upon the proposals' satisfaction of the criteria established in the RFP.
3. **Scoring the Cost/Benefit Proposal:** The total cost/benefit percentage proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest cost/benefit proposal will be awarded 15 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

Total Project Cost / Anticipated 5-year Savings = Cost/Benefit Percentage for Proposal

$$\frac{\text{Lowest Cost/Benefit Percentage}}{\text{(Cost/Benefit Percentage for Proposal Being Scored)}} \times 15 \text{ Points} = \text{Pro-Rated Score}$$

The remaining fifteen (15) points allocated to the Cost Proposal will be used to evaluate the responsiveness of the narrative material contained with this section including: accuracy and reasonableness (assumptions used in calculating the costs), budget and financial stability. [See **Appendix E, Budget Narrative**] The review team will use a consensus approach to evaluate and score this part.

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

- 4. Negotiations:** The Department reserves the right to negotiate with the successful Applicant to finalize the amount of funds awarded. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the funds awarded or services requested. The Department reserves the right to terminate contract negotiations with a selected Applicant 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 Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Applicant.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). 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 the award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Applicant will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: (Optional; for use by Department)

Rider E: (Optional; for use by Department)

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.html>

2. 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 Applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>)

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

3. The 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 this RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Applicant shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Applicant in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant,

and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

Payments will be issued in accordance with [20-A M.R.S. §15689\(9\)](#).

3. Reporting

The award(s) will include requirements for financial and progress reports, as noted in Part II, B, 2.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Proposal Form
4. Appendix D – Partnership Identification Form
5. Appendix E – Cost/Benefit Proposal Form
6. Appendix F – Agreement to Grant Terms

APPENDIX A

**State of Maine
Department of Education
PROPOSAL COVER PAGE
RFP#201612230**

Educational Efficiencies and Opportunities Grant

Applicant's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Cost/Benefit Percentage (from Appendix E):	\$
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Applicant's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's proposal.
- No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

**State of Maine
Department of Education
DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
RFP#201612230
Educational Efficiencies and Opportunities Grant**

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:

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

Failure to provide this certification may result in the disqualification of the Applicant’s proposal, at the discretion of the Department.

Name (Print):	Title:
Authorized Signature:	Date:

**State of Maine
Department of Education
PROPOSAL FORM
RFP#201612230
Educational Efficiencies and Opportunities Grant**

General Information

Please list the organizations that have been involved in the development of this application and who supports the general concept of being involved in this grant.

Lead SAU: _____

Other SAUs: _____

CTE Center or Region: _____

Other Partner(s) (e.g. University of Maine System or Campus, Maine Community College System or Campus, Industry, etc): _____

Proposal Elements

Please provide the requested information on the following form. Additional lines may be included as needed, but no response to Section 1 and Section 3 should exceed five pages in total.

Section 1: Project Plan

1.1 Project Name: _____

1.2 Provide an overview of your proposed project, including the type of services affected by the project, the goals of the project and how they will be achieved.

1.3 Provide a projected timeline, which includes the steps to be taken, milestones, and responsible parties.

1.4 Describe how this project will enhance the delivery of educational services for the benefit of Maine students.

Section 2: Participant Qualifications and Cooperation

2.1 How many SAUs are involved with this proposed project?

2.2 For each partner, including the lead organization, provide a Partnership Identification Form (Appendix D).

Section 3: Replicability

3.1 Describe what aspects of the proposed project could be replicated by other SAUs and any documentation or other means of information that could be distributed to other interested SAUs.

APPENDIX D

**State of Maine
Department of Education
PARTNER IDENTIFICATION FORM
RFP#201612230
Educational Efficiencies and Opportunities Grant**

Include a Partnership Identification Form for each of the primary partner institutions/organizations.
Organization's Name:

Lead SAU and Fiscal Agent

General Information:

Primary Contact Name: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Type of Institution/Organization: _____

If a SAU, what was the October 2016 Attending Student Enrollment: _____

Key Staff:

Name	Title

Role and Experience:

Summarize the role of the partner in the proposed project, including how the partner will contribute and benefit.

Describe the history of the Applicant's organization, especially regarding skills pertinent to the specific work required for the proposed project and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities.

APPENDIX E

**State of Maine
Department of Education
COST/BENEFIT PROPOSAL
RFP#201612230**

Educational Efficiencies and Opportunities Grant

Please provide project cost information in the following table. Additional lines may be included as needed.

Cost Category (Training, software, etc.)	Provider (Name of Agency or Subcontractor)	Targeted Completion (Calendar Year and Quarter)	Comments or Explanation	Amount
Total Project Cost:				

Please provide the following information for anticipated savings.

School Administration Unit	Method of Calculating Savings	Projected Savings
Anticipated 5-year Savings:		

Calculate the Cost/Benefit Percentage for Proposal
(Totals from above, Project Cost divided by the Anticipated 5-year Savings)

<u>Total Project Cost / Anticipated 5-year Savings</u> =	
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Budget Narrative:

- Describe the amount of funding required to effectively achieve the proposed project and its long-term financial sustainability.
- Provide a detailed narrative that illustrates how each line item within the budget will support the proposed project.
- Describe the anticipated 5-year cost savings, including a timeline for those savings, and if there may be any on-going savings beyond those five years. Savings can be a reduction in the current budget or the ability to afford this proposed program or service which otherwise would be unattainable.
- Describe any costs to other programs or services that may increase or decrease the net savings as a result of this project.

APPENDIX F

**State of Maine
Department of Education
Agreement to Grant Terms
RFP#201612230
Educational Efficiencies and Opportunities Grant**

PROJECT NAME: _____

AGREEMENT TO GRANT TERMS

1. The information contained in this application and in any attachments is true and correct to the best of my knowledge.
2. Any funds received as a result of this application will be used only for the purposes defined in this application. No part of the grant will be used for a political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award can be sub-contracted to a secondary grantee without the express permission of the Department of Education.
3. Any funds received as a result of this application will be expended within 18 months of the contract date between the Department and the grantee.
4. Progress reports will be completed and submitted on a timely basis. The Department reserves the right to withhold payment if progress reports are not complete or not submitted.
5. The CEO of each participating entity must sign below:

(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date

(Replicate additional signature lines if needed)