**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP 202412216 21st Century Community Learning Centers Program |
| **RFP ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | February 5, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | February 12, 2025 |
| **PROPOSAL DUE DATE:** | April 2, 2025 no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto: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** |
| Public Notice, Page 3 | When and where can the informational webinar for the RFP be accessed? |
| **Answer** | |
| As noted on pages 1 and 3 of the RFP document, the informational webinar for the RFP was posted to the Department’s application website at <https://maine.egrantsmanagement.com/> on January 22, 2025. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part I, Section C Page 10 | May a bidder provide its own local data and/or a signed justification from its chief executive to demonstrate the school or schools targeted within its proposal meet eligibility criteria? |
| **Answer** | |
| As outlined on pages 10 and 11 of the RFP, at least 2/3 of the students a bidder proposes to serve must attend a school that either (a) is listed in Appendix I or (b) has an eligible % of 40 or greater on the Department’s ED 534 Report. No supplemental documentation or justifications will be accepted under this RFP. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part I, Section C Page 10 | If the only school targeted within a proposal is under the 40% poverty threshold and does not currently implement a Title I schoolwide program, would the proposal not be eligible for a 21st CCLC grant? |
| **Answer** | |
| Only proposals that meet all requirements set forth in the RFP may be considered for funding. If the only school included within a bidder’s proposal does not meet the eligibility requirements outlined within the RFP, the proposal would not be eligible for funding. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part I, Section C  Page 10 | May a bidder submitting a companion proposal request an award amount that would exceed its current award amount if it intends to serve more students? |
| **Answer** | |
| As noted on page 10 of the RFP, a companion proposal is one submitted by an eligible entity whose current 21st CCLC award expires on 6/30/25 and who wishes to continue providing the same level of 21st CCLC programming and services for the same student population and program site(s). Companion proposals serve to extend the funding and services of existing program sites for another 4-year period. Funding requests for this proposal type may **not** increase from current levels. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part I, Section C Page 10 | Can a current multi-site program, whose grant award ends on 6/30/25, reapply for funding by submitting separate single-site proposals for the same program sites it currently operates? |
| **Answer** | |
| Yes; an eligible applicant whose current multi-site 21st CCLC award expires on 6/30/25 may submit a companion proposal for the same program site(s)—either through the same multi-site proposal or through individual single-site proposals. Please note, however, that the funding amount each proposal is eligible for would be pro-rated from the amount of the prior grant award. The one exception would be if the resulting award amount(s) would fall below the $75,000 award minimum outlined on page 12 of the RFP document, in which case the award amount(s) would be increased to the $75,000 minimum. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part I, Section C  Page 10 | If a bidder whose current grant award ends on 6/30/25 intends to reapply for funding but also add a new student population to its existing program site, would the resulting proposal be considered an expansion proposal? |
| **Answer** | |
| As noted on page 10 of the RFP, expansion proposals are those that are submitted by current grant recipients who are expanding services into new locations for new student populations. If an existing program is reapplying to continue providing services at the same program site(s), the resulting proposal would be considered a companion proposal. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part I, Section F Page 12 | May a bidder who is successful in securing funding begin operating a summer educational program prior to the July 1, 2025 contract start date noted within the RFP? |
| **Answer** | |
| Any bidding organization, who may otherwise already provide some level of summer educational programming, may continue to do so. However, successful bidders will not be able to begin providing 21st CCLC program services or access any grant funding until after the official start date of a fully executed contract with the State of Maine. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part I, Section G  Page 12 | The RFP states that single-site and multi-site programs may request an award amount ranging from $75,000 to $175,000. However, the RFP also states that awards can range up to $325,000. How would an individual program site request an award of $325,000? |
| **Answer** | |
| As stated on pages 12 and 13 of the RFP, single-site programs may request an award ranging from $75,000 to $175,000. Similarly, multi-site programs may request an award ranging from $75,000 to $175,000 for the first site and up to $75,000 for each additional site. Single-site programs must operate only one program site, while multi-site programs must operate at least two and no more than three program sites. An individual program site cannot request an award of $325,000 under this RFP. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part I, Section G  Page 12 | If a bidder intends to serve students from more than one school at a central location, would it be considered a single-site or multi-site program? |
| **Answer** | |
| Such a program would be considered a single-site program and the individual schools from which students attend the program would be considered feeder schools, as defined on page 5 of the RFP. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part I, Section G Page 12 | Is it possible to be approved for part of a proposal and not another part if the total cost of a proposal is too high to be funded? |
| **Answer** | |
| No; proposals will be reviewed and either selected or not selected for funding in their entirety. The Department will not issue partial awards under this RFP. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Part I, Section G Page 12 | With the disclaimer in the RFP webinar stating agencies applying for multiple grants will be limited to a maximum annual funding amount of $1.25M across all current and newly submitted proposals, is the $1.25M limit across all Department grants or specific to the 21st CCLC program? |
| **Answer** | |
| The $1.25M annual funding limit is specific to the 21st CCLC program. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part I, Section G Page 12 | Are bidders meant to provide supplemental funding for the renewal periods or can total funding for the program be reduced in each renewal period? |
| **Answer** | |
| Successful bidders are expected to secure additional funding and resources throughout the renewal periods to supplement reduced funding from the 21st CCLC grant award. | |
| **13** | **RFP Section & Page Number** | **Question** |
| Part I, Section G Page 13 | The RFP states that there is a limit of 3 sites per 21st CCLC program, but is there a limit to the (1) number of programs, (2) number of program sites, and/or (3) total dollar amount of all 21st CCLC awards per bidder? |
| **Answer** | |
| So long as each bidder’s proposal aligns with the proposal requirements set forth within the RFP, there is no limit to the total number of grant awards or program sites a bidder can apply for. Each bidder is, however, limited to receiving no more than $1.25M in annual 21st CCLC funding across all current and newly submitted grant proposals. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part II, Section B Page 15 | If a bidder wanted to offer a summer program for a K-3 student population and an afterschool program for a 4-8 student population, would that be acceptable even if the K-3 students wouldn’t meet 30 days of attendance? |
| **Answer** | |
| No; bidders must propose to provide year-round (i.e. afterschool and summer) educational programming for all students targeted within a proposal. A bidder may not provide summer educational programming that targets one cohort of students and school year programming that targets a different cohort of students. All program services must be provided for all students targeted within a proposal. Through the combination of school year and summer programming, bidders must ensure that students reach 30 days or more of attendance. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part II, Section B Page 15 | Must each participating student be considered low-performing or are other students allowed to attend the 21st CCLC program as well? |
| **Answer** | |
| Bidders may provide services to a combination of low-performing and non-low-performing students. As noted on pages 32 and 61 of the RFP, however, bidders must primarily target their services to students who are determined to be low-performing on a regular (30 day or more) basis. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part II, Section B Page 15 | What is the budget that the district has for this? |
| **Answer** | |
| Information pertaining to the size of awards resulting from this competitive process can be found on pages 12 and 13 of the RFP. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Part II, Section B  Page 15 | Is this proposal for in-person tutoring only or would virtual programming also be acceptable? |
| **Answer** | |
| This RFP is primarily for in-person programming and services. Remote and hybrid services may also be provided, but only for intermittent periods and only when in-person programming is not possible due to extenuating circumstances. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part II, Section B  Page 15 | What is the number of students that will be participating in the program? |
| **Answer** | |
| Information on the number of students to be served can be found in Appendix H of the RFP. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II, Section B  Page 15 | What is the group size for instruction? |
| **Answer** | |
| Appropriate staff-to-student ratios are provided within Appendix H of the RFP. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part II, Section B  Page 15 | What are the times and frequency of service? |
| **Answer** | |
| Minimum annual operational requirements are provided within Appendix H of the RFP. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Appendix C,  Page 38 | If a bidder already has an Indirect Cost Rate Agreement negotiated with the Department for a different grant, is the bidder allowed to use that negotiated indirect cost rate in a proposed budget for this RFP? |
| **Answer** | |
| As noted on page 38 of the RFP, bidders may include indirect costs within their proposed budget. However, such costs must be based on a restricted indirect cost rate, which has been approved by the bidder’s cognizant agency. The Maine DOE must also review, verify, and approve such restricted indirect cost rate agreements before a bidder could seek reimbursement for any indirect costs. Traditional indirect cost rate agreements are not permissible under this grant. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Appendix D, Pages 48-53 | For the requested outcomes in Year 1 through Year 4, does every year need to have different proposed outcomes or can a bidder have the same outcomes across multiple years? |
| **Answer** | |
| Bidders are strongly encouraged to set realistic and attainable outcomes when completing Appendix D of the proposal. This may include similar outcomes throughout the 4-year grant period or outcomes that change over time. That said, bidders may not reduce or remove proposed outcomes over the course of the 4-year grant period. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Appendix F, Page 59 | How does a bidder determine whether there are any non-public schools within its service area? |
| **Answer** | |
| In terms of equitable services, service area is generally determined by the SAU or SAUs included within a proposal from which students attend the proposed 21st program. Bidders are encouraged to connect with their SAU partner(s) to determine which, if any, non-public schools would be included in their service area. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Appendix H, Page 62 | The RFP notes that contracts resulting from the RFP are expected to begin on July 1, 2025; are newly awarded grantees expected to hold a summer program in the summer of 2025? |
| **Answer** | |
| Yes; all awards resulting from this RFP must carry out a summer educational program for students targeted within the proposal in the summer of 2025. | |