**STATE OF MAINE**

**Maine State Library**



**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

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| **Submitted Questions Due Date** | December 12, 2024, 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:** | December 23, 2024, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto: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**

**Maine State Library**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

The State of Maine is seeking proposals for statewide online resources in five specific content areas for inclusion in Digital Maine Library, <https://digitalmainelibrary.org/>.

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](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on December 23, 2024. 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** |
| **Confidentiality** | Preserving authorized restrictions on information access and disclosure, including means for protecting confidential or sensitive information. A loss of confidentiality is the unauthorized disclosure of information. |
| **Data Classification** | The process of risk assessment of data. See **Appendix D** for the Data Classification process (see also “PII Confidentiality Impact Level”). |
| **Department** | Maine State Library |
| **PII (Personally Identifiable Information)** | Data that is maintained by an agency that could potentially identify a specific individual and needs to be protected in accordance with state and/or federal law, including (1) any information that can be used to distinguish or trace an individual‘s identity, such as name, social security number, date and place of birth, mother‘s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. |
| **PII Confidentiality Impact Level** | The PII confidentiality impact level—low, moderate, or high—indicates the potential harm that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed. (NIST SP 800-122). See **Appendix D**. PII is evaluated to determine its confidentiality impact levels, so that appropriate safeguards can be applied to the PII. |
| **State** | State of Maine |
| **State Data** | Any information originating with the State, regardless of form or medium of disclosure (e.g., verbal, observed, hard copy, or electronic) or source of information. It includes any information concerning the State’s information technology infrastructure, systems and software and procedures; and information originating with the State in the course of using and configuring the Services provided under the contract. It includes any sensitive information held by the State that may be protected from disclosure pursuant to a federal or state statutory or regulatory scheme intended to protect that information, or pursuant to an order, resolution or determination of a court or administrative board or other administrative body. |
| **RFP** | Request for Proposals |
| **ADA provisions** | Americans with Disabilities Act and provision of Section 508 of the Rehabilitation Act of 1973 and subsequent amendments. |
| **Citation** | Pertinent information needed to find the full text of a publication. Citation of an article in a periodical generally includes author(s), article title, source journal title, volume, pages, and date. |
| **Content** | Information contained within database(s) that include publications and material of interest to the general public; scholarly and professional literature which address the needs of academic and professional clientele; information for K-12 schools, two-year, four-year, graduate-level colleges and universities; consumer health information; and information for the business and medical communities. |
| **COUNTER** | Counting Online Usage of Networked Electronic Resources (<https://cop5.projectcounter.org/en/5.1/>) is an agreed international set of standards and protocols governing the recording and exchange of online usage data. |
| **Database** | A searchable web-based catalog or index containing information about published items or the full text of the published item. |
| **DOE Content Standards** | The Maine Department of Education (DOE) maintains State educational standards for PreK through 12th grade for English Language Arts, Health Education, Life and Career Ready, Mathematics, Physical Education, Science and Engineering, Social Studies, Visual and Performing Arts, and World Languages. <https://www.maine.gov/doe/learning/content> |
| **DML** | Digital Maine Library is the current platform that provides every resident of Maine with access to online resources (<https://library.digitalmaine.org/>) |
| **Full text** | The complete text (including graphics, e.g. images, pictures, charts) of each referenced article is available for online viewing, printing, or downloading. If two (2) or more images/charts per issue appear in the print version, but are omitted from the online version due to legal reasons, the publication will not be considered full-text. |
| **General reference material** | Resources presenting a balanced overview and factual information about commonplace subjects, issues and topics. Examples include, but are not limited to: encyclopedias, almanacs, dictionaries, handbooks, etc. |
| **Location Based Authentication** | Used to authenticate end-users access to resources based on meeting location requirements. In this case, end-users who are physically located in Maine should be granted authorization to access the resource. |
| **Maine InfoNet** | A nonprofit collaborative of academic, public, school, and special libraries that helps support the implementation and technology used by libraries for resource access and sharing. |
| **Resource** | Encompasses databases, aggregators, language acquisition tools, online education suites, etc. |
| **RDA** | Resource Description and Access is a standard for library cataloging. |
| **Search Interface** | The tool with which users can search the content of a database. |
| **SUSHI** | **Standardized Usage Statistics Harvesting Initiative** is a standard that defines an automated request and response model for the harvesting of electronic resource usage data utilizing a Web services framework. |
| **WCAG** | **Web Content Accessibility Guidelines** encompass a wide range of standard recommendations for making Web content more accessible. |
| **OIT** | **Office of Information Technology** |

**State of Maine**

**Maine State Library**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine State Library (Department) is seeking proposals to provide statewide online resources as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

Digital Maine Library (DML), <https://library.digitalmaine.org/>, provides free access to a collection of online databases and digital resources accessible to all Maine residents, schools, libraries of all types, community colleges, and universities. These resources facilitate lifelong learning and support students from early education to post graduate studies. DML consists primarily of fee-based resources and does include some carefully curated free reference resources provided for users’ convenience.

DML is a collaboration between the Maine State Library, the University of Maine, and other public/private organizations that collectively fund the statewide licensing of these resources.

Many of DML’s resources are included in a single vendor’s large resource package. In an effort to ensure that MSL offers the best possible statewide database resources, there is a need to augment this package with additional resources.

This demographic data is provided in order for Bidders to provide accurate information in bids.

State of Maine

* Estimated total population: 1,395,722 (most recent available data from July 2023; retrieved from United States Census Bureau)

Maine Academic Institutions (most recent available data from 2022-23; retrieved from the Maine Department of Education, Higher Education)

* Total academic institutions: 32
* Four-year public universities: 8
* Community colleges: 7
* Private universities: 17
* Approx. total student enrollment: 69,600

Public Primary and Secondary Schools (most recent available data for the 2024 school year; retrieved from the Maine Department of Education Student Enrollment Data)

* Public schools: 597
* Total student enrollment: 172,624

Public Libraries (most recent available data from 2022; retrieved from the 2021 IMLS Public Library Survey Results):

* Public libraries: 255
* Total registered public library users: 651,761

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.).
   8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

All interested parties are invited to submit bids in response to this Request for Proposals.

1. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for three renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 2/1/2025 | 1/31/2027 |
| Renewal Period #1 | 2/1/2027 | 1/31/2029 |
| Renewal Period #2 | 2/1/2029 | 1/31/2031 |

1. **Number of Awards**

The Department anticipates making five (5) awards as a result of this RFP process—one for each content area.

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

1. **Service Requirements**  
   Section A contains service requirements that all five (5) of the content areas must adhere to. Certain service requirements vary by content area, per Section B, Content, below.   
     
   **ALL vendor products, regardless of content area, must adhere to these requirements:**
2. **Refunds/Credits**: Provide refund or credit options for libraries with existing subscriptions that become part of any group subscription that may result from this RFP.
3. **Users**: Allow unlimited, authorized concurrent users for the audiences specified in the content areas below.
4. **Search Functionality**: Provide user-friendly search tools, appropriate for the intended audiences, with advanced filtering options to locate relevant information efficiently.
5. **Accessibility Features**: Must be fully ADA compliant. Provide options for customization, including text size adjustments, language translation, and audio narration, to accommodate users with diverse needs.
6. **Usage Tracking:** The Vendor must provide monthly usage data reports for no additional cost. Data must comply at minimum with COUNTER Code of Practice, Release 4.
7. **Compatibility**: All resources must be available in digital format, providing online access through various devices, including desktops, tablets, and smartphones, as well as popular web browsers including MS Edge, Chrome, Firefox, and Safari.
8. **Persistent Links:** Provide persistent links with embedded authentication to full-text content in order to create a seamless experience for the user.
9. **Digital format:** Provide multiple format options for content (HTML, PDF, etc.).
10. **Saving and exporting:** Provide ability to mark multiple articles/content and provide the capability of printing, downloading, and emailing of articles/content.
11. **Training**: Provide adequate training for librarians and educators on using the resource with a maximum number of hours of training available for no additional charge. The training can be synchronous online training that MSL can record and make available to library staff as long as MSL subscribes to the resource.
12. **Marketing materials:** Provide online marketing materials for no extra cost for librarians and educators to promote their products. These materials must be easily printed. Highly desirable: The Vendor will provide marketing materials designed specifically for relevant audience type (such as school or public libraries) at no extra cost.
13. **Branding:** Provide customization options to allow for DML branding.
14. **User confidentiality**: Maintain institutional and user confidentiality and privacy at all times, with no third-party disclosure of customer information.
15. **Support and Service:**
    1. The resource should have an Uptime of 99.9%, Recovery Time Objective of two (2) hours, and Recovery Point Objective of two (2) hours.
    2. Provide a plan for minimizing product downtime including how planned/ unplanned downtime is communicated to customers.
    3. Provide technical support staffed by individuals with knowledge of the database application at least between 8:00 a.m. and 5:00 p.m. Eastern Standard Time.
    4. Provide a reliable communication plan with the Department and Maine InfoNet to report downtime, changes in content availability, and user interface improvements or changes.
    5. All queries must return within five (5) seconds, presuming Ethernet-connectivity.
    6. Provide a clear explanation of any plug-in or helper applications or bandwidth requirements for the system to fully operate successfully.
    7. Provide participating libraries with clear guidance on any usage constraints on articles for interlibrary loan and digital reference services provided by libraries.
    8. Provide a refund or credits to participating libraries with existing individual subscriptions to individual resources included in the database package.
    9. Provide a timeline for a service initiation. There must be no charge for transition services.
    10. Provide an annual report and meet with Department and Maine InfoNet staff annually to report usage statistics including changes over time, recent and upcoming product enhancement and changes, suggestions for improvements in the training and marketing plan, and other recommendations.

1. **TECHNICAL REQUIREMENTS**
   1. ACCESSIBILITY: All IT applications must comply with the Digital Accessibility Policy (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf>). In addition, all IT applications and content delivered through web browsers must comply with the State Web Standards (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/WebStandards.pdf>)

2. STATE IT POLICIES: All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (<https://www.maine.gov/oit/policies-standards> ) effective at the time this Agreement is executed.

1. **Content**

Bidders may bid on one or more of the following content areas. Bidders choosing to bid on multiple content areas must submit a separate proposal for each area.

* 1. **Encyclopedia**

The Maine State Library is seeking proposals for a digital encyclopedia to serve a diverse range of population types including adults, juveniles, and children, as well as academic and public schools. The primary focus is on providing comprehensive, reliable, and accessible encyclopedic information across a wide variety of subjects. The selected digital resource will be utilized across various settings, including schools, public libraries, and individual use. MSL aims to provide a high-quality, user-friendly encyclopedia that caters to the educational and informational needs of all users.

The encyclopedia must be accessible to all Maine residents remotely via Location Based Authentication through Maine IP addresses as well as a login authentication process.

* + - * 1. **Target Audiences:**

1. **Adults**: Must include detailed articles and comprehensive coverage of subjects relevant to adult learners, supporting lifelong learning, information needs, and research endeavors.
2. **Elementary, middle, and high school students**: Age-appropriate content and interactive features designed to engage learners and support educational curricula at various levels.
3. **Young children (PreK - grade 2)**: Interactive and visually appealing resources that introduce young children to basic concepts and topics in an engaging manner.
4. **English Language Learners**: Accessible leveled resources to meet the information and language needs of users of all ages learning English.
5. **Academic Institution Students and Faculty**: Encyclopedic resources to support research and educational needs in schools, colleges, and universities, providing students and faculty with reliable and authoritative information.
6. **Public Library Patrons**: Resources for public libraries to offer patrons access to comprehensive encyclopedic information for personal and academic research purposes.
   * + - 1. **Scope and Requirements:**
7. **Audience Coverage**: Should cater to all age groups, including young children, the full range of K-12 populations, and adults, providing age-appropriate content and features.
8. **Subject Coverage**: Should cover a wide range of subjects, including but not limited to general knowledge, science, history, literature, arts, and technology. Comprehensive coverage of various topics is essential to meet the diverse information needs of users.
9. **Resource Types**: The digital platform should offer a variety of multimedia resources, interactive features, and engaging content, including articles, images, primary sources, videos, maps, and timelines.
10. **User Experience Levels**: The encyclopedias should be designed to accommodate users of all experience levels, from beginners to advanced learners. Features should include easy navigation, search functionality, and interactive elements to enhance user engagement. At a minimum, there should be unique interfaces for young children; elementary, middle, and high school students; and the general adult population.
11. **Usage Context**: The resources will be utilized in a variety of contexts, including academic institutions, public libraries, schools, and individual study. They should be accessible both online and offline, providing flexibility for users in different environments.  
    * + - 1. **Essential Features**:
12. **Comprehensive Content**: In-depth and accurate articles covering a wide range of topics.
13. **Multimedia Resources**: Integration of images, videos, and other multimedia elements to enhance understanding and engagement.
14. **Interactive Elements**: Features such as interactive maps, timelines, games, and quizzes to engage users and facilitate learning.
15. **Integration features:** Provide integration options with standard learning management systems (LMS).
16. **Citations**: Provide the ability to select and produce citations in the style format of the user’s choice (e.g., MLA, APA, etc.).
17. **Authority**: Authors indicated on most articles at secondary and adult levels
18. **Batching capability**: Provide ability to mark multiple articles and provide the capability of printing, downloading, and emailing of batches of articles.
19. **Reading Level filtering**: Provide the ability to limit or search by reading level for material aimed primarily for the K-12 audience
20. **Availability**: Must be accessible remotely for all Maine residents using Location Based Authentication of Maine IP addresses as well as a login authentication process.
    1. **Language learning**

MSL is seeking proposals for a digital language learning resource to support the teaching and learning of various languages, including English and ASL (American Sign Language). The resources should be suitable for all age groups, including children, adolescents, and adults. The selected resources will be utilized in both classroom settings and for individual learning. The goal is to provide high-quality, interactive, and user-friendly digital language learning tools that cater to the diverse needs of our users.

The language learning resource must be accessible to all Maine residents remotely via Location Based Authentication through a Maine IP address as well as a login authentication process.

* + - * 1. **Target Audiences:**

1. **Children**: Age-appropriate language learning resources for young learners, featuring engaging and interactive content that captures their interest and supports foundational language skills.
2. **Adolescents**: Resources designed for middle and high school students, including structured language courses and interactive activities that align with educational standards and curricula.
3. **Adults**: Comprehensive language learning tools for adult learners, supporting both personal and professional language development goals.
4. **Educators**: Tools and resources for teachers to integrate into their language instruction, including lesson plans, classroom activities, and assessment tools.
5. **Individual Learners**: Resources that support self-paced language learning for individuals pursuing language acquisition outside of a formal classroom setting.
6. **English Language Learners**: Resources geared for adolescents and adults learning English in their new home country.
   * + - 1. **Scope and Requirements:**
7. **Language Coverage**: The resources should cover a broad range of languages, including but not limited to ASL (American Sign Language), Portuguese, French, Spanish, German, Italian, and ESOL (English as a Second or Other Language). Additional languages are highly desirable to cater to diverse linguistic interests and needs. The coverage MUST include ASL and English for English language learners.
8. **Resource Types**: The digital platform should offer a variety of multimedia resources, interactive apps, voice recognition technology, and online courses. These resources should include engaging content that supports language acquisition through various learning modes.
9. **User Experience Levels**: The resources should be designed to accommodate learners of all ages and proficiency levels, from beginners to advanced speakers. Features should include interactive exercises, tutorials, and advanced learning tools.
10. **Teaching Context**: The resources should be suitable for both classroom use and individual learning. They should offer flexibility for integration into educational curricula as well as self-paced learning options for independent users.  
    * + - 1. **Essential Features**:
    1. **Speech Recognition**: Tools that provide real-time feedback on pronunciation and spoken language practice.
    2. **Interactive Exercises**: Engaging and interactive activities that reinforce language learning through practice and repetition.
    3. **Assessment Tools**: Features that allow learners to assess their progress through quizzes, tests, and other evaluative methods.
    4. **Multimedia Content**: Videos, audio clips, and other multimedia resources that enhance the learning experience.
    5. **User Support and Tutorials**: Resources to help users navigate and effectively utilize the platform, including customer support, FAQs, and instructional tutorials.
    6. **Individual Accounts**: The platform must allow users to create individual accounts so that they can return to the resource to continue their studies in a progressive manner.
    7. **Integration features:** Provide integration options with standard learning management systems (LMS).
    8. **Availability**: Must be accessible remotely for all Maine residents using Location Based Authentication through a Maine IP address as well as a login authentication process.
    9. **Investment Research Resource**

MSL is seeking proposals for an online investment research resource to support comprehensive stock market research and business pattern analysis across various industries. This resource is intended to serve a diverse audience, including public libraries and individual researchers of all experience levels. The selected digital resource should provide extensive access to market data, company financials, economic indicators, and other relevant financial information. The goal is to offer high-quality, user-friendly financial research tools that cater to the diverse needs of our users.  
  
The financial/investment research resource must be accessible for use inside all of Maine’s 255 public libraries. Bidders may note if the product is also available to all Maine residents remotely via geoauthentication.

* + 1. **Target Audiences:**

1. **Public Library Patrons**: The resources should be available to the general public inside public libraries, supporting personal investment research and public financial education initiatives.
2. **Individual Researchers**: The platform should cater to individual researchers, providing the tools and data necessary for personal stock market analysis and business research.
   * 1. **Scope and Requirements:**
3. **Comprehensive Market Coverage**: The resources should cover major stock markets such as NYSE, NASDAQ, and significant international markets. Industry coverage should be broad, including sectors such as technology, healthcare, finance, energy, consumer goods, and more.
4. **Resource Types**: The digital platform should offer a variety of financial research resources, including market analysis reports, stock price data, company financial statements, economic indicators, and news updates. Access to real-time and historical data is essential.
5. **User Experience Levels**: The resources should be suitable for both beginners and experienced researchers. Features should include beginner-friendly tools and tutorials as well as advanced analytics capabilities for experienced users.
6. **Usage Context**: The resources will be utilized primarily in academic libraries, public schools, and public libraries. They should be accessible to students, educators, researchers, and the general public for educational and personal research purposes.  
   * 1. **Essential Features**:
   1. **Real-Time Data**: Access to up-to-date stock prices, market movements, and financial news.
   2. **Historical Data**: Comprehensive historical data for long-term market analysis and research.
   3. **Charting and Graphing Tools**: Advanced tools to create, customize, and analyze charts and graphs for visual representation of data.
   4. **Predictive Analytics**: Optional features that offer predictive insights based on market trends and data analysis.
   5. **User Support and Tutorials**: Resources to help users understand and utilize the platform effectively, including customer support, FAQs, and educational tutorials.
   6. **Individual Accounts**: The platform must allow users to create individual accounts so that they can return to the resource to continue their studies in a progressive manner.
   7. **Digital PreK-3 Resource**

MSL is seeking proposals for an online resource aimed at PreK-3rd grade students for use in elementary schools statewide. Our goal is to provide high-quality, engaging, educational content that supports early learning and development, including literacy and early research skills. This resource will help to ensure equity of access to the curriculum by providing high-quality nonfiction that appropriately supports the learning of all, including those who speak other languages and those with an Individualized Education Plan.

This PreK-3 Resource must be accessible to students and educators within all of Maine’s schools that serve elementary students (currently 353, subject to change). Bidders should note if the product is also available to a wider audience, either fully accessible to all Maine residents remotely via geoauthentication or by use in public libraries.

1. **Target Audiences:**
   1. **Students:** Preschool through 3rd grade students
   2. **Educators**: Teachers and librarians using the resource with students
2. **Scope and Requirements:**
   1. **Age-Appropriate Content**: Content should be tailored to the developmental stages of PreK-3rd grade students with simple language and age-appropriate themes.
   2. **Types of Resources:**
      1. eBooks and magazines (including general fiction and non-fiction)
      2. Multimedia resources (videos, images, audio stories)
      3. Interactive apps and educational games
      4. Content areas: literacy, numeracy, social-emotional skills, general fiction, and non-fiction
   3. **Educational Value**: Resources should align with PreK-3 education standards in Maine and focus on foundational skills such as literacy, numeracy, social-emotional development, early research skills, computer use, and motor skills.
   4. **Interactivity and Engagement**: Include interactive elements like games, quizzes, and activities with multimedia enhancements (animations, sound effects, music).
   5. **User-Friendly Interface**: Design interfaces that are intuitive and easy for young children to navigate with large buttons, clear instructions, and simple menus.
   6. **Educator Involvement**: Provide resources and tools for educators to support and extend learning, including progress tracking, activity suggestions, and printable materials.
   7. **Diversity and Inclusion**: Offer content that reflects various cultures, languages, and experiences, and ensure inclusivity for children with special needs.
   8. **Safety and Privacy**: Comply with all data privacy regulations for minors and those required by Maine public schools, ensuring safe browsing with no ads or inappropriate external links.
   9. **Assessment and Feedback**: Include formative assessments to track students’ progress and provide feedback mechanisms to adapt learning paths.
   10. **Customization and Personalization**: Allow customization to cater to individual learning needs and preferences, personalizing content based on students’ progress and interests.
   11. **Technical Support and Resources**: Offer comprehensive technical support and provide training materials and guides for educators and librarians.
   12. **Individual Accounts**: The platform must allow users to create individual accounts so that they can return to the resource to continue their studies in a progressive manner.
3. **Essential Features**:
   1. **Text highlighting**: Provide highlighting of text as it’s being read aloud.
   2. **High quality narration**: Provide high quality narration by voice actors that’s engaging for young children.
   3. **English Language Learners**: Provide literacy supports for ELL students.
   4. **Simplified visual searching**: Provide an interface specifically designed to introduce PreK-3 learners with their first online research experience. Also designed to make learning engaging and fun.
   5. **Learning scaffolding**: Provide visual formatting and consistent layout of the articles that allow students to build scaffolds for understanding.
   6. **Subject-specific vocabulary**: Provide subject-specific vocabulary designed to introduce young students to database searches.
   7. **eMagazines**

MSL is seeking proposals for a diverse and extensive catalog of digital magazines, including but not limited to popular titles and niche interest publications across different genres for all ages. Current and back issues of magazines must be included. The content must be provided on a platform that is easy to navigate and read, with the look and feel of a print magazine.

The eMagazine platform must be accessible to all Maine residents remotely via Location Based Authentication through Maine IP addresses as well as a login authentication process.

* + - * 1. **Target audiences:**

1. **Adults**: The resource should serve the needs and interests of a wide range of adults reading for both leisure and information at home and in public and academic libraries.
2. **Children and adolescents (Ages 5-18):** The resource should serve the needs and interests of a wide range of children and teens in schools, libraries, and at home for leisure and information.  
   * + - 1. **Scope and Requirements:**
3. **Content Collection:** A diverse and extensive catalog of digital magazines, including but not limited to popular titles and niche interest publications across a wide variety of genres, with access to current and back issues of titles.
   1. **For adults**: The resource should include titles of high interest to a broad array of adult audiences to encourage reading for pleasure and information. Popular, general interest titles as well as niche interest genres should be available.
   2. **Children and adolescents (Ages 5-18):** The resource should provide age-appropriate titles with engaging articles for children and adolescents suitable for use in schools, libraries, and at home to promote reading for pleasure and information, foster curiosity, and support educational curricula.
   3. **Public Schools (K-12)**: Digital magazines aligned with school curricula provide reliable and engaging content to support students' learning across various subjects.
4. **User Friendly Interface:** An intuitive and user-friendly platform that allows patrons to easily browse, search, and access digital magazines on various devices, including tablets, smartphones, computers. The platform should provide the digital content with the look and feel of a print magazine.
5. **Licensing and Rights**: Appropriate licensing agreements that ensure legal and unrestricted access to the digital magazines for unlimited Maine users.  
   * + - 1. **Essential Features**:
   1. **Comprehensive Content**: Titles for all ages covering a wide range of topics.
   2. **Age Appropriate Features**: Provide the ability to limit or search by reading level for material aimed primarily for the K-12 audience.
   3. **Citations**: Provide the ability to select and produce citations in the style format of the user’s choice (e.g., MLA, APA, etc.).
   4. **Batching capability**: Provide ability to mark multiple articles and provide the capability of printing, downloading, and emailing of batches of articles.
   5. **Availability**: Must be accessible remotely to all Maine residents remotely via Location Based Authentication through Maine IP addresses as well as a login authentication process

**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 H** (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](mailto: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](mailto: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# 202411205** **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*

**Appendix D** (Technical Assessment Form) and **Appendix E** (Response to Proposed Services Form) and all required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix F** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

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**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (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.

* 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. **Technical Assessment**

Bidders must complete **Appendix D** (Technical Assessment Form) to describe the Bidder’s capability to meet the stated requirements and policies identified in this RFP.

* 1. **Services to be Provided**

Complete **Appendix E** (Response to Proposed Services Form) to detail the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer.

**If the Bidder is bidding on more than one content area, Bidder MUST duplicate Appendix E and complete the form once for EACH content area.**

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting February 1, 2025 and ending on January 31, 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 Form Instructions**

Bidders must fill out **Appendix F** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**If the Bidder is bidding on more than one content area, Bidder MUST duplicate the table in Appendix F and complete the form once for EACH content area.**

**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. | **(15 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. | **(50 points)** |
| **Section IV.** | **Cost Proposal**  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, will be scored as described below.
  2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 35 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 35 = pro-rated score

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

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

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

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute an [IT Service Contract (IT-SC) with Confidentiality and Non-Disclosure Agreement (NDA)](https://stateofmaine.sharepoint.com/:w:/r/sites/DAFS-Procurement-Services-Intranet/Shared%20Documents/Public%20to%20intranet/FORMS/Contract%20Documents/IT%20Service%20Contract%20(IT-SC)%20Template_REV%208.9.24%20(locked).docx?&d=1)including appropriate riders as determined by the issuing department. Bidders shall carefully review the IT-SC. including appropriate riders as determined by the issuing department. Bidders shall carefully review the IT-SC.

*All exceptions will be negotiated between the awarded Bidder(s) and the State. The State will not accept any proposed exceptions as part of this RFP process. The State is not obligated to accept, negotiate, or compromise of any proposed exceptions.*

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).](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** –Technical Assessment Form

**Appendix E** – Response to Proposed Services

**Appendix F** – Cost Proposal Form

**Appendix G** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Maine State Library**

**PROPOSAL COVER PAGE**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** | |  | | |
| **Content Area (Select One)** | | Area One  Area Two  Area Three  Area Four  Area Five | | |

* 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**

**Maine State Library**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

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

**Maine State Library**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

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

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

|  |
| --- |
| **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. 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**

**Maine State Library**

**TECHNICAL ASSESSMENT FORM**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

Bidders must complete the Technical Assessment Form embedded below.

The Technical Assessment Form may be obtained by double-clicking the Excel (.xlsx) icon below.

****

**APPENDIX E**

**State of Maine**

**Maine State Library**

**RESPONSE TO PROPOSED SERVICES FORM**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

**INTRUCTIONS:** Bidders must use this form to provide a response to Part II, Scope of Services to Be Provided. Bidders may expand each of the response (white) spaces within this document in order to provide a full response to each requirement.

**If the Bidder is bidding on more than one content area, Bidder must duplicate Appendix D and complete the form once for EACH content area.**

****

**APPENDIX F**

**State of Maine**

**Maine State Library**

**COST PROPOSAL FORM**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

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

**INTRUCTIONS:** Bidders must provide a comprehensive cost proposal to provide the proposed online resource for one 12-month period. If relevant or available, include costs for the resource to be accessible only in public libraries, as well as only in school libraries. Enter N/A if the resource is not available for any given audience. The cost proposal must also include costs for two two-year renewal increments. In each of these renewal periods, explain any cost increases. State if any are estimates; if so, provide a not to exceed figure.

**If the Bidder is bidding on more than one content area, Bidder must duplicate this table and complete the table once for EACH content area.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Resource:** | | | | |
| **Time period** | **Comprehensive Cost for Entire State** | **Comprehensive Cost for Public Libraries Only** | **Comprehensive Cost for School Libraries Only** | **Notes** |
| 2/1/25- 1/31/27 | $ | $ | $ |  |
| 2/1/27- 1/31/29 | $ | $ | $ |  |
| 2/1/29- 1/31/31 | $ | $ | $ |  |
|  |  |  |  |  |

**APPENDIX G**

**State of Maine**

**Maine State Library**

**SUBMITTED QUESTIONS FORM**

**RFP# 202411205**

**Statewide Online Resources for 5 Content Areas**

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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