**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP#202411200 Administration of the Companion Animal Sterilization Program |
| **RFP ISSUED BY:** | Department of Agriculture, Conservation & Forestry |
| **SUBMITTED QUESTIONS DUE DATE:** | December 20, 2024 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | December 24, 2024 |
| **PROPOSAL DUE DATE:** | January 2, 2025, no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| B. Standard State Contract Provisions1. Payments and Other Provisions

Page 15 | There has been confusion regarding how the winning bidder will be funded for work related to this contract. Is there a mechanism to allow for advanced funding to the winning bidder, so that they have a starting amount to begin this programmatic work, or will all expenses only be paid out upon submission of an invoice for reimbursement? |
| **Answer** |
| The state will consider payment terms proposed by the selected vendor, within the parameters approved by the Office of State Procurement Services and the Controller. Final payment terms will be agreed upon by all parties in the contract.  |

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| **2** | **RFP Section & Page Number** | **Question** |
| E. Number of Awards1. 7. Not have any direct or indirect pecuniary interest in or receive, or be eligible to receive, directly or indirectly, any benefit that may arise from a contract with the State under [7 MRS 717 §3910(c)](https://legislature.maine.gov/statutes/7/title7sec3910-C.html).

Page 7 | Maine Humane is a federation of organizations in support of advancing animal welfare in Maine. Our Board Members include the Executive Directors of several shelters which regularly receive Help Fix ME vouchers and put them to use for needy families in their community. Per this section 7, would there be a conflict of interest from the state’s perspective if Maine Humane were to submit for and ultimately win the bid? Would organizations represented on the Board no longer be able to receive and utilize the vouchers?  |
| **Answer** |
| If the evaluation committee identifies a potential conflict of interest, it may contact the bidder for clarification and a proposal for conflict management. The contract will address any potential or perceived conflict of interest and its required management.  |