**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP #202401001 FY25-27 Competitive Grant Application for Integrated English Literacy and Civics Education—Integrated Education and Training Programs and Services (WIOA, sec. 243) |
| **RFP ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | January 25, 2024, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | February 7, 2024 |
| **PROPOSAL DUE DATE:** | February 29, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP (if any):**   1. Part III, B., f, is corrected from File 4 to File 3 on page 22. | |
| **REVISED LANGUAGE IN RFP:**   1. **Part III, B.f.**   Applicant’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 [Applicants’s Name] – General Information and Overview:**   *PDF format preferred*  **Appendix A** (Proposal Cover Page)  **Appendix B** (Debarment, Performance and Non-Collusion Certification)  **Appendix C** (Eligible Provider Form)  **Appendix D** (Statement of Federal Assurances)  All required eligibility documentation stated in PART IV, Section I.   * **File 2 [Applicants’s Name] – Proposed Project:**   *PDF and Excel format preferred*  **Appendix E** (Application—Proposal Contents)  **Appendix F** (Demonstrated Past Effectiveness Chart)  **Appendix G** (Program Schedule and Alignment)  **Appendix H** (Qualifications of Personnel)  **Appendix I** (General Education and Provisions Act Statement)  All required information and attachments stated in PART IV, Section II.   * **File 3 [Applicant’s Name] – Budget Proposal:**   *Excel format preferred*  **Appendix J** (Budget Proposal Form) and all required information and attachments stated in PART IV, Section III. | |

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

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| **1** | **RFP Section & Page Number** | **Question** |
|  | Can you clarify if this opportunity is strictly in-person or would you accept virtual services? |
| **Answer** | |
| Applicants should submit a proposal that demonstrates how they will deliver services outlined in Part II Scope of Services to be Provided in an area of Maine with demonstrated need as defined in Part I Section C. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part I Introduction, Section E Number of Awards    Page 16 | Part I Section E states that “The Maine DOE anticipates no more than one award per hub to any AECDH with demonstrated need. The total estimated grant funds available for Maine are $110,595.20.”    Does that mean the total statewide funds available under this grant is $110,595.20?    Does that also mean that the maximum amount of funds available per hub is $12,288.36 (which equals $110,595.20 total funds available divided by 9 hubs)? |
| **Answer** | |
| Yes, the total statewide funds to be awarded are $110,595.20, and the Maine DOE anticipates making multiple awards. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part II Scope of Services to be Provided, Section A Eligible Integrated English Literacy and Civics Education Services    Page 17 | Part II Section A states that “in delivering IELCE/IET services, eligible providers are required to (WIOA §231(e)) be responsive to regional needs as identified in the local plan under WIOA Title I §108.”    Where can we access local plans for each hub/region? The RFP only includes a link to the Maine WIOA Unified State Plan for the entire state on page 18. We are looking for the local plan for Washington and Hancock counties.    Or, is the Northeastern Region section starting on page 22 of the Maine WIOA Unified State Plan meant to serve as the local plan for the Northeastern region? |
| **Answer** | |
| Applicants are encouraged to contact the workforce boards in their regions of Maine to learn more about their local plans: [Coastal Counties Workforce, Inc.](https://www.coastalcounties.org/), [Central Western Maine Workforce Development Board](https://cwmwdb.org/), and [Northeastern Workforce Development Board](https://www.northeasternwdb.org/). | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part II Scope of Services to be Provided, Section B Allowable Expenditures    Page 18-19 | Part II Section B states that salary and benefits for full- and part-time personnel necessary for program activities are allowable expenditures.    Can you specify which benefits are allowable? Section C lists some benefits that are unallowable, but Section B does not list which benefits are allowable. |
| **Answer** | |
| Per Part II, Section B, those costs that are necessary, reasonable, and allocable as permitted by [EDGAR, Uniform Grant Guidance](https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html), and permitted by WIOA Title II, WIOA Title II Rule and Joint Rule are allowable. [2 CFR Part 200 Subpart E](https://www.ecfr.gov/current/title-2/part-200/subpart-E) of the Uniform Guidance outlines the Cost Principles, including allowable expenses for compensation- personal services. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part III Key RFP Events, Section C Submitting the Proposal    Page 22 | Letter f of the Delivery Instructions in Part III Section C state that proposal submission are to be broken down into multiple files, and lists file numbers 1, 2, and 4. Is there a file 3 missing? |
| **Answer** | |
| No, the files are misnumbered in the RFP. Applicants should submit three files. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part VII List of RFP Appendices and Related Documents, Appendix E, Section II Proposed Project    Page 39 | Where are one-stop partners by hub/region identified and listed online? |
| **Answer** | |
| The Workforce Innovation and Opportunity Act and [20 CFR Part 678 Subpart B](https://www.ecfr.gov/current/title-20/part-678/subpart-B) outline the required one-stop partners and responsibilities for each workforce board region. The local workforce board would be able to assist with identifying the specific partners for their region. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part VII List of RFP Appendices and Related Documents, Appendix H    Page 45 | If we do not currently receive funding or provide services under this program, are we supposed to fill out this Excel worksheet (since we do not have “present” information on employees)? Or are we supposed to complete this worksheet with the proposed staff that would be providing these services if we receive funding? |
| **Answer** | |
| Yes. | |